

# ORDINANCES

*Compiled till May, 2019*



ENLIGHTENMENT TO PERFECTION

**UNIVERSITY OF NORTH BENGAL**

Accredited by NAAC with Grade A

## ORDINANCES

### CONTENTS

1. Ordinances relating to Registration of Students (First Ordinances)	1
2. Ordinances relating to Admission and Enrolment of Students (First Ordinances)	3
3. Ordinances relating to Inspection of Colleges (First Ordinances)	6
4. Ordinances relating to Residence and Discipline of Students (First Ordinances)	8
5. Ordinances relating to Conduct of Examinations (First Ordinances including subsequent amendments)	10
6. Ordinances relating to Conferment of Degrees (First Ordinances including subsequent amendments)	14
7. Ordinances relating to Conditions of Award of Fellowship, Scholarship, Studentship, Medals and Prizes (First Ordinances)	17
8. Ordinances relating to appointment of Employees other than Officers of the University and Teachers (First Ordinances)	18
9. Ordinances relating to the Bachelor of Education (B.Ed.) Course (First Ordinances)	20
10. Ordinances relating to M.Phil. Courses in Arts, Commerce and in Science	22
11. Ordinances relating to the Degree of Doctor of Literature (D.Litt.) and Doctor of Science (D.Sc.)	25
12. Ordinances relating to M.A./M.Sc./M.Com. Courses	28
13. Ordinances relating to the Master of Laws (LL.M.) Course	32
14. Ordinances relating to Bachelor of Library and Information Science Course	35
15. Ordinances relating to the Master of Library and Information Science Course	36
16. Ordinances relating to Doctor of Philosophy (Ph.D.) in the Faculty of Arts, Commerce & Law and of Science	37
17. Ordinances relating to appointment and terms & conditions of service of Teachers of the University	44
18. Ordinances relating to the procedure and methods of selection of persons for appointment to the post of Officers and other Non-teaching post	47

## **University Ordinances Relating to Registration of Students\***

### **1. Short title and commencement**

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

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

### **3. Register**

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

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

### **4. Particulars to be entered in the Register**

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

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

5. Deleted.

### **6. Initial registration of students**

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

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

### **7. Registration on migration**

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

*\*First Ordinances.*

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

**8. Registration fee.**

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

**9. Registered number**

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

**10. Registration compulsory**

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

**11. Scrutiny of applications for admission to examinations**

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

**12. Report of removal from college roll**

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

**13. Certified copies**

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

# University Ordinances Relating to Admission and Enrolment of Students\*

## PRELIMINARY

### 1. Short title and commencement

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

(2) They shall come into force at once.

### 2. Interpretation

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

### 3. Definitions

In these Ordinances, unless the context otherwise requires:

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

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

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

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

### 4. Application

These Ordinances shall apply to all affiliated and constituent Colleges.

## Part – I

### Admission and enrolment of students

### 5. Admission

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

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

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

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

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

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

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

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

## **10. Enrolment in the College roll**

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

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

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

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

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

## **12. Transfer**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### **24. Withdrawal**

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

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

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

(a) has been guilty of gross misconduct, or

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

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

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

#### **28. Absence from college without notice**

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

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

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

## **The Ordinances Relating to Inspection of Colleges\***

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

*\*First Ordinances.*



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

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

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

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

(f) The adequacy of the teaching staff;

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

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

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

(j) The results of the University examinations;

(k) The state of discipline;

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

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

(n) Hostels for students and their supervision.

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

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

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

(c) An Attendance Register for each class;

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

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

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

(g) A Cash book;

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

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

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

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

## **Ordinances Relating to Residence and Discipline of Students\***

1. (1) These Ordinances may be called the Ordinances relating to Residence and Discipline of Students.  
(2) Deleted.
  
2. In these Ordinances, unless the context otherwise requires—
  - (i) words and expressions shall be interpreted to have the same meaning as they have in the act;
  - (ii) “Board” means the Board of Residence and Discipline constituted under the Statutes relating to constitution, powers and duties of subordinate authorities;
  - (iii) “Collegiate Hostel” means a Hostel for students of an affiliated college which is under the direct and exclusive control of the college;
  - (iv) Deleted.
  - (v) “Hostel” means a residence recognized by the Board for the students of an affiliated College or the University; and
  - (vi) Deleted.
  
3. (1) Every student of a college who does not reside with his parents or other legal guardian, or with a guardian approved by the Principal of the college, shall reside either in a Hall or a Hostel.  
(2) Disciplinary action shall be taken by the Principal against a student making a false declaration in respect of the guardianship under which he is living.  
(3) No student shall change his residence except with the previous permission in writing of the Principal of his college.

### **HALLS**

4. (1) Every hall shall be under the management of the Board of Residence and Discipline.  
(2) The following rules shall apply to every Hall, namely –
  - (a) The Rules of Discipline,
  - (b) Other rules made by the Board from time to time.  
(3) A copy of all rules referred to in paragraph (2) should be displayed prominently in the Hall for the information of the students residing therein.
  
5. The Board shall have a Superintendent of every Hall and, if necessary, one or more assistant Superintendents. The Superintendent shall maintain a Register of the students of the Hall in which shall be entered the names and permanent address of the students and of their parents or other guardians and such other particulars as may be prescribed by Rules made by the Board.
  
6. All questions of discipline in a Hall shall be decided by the Board; and a student residing in a Hall who is punished by the Board for any breach of discipline shall have no right of appeal to any authority against the orders of the Board.
  
7. A student expelled from a Hall shall be expelled from the University of which he is a member unless the Board in its discretion allows him to reside in another Hall or Hostel.

### **8. COLLEGIATE HOSTEL**

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

*\*First Ordinances.*

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

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

(a) Rules of discipline;

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

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

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

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

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

## **Ordinances Relating to Conduct of Examinations\***

### **DUTIES OF PAPER SETERS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **2. DUTIES OF EXAMINERS**

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

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

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

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

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

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

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

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

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

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

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

the sealed packet of answer scripts, after valuation to:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **3. DUTIES OF MODERATORS**

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

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

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

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

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

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

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

#### **4. Appointment of Moderators**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



## **Ordinances Relating to the Conferment of Degrees, etc.\***

1. (1) These Ordinances may be called the University Ordinances relating to the Conferment of degrees and Convocation.  
(2) They shall come in to force at once.
2. (1) Unless the context otherwise requires, words and expressions used in these Ordinances shall be interpreted to have the same meaning as they have in the Act.  
(2) In these Ordinances:
  - (a) "Degree examination" in relation to any degree which may be conferred by the University means the examination held by the University for the purpose of conferring such degree.
  - (b) "Regular course of study" means the minimum percentage of attendance by a student at lectures and tutorial classes as prescribed by the University Regulations relating to the Conditions of Study in Colleges.
  - (c) "Regular student" means a student who has been or desires to be admitted to a University examination otherwise than as a non-collegiate or external student in accordance with the Ordinances relating to Admission and Enrolment of students.
3. Except as may be specially provided for otherwise in the Statutes or Ordinances, no degree of the University shall be conferred on any student unless he is declared to have passed the appropriate Degree examination and unless, if he is a regular student, he has also pursued the course of study prescribed in the Ordinance 4.
4. (1) Subject to the provisions of the University Ordinances relating to Admissions Enrolment and Examination of Students, every student who desires to be admitted to an examination in the table given below, as a regular student, shall, before he is so admitted, have pursued a regular course of study in an affiliated or a constituent college or in the University for the period specified.  
[course 4(1) was amended on 20.4.91]  
(2) The Executive Council may, after considering the recommendation of the appropriate authority, accept any other examination as being equivalent to any of the examinations referred to above.
5. If any question arises in respect of the interpretation of these Ordinances or if any difficulty is experienced in the application thereof, the Vice-Chancellor shall give such directions as may be necessary in the matter. Such directions shall be binding subject to any decision that the Executive Council may take in this regard.
6. Subject to the provisions of the act, all proposals for conferment of an Honorary Degree (D.Sc./D.Litt./LL.D. etc.) shall be made by the Executive Council in consultation with the Faculty Council concerned.
7. (i) Convocation for the purpose of conferring degrees and diplomas shall be held every year. Special Convocation may be held at such time as may be decided by the Executive Council. The date of the Convocation of the year will be decided by the Executive Council.  
(ii) Candidates for degrees and diplomas shall inform the Registrar of their intention at least 3 weeks before the Convocation date (as will be announced in the important dailies). Students will have to fill in a form upon which the University will make arrangements. No candidate shall be admitted to the Convocation who has not carried out these formalities. The Vice-Chancellor is the final authority in this matter.  
(iii) Such Graduates as are unable to present themselves in person at the Convocation will be given their

*\*First Ordinances including subsequent amendments*



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

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

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

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

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

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

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

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

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

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

Vice-Chancellor :-

*Exhortations*

Pursue higher Knowledge.

Do your duty.

*Candidates will respond*

I take the pledge

“