THE CALCUTTA UNIVERSITY FIRST STATUTES, 1979

UNIVERSITY OF CALCUTTA
1983

Sub. [illegible] Education
Nation[illegible] Educational
Plan[illegible] tion
17 E S[illegible] Mar[illegible] 1,2016
DOC. NO. D-5474
Date 11.12.90

THE CALCUTTA UNIVERSITY

FIRST STATUTES, 1979

NOTIFICATION

In exercise of the power conferred by Sub-Section (2) of Section 59 of the Calcutta University Act, 1979 (West Ben. Act XXXVIII of 1979), I, Ramendrakumar Poddar, the First Vice-Chancellor of the University of Calcutta, hereby cause, with the approval of the Chancellor and with the assistance of the committee nominated by the Chancellor by Notification No. 365—Edn.(U) dated the 7th March, 1980 under Sub-Section (2) of the said Section, the Calcutta University First Statutes, 1966 (hereinafter referred to as the First Statutes) to be amended as follows :—

THE CALCUTTA UNIVERSITY

FIRST STATUTES, 1979

CHAPTER I

PRELIMINARY

Short Title

1. These Statutes may be called the Calcutta University First Statutes, 1979.

Definitions

2. In these Statutes, unless there is anything repugnant in the subject or context,—

(1) "academic year" means a period of twelve months commencing on the first day of June ;

(2) "Chapter" means a Chapter of these Statutes ;

NIEPA DC
D05474

(2A) "Council for Post-Graduate Studies" or "Faculty" means Faculty Council for Post-Graduate Studies ;

(3) "Post-Graduate Studies" means studies for admission to which the necessary qualification is a Bachelor's degree or its equivalent ;

(4)"Section" means a Section of the Act ;

(5)"Statute" means a Statute of these Statutes ;

(6) West Beng. Act. XXXVIII of 1979—"the Act" means the Calcutta University Act, 1979 ;

(7)"Under-graduate Studies" means studies which lead to a certificate or degree of the University and are not Post-Graduate Studies ; and

(8) words and expressions used but not otherwise defined shall have the same meaning as in the Act.

CHAPTER II

OFFICERS OF THE UNIVERSITY

PART I

POSTS OF OFFICERS

Declaration of posts of Officers of the University

3. The following posts in the University are hereby declared under Clause (5) of Section 6 of the Act to be posts of officers of the University, namely :

Posts of :

(*a*) Inspector of Colleges,

(*b*) Controller of Examinations,

(*c*) Secretaries of the Councils for Post-Graduate Studies,

(*i*) in Arts, Commerce and Education,

(*ii*) in Science, Technology and Agriculture,

(*iii*) in Medicine,

(*d*) Secretary of the Councils for Undergraduate Studies,
(*e*) Deputy Registrar,
(*f*) Deputy Controller of Examinations,
(*g*) Deputy Inspector of Colleges,
(*h*) University Engineer,
(*i*) University Librarian,
(*j*) Curator, Asutosh Museum,
(*k*) Audit and Finance Officer,
(*l*) Secretary, Students' Services,
(*m*) Assistant Registrar,
(*n*) Assistant Controller of Examinations,
(*o*) Superintendent, University Press, and
(*p*) Estate and Trust Officer.

PART II

POWERS AND FUNCTIONS OF OFFICERS

Vice-Chancellor

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

(1) It shall be the duty and the responsibility of the Vice-Chancellor to see that the academic standards in the Post-Graduate Departments of the University as well as Undergraduate Studies in the affiliated colleges are maintained and improved in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations.

(2) In order to carry out the duty and the responsibility prescribed in paragraph (1), the Vice-Chancellor or the Pro-Vice-Chancellor deputed for the purpose shall have the right to inspect or visit any academic department of the University and other institutions maintained or managed by, or affiliated to the University and submit a report to the relevant Faculty Council for Post-Graduate Studies/relevant Council for Undergraduate Studies.

(3) The Vice-Chancellor shall have the power to suggest to the Syndicate changes in the infrastructure of administration of the University including abolition, re-designation and/or creation of new posts of officers and employees of the University.

(4) It shall be the responsibility of the Vice-Chancellor to look after the efficient maintenance and management of all properties,endowments and equipment of the University, annual physical stock verification of equipment of different academic departments, and effective utilisation of the available space of the University ; and he shall issue such instructions for the purpose, from time to time, as he may deem necessary.

(5) The spheres of administrative authorities of officers of the University referred to in Statute 3 and the assignment of their functions and responsibilities shall, from time to time, be determined by the Vice-Chancellor.

Pro-Vice-Chancellor for Academic Affairs

5. Subject to the provisions of the Act, the Pro-Vice-Chancellor for Academic Affairs shall—

(*i*) assist the Vice-Chancellor in the academic administration pertaining to Undergraduate Studies and research ;

(*ii*) suggest proper measures to be taken for efficient management of Undergraduate Studies and draw up specific scheme for its improvement and expansion ;

(*iii*) have the right to be present at and address any meeting of the academic bodies/committees relating to undergraduate studies of which he may not be a member but he shall not be entitled to vote thereat ;

(*iv*) have the power to convene any meeting of the Councils for Undergrauate Studies, the Boards of Undergraduate Studies, or any other academic bodies or committees pertaining to undergraduate studies in case of any emergency ;

(*v*) co-ordinate activities in respect of moderation of question papers pertaining to post-graduate and undergraduate

examinations and take necessary steps for printing the same ; and

(*vi*) perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.

Pro-Vice-Chancellor for Business Affairs and Finance

6. (1) Subject to the provisions of the Act, the Pro-Vice-Chancellor for Business Affairs and Finance shall be the principal administrative officer in respect of all financial matters and maintenance of accounts of the University and shall be responsible for—

(*i*) the administration of the funds, the finances, the properties and assets and all endowments and trusts of the University ;

(*ii*) all receipts and disbursements ;

(*iii*) the settlement of all bills to avoid undue delay ;

(*iv*) the maintenance of stock register and the regular keeping thereof up-to-date ;

(*v*) annual physical verification of all the items of equipment and apparatus of the University entered into stock register ;

(*vi*) the preparation of Annual Financial Estimates and submission of the same to the State Government in accordance with the provisions of the Act ;

(*vii*) presentation of the Annual Statement of Accounts, the Audit Report in respect of the Annual Statement of Accounts, the Internal Audit Report and the Annual Budget to the Senate and submission of the Internal Audit Report to the State Government;

(*viii*) the signing of all cheques on behalf of the University.

(2) The Pro-Vice-Chancellor for Business Affairs and Finance shall perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.

Registrar

7. (*i*) The Registrar shall be under the direct control of the Vice-Chancellor and the Syndicate.

(*ii*) Subject to the provisions of the Act, the Registrar shall be the Secretary to the Finance Committee and the Establishment Committee and such other authorities or committees of the University as may be specifically prescribed by the Statutes or the Ordinances. He shall also be the member-Secretary of any committee constituted by the Senate or the Syndicate except as otherwise specifically provided. He shall keep the minutes of the meeting.

(*iii*) The Registrar shall be the custodian of records and common seal of the University and nobody shall use the seal of the University without prior permission from him. As custodian of the records of the University, the Registrar shall have the power to refuse general access to such records by any person, other than the Vice-Chancellor and the Pro-Vice-Chancellors except on written authorisation from the Vice-Chancellor.

(*iv*) The Registrar shall conduct the official correspondence on behalf of the University and of the Senate and the Syndicate and such other bodies or commi-mittees as may be directed by the Vice-Chancellor except as otherwise provided by the Statutes or the Ordinances.

(*v*) The Registrar shall conduct election of all the academic authorities or bodies of the University as may be prescribed by the Statutes or the Ordinances and shall act as the Returning Officer for conducting such elections.

vi) The Registrar shall be responsible for the maintenance of University buildings and allocation of

available space for accommodation with the concurrence of the Vice-Chancellor.

(*vii*) The Registrar shall be in-charge of maintenance of service records of the employees, Officers and Teachers of all the departments of the University. He may, if necessary, delegate his powers in this respect to any Officer under his administrative control with the concurrence of the Vice-Chancellor.

(*viii*) The Registrar shall take necessary steps in respect of appointment of the Officers, Employees and all categories of teachers of the University and conduct all correspondence pertaining thereto on behalf of the University. He shall also deal with promotion of all categories of employees of the University in accordance with the provisions prescribed in the Ordinances for the purpose and present all such cases to the Establishment Committee with the concurrence of the Vice-Chancellor.

(*ix*) The Registrar shall be responsible for the purchase of all articles including stationary goods, laboratory apparatus and equipment, and other machineries as may be required by the University.

(*x*) The Registrar shall, under the direction of the Vice-Chancellor and the Syndicate, take necessary steps for the execution of plans for development and improvement of higher education as may be recommended by the University Grants Commission from time to time.

(*xi*) The Registrar shall sign papers in connection with all legal proceedings for or against the University.

Inspector of Colleges

8. The Inspector of Colleges shall be responsible for ensuring the implementation of the terms and conditions for affiliation and disaffiliation of colleges and for recognition of and withdrawal of recognition from colleges, as Constituent or Profes-

sional colleges and for reports on colleges applying for affiliation, or for recognition as Constituent or Professional colleges, inspection of colleges, preparation of other reports and maintenance of records in relation thereto. In all such matters he shall act under the supervision of the Pro- Vice-Chancellor for Academic Affairs.

Controller of Examinations

9. The Controller of Examinations shall be in-charge of the Examination office of the University and shall be responsible for the administrative arrangements for the preparation, scheduling, marking and reporting of Examinations, both Post-Graduate and Undergraduate, and publication of the results of all such Examinations and all other matters connected with such examinations. In all such matters he shall act under the supervision of the Pro-Vice-Chancellor for Academic Affairs.

Secretaries of the Faculty Councils for Post-Graduate Studies

10. The Secretary of a Faculty Council for Post-Graduate Studies shall work under the direct supervision of the Vice-Chancellor and shall be the Executive Officer in charge of the college or colleges concerned and all student activities connected therewith and shall arrange for class rooms and accommodation, prepare schedules of work of the respective departments in consultation with the appropriate Heads of the departments and perform such other functions as may be ssigned to him, from time to time, by the Vice-Chancellor or the Pro-Vice-Chancellor for Academic Affairs.

Secretary of the Councils for Undergraduate Studies

11. (1) The Secretary of the Councils for Undergraduate Studies shall work under the direct supervision of the Pro-Vice-Chancellor for Academic Affairs, and shall assist the Pro-Vice-Chancellor for Academic Affairs in—

(*a*) academic matters pertaining to undergraduate studies ; and

(*b*) the planning of changes and improvements in undergraduate studies in colleges.

(2) The Secretary of the Councils for Undergraduate Studies shall be entitled to be present at and to address meetings of Boards of Studies attached to Councils for Undergraduate Studies of which he is not a member, but shall not be entitled to vote thereat.

Deputy Registrar

12. The Deputy Registrar shall work under the direct supervision of the Registrar and shall assist him in the performance of his functions and shall also perform such other functions as may be assigned to him by the Registrar.

Deputy Controller of Examinations

13. The Deputy Controller of Examinations shall work under the direct supervision of the Controller of Examinations and shall perform such functions as may be assigned to him by the Controller of Examinations or the Pro-Vice-Chancellor for Academic Affairs.

Deputy Inspector of Colleges

14. The Deputy Inspector of Colleges shall work under the direct supervision of the Inspector of Colleges and shall assist him in the performance of his functions and shall also perform such functions as may be assigned to him by the Inspector of Colleges or the Pro-Vice-Chancellor for Academic Affairs.

University Engineer

15. The University Engineer shall work under the direct supervision of the Pro-Vice-Chancellor for Business Affairs and Finance and shall be responsible for the construction, repairs and maintenance of the buildings, grounds and all movable and immovable properties of the University.

University Librarian

16. The University Librarian shall work under the direct supervision of the Pro-Vice-Chancellor for Academic Affairs

and shall be in-charge of the University Libraries and shall be responsible, with the advice and counsel of a Library Committee, for the selection, requisition and cataloguing of books and publications. He shall also be responsible for developing the procedure to ensure the effective use of library facilities and materials.

Curator, Asutosh Museum.

17. The Curator, Asutosh Museum, shall work under the direct supervision of the Pro-Vice-Chancellor for Academic Affairs and shall be in-charge of the Asutosh Museum and shall be responsible for its proper maintenance and development and shall perform such other functions as may be assigned to him by the Vice-Chancellor or the Pro-Vice-Chancellor for Academic Affairs.

Audit and Finance Officer.

18. The Audit and Finance Officer shall work under the direct supervision of the Pro-Vice-Chancellor for Business Affairs and Finance and shall—

(*a*) assist the Pro-Vice-Chancellor for Business Affairs and Finance in all matters pertaining to finance, including audit and accounts, and in the preparation of the Budgets and Estimates ;

(*b*) advise the Pro-Vice-Chancellor for Business Affairs and Finance with respect to the economical and efficient use of the University funds and resources of the University and the best utilisation of its assets ;

(*c*) exercise supervision over general accounting and internal audit of the University ; and

(*d*) be responsible for the day to day maintenance of accounts and internal audit.

Secretary of Students' Services.

19. The Secretary of Students' Services shall work under the direct supervision of the Pro-Vice-Chancellor for Academic Affairs and shall be in-charge of the Students' Services Office

of the University and shall be responsible for students' services relating to health, residence, vocational testing and guidance, recreation etc.

Assistant Registrar.

20. The Assistant Registrar shall be the principal assistant to the Registrar and the Deputy Registrar in the performance of their functions.

Assistant Controller of Examinations.

21. The Assistant Controller of Examinations shall be the principal assistant to the Controller of Examinations and Deputy Controller of Examinations in the performance of their functions.

Superintendent, University Press.

22. The Superintendent of the University Press shall work under the direct supervision of the Pro-Vice-Chancellor for Business Affairs and Finance and shall be responsible for the operation of the printing plant in all its aspects and shall perform such other functions as may be assigned to him by the Pro-Vice-Chancellor for Business Affairs and Finance.

Estate and Trust Officer.

23. The Estate and Trust Officer shall work under the direct supervision of the Pro-Vice-Chancellor for Business Affairs and Finance and shall be in-charge of all lands, buildings and other properties of the University and of the Trust Office of the University, and shall be responsible for the management and administration of all such lands, buildings and other properties of the University and of all assets held by the University in Trust or as endowments including realisation of rents from tenants, and for looking after and attending to all matters relating to acquisition of lands, buildings or other properties for and on behalf of the University.

24. Omitted

25. Omitted

CHAPTER III

AUTHORITIES OF THE UNIVERSITY

PART I

FACULTY COUNCILS AND DEANS

Statutes **26** *and* **27** *of the Calcutta University First Statutes,* **1966,** *substituted by the following, viz., Statute* **26** :

Deans

26. (1) The term of a Dean shall be for a period of two years from the date of election or till the expiry of his term of office as a member of the concerned Faculty Council for Post-Graduate Studies, which ever is earlier.

(2) The Dean shall be elected by the members of the concerned Faculty Council for Post-Graduate Studies in the manner stated in Statute 71 D out of its members who shall, except in the case of the Faculty of Medicine, be a University Professor where the members of the Faculty Council include such Professor.

(3) If a vacancy occurs in the office of the Dean by reason of death, resignation or retirement, a special meeting of the Faculty Council for Post-Graduate Studies shall be convened for the purpose of electing a Dean by the Registrar on a date time and place to be fixed in this behalf by the Vice-Chancello and the provision of Statute 71D shall there upon apply to such election.

(4) If by reason of illness or authorised leave or for any other reason, the Dean of a Faculty Council for Post-Graduate Studies is unable to discharge the responsibilities and perform the duties, the Vice-Chancellor shall nominate a member of the Faculty Council for Post-Graduate Studies to carry on the responsibilities and duties of the Dean during the period of temporary absence of the Dean of the Faculty Council concerned.

(5) Save as otherwise provided in clause (*v*) of Subtion (1) of Section 21, Dean of any of the following Faculty

Councils for Post-Graduate Studies shall also be a member of the Syndicate in terms of clause (*xiii*) of Sub-section (1) of Section 21, for a period of two years in the order specified below :—

Faculty Council for Post-Graduate Studies in :—

(*i*) Commerce, Social Welfare & Business Management,

(*ii*) Agriculture & Veterinary Science,

(*iii*) Education, Journalism and Library Science, and

(*iv*) Fine Arts, Music & Home Science.

PART—II

Statutes—28 & 29 Omitted

PART—III

BOARDS OF STUDIES

Constitution of Boards of Studies attached to Faculty Councils for Post-Graduate Studies.

30. (1) Save as hereinafter otherwise provided in paragraphs (2) to (11), a Board of Studies attached to a Faculty Council for Post-Graduate Studies shall consist of—

(*a*) The Head of the concerned Department of Teaching, who shall be the Chairman of the Board, Ex-officio,

(*b*) The Teachers of the University as well as those of the constituent colleges, participating in post-graduate teaching in the subject or subjects in respect of which the Board is constituted,

(*c*) Not more than three persons who shall be experts in the subject or subjects concerned co-opted by the other members of the Board at its first meeting.

(2) (*i*) A Board of Studies in Engineering attached to a Faculty Council for Post-Graduate Studies in Engineering and Technology shall consist of—

(*a*) The Dean of the Faculty Council for Post-Graduate Studies in Engineering and Technology,

(*b*) The Dean of the Faculty Council for Post-Graduate Studies in Science,

(*c*) The Principals of Engineering Colleges affiliated to the University,

(*d*) One teacher participating in post-graduate teaching in each branch of Engineering nominated by the Vice-Chancellor,

(*e*) Not more than three experts co-opted by the other members of the Board at its first meeting.

(*ii*) The Chairman of the Board shall be elected by the members from among themselves.

(3) A Board of Studies in Law attached to the Faculty Council for Post-Graduate Studies in Law shall consist of—

(*a*) The Principal of the University Law College,who shall be the Chairman of the Board, ex-officio,

(*b*) The Principals of other Law Colleges affiliated to the University,

(*c*) The Dean of the Faculty Council for Post-Graduate Studies in Law,

(*d*) All whole-time teachers of the University Law College,

(*e*) Seven Teachers of Law Colleges nominated by the Vice-Chancellor—at least one from each law college,

(*f*) Not more than three experts co-opted by the other members of the Board at its first meeting.

(4) A Board of Studies in Technology attached to the Faculty Council for Post-Graduate Studies in Engineering and Technology shall consist of—

(*a*) The Head of the relevant Department of Teaching, who shall be the Chairman of the Board, ex-officio,

(*b*) The Dean of the Faculty Council for Post-Graduate studies in Engineering and Technology,

(*c*) All Teachers participating in Post-Graduate teaching in the concerned department of the University,

(*d*) Two persons, of whom, one shall be nominated by the All India Council for Technical Education and one by the Central Government,

(*e*) Two persons co-opted by the members of the Board at its first meeting.

(5) A Board of Studies in Journalism attached to the Faculty Council for Post-Graduate Studies in Education, Journalism and Library Science shall consist of—

(*a*) The Head of the Department, who shall be the Chairman of the Board, ex-officio,

(*b*) The Dean of the concerned Faculty Council for Post-Graduate Studies,

(*c*) All Teachers of the Department,

(*d*) Not more than three experts nominated by the Vice-Chancellor.

(6) A Board of Studies in Education and Teachers' Training attached to the Faculty Council for Post-Graduate Studies in Education, Journalism and Library Science shall consist of—

(*a*) The Head of the Department of Education and Teachers' Training, who shall be the Chairman of the Board, ex-officio,

(*b*) The Dean of the concerned Faculty Council for Post-Graduate Studies,

(*c*) All Teachers of the Department of Education of the University,

and (*d*) Two Principals and two Teachers of colleges affiliated to the B.Ed. course as may be nominated by the Vice-Chancellor.

(7) (*i*) A Board of Studies in Dental Science, Homoeopathy, Nursing and Ayurved attached to the Faculty Council for Post-Graduate Studies in Medicine, Homoeopathy, Nursing, Ayurved and Dental Science shall consist of—

(*a*) the Principals of the concerned colleges affiliated to the University in the relevant subject,

(*b*) the Dean of the concerned Faculty Council for Post-Graduate Studies,

(*c*) Not more than five Teachers participating in Post-Graduate teaching in the relevant subject or subjects nominated by the Vice-Chancellor,

(*d*) Not more than three experts to be co-opted by the members of the Board at its first meeting.

(*ii*) The Chairman of the Board shall be one of the Principals of the concerned colleges elected by the Board.

(8) A Board of Studies in Business Administration and Social work attached to the Faculty Council for Post-Graduate Studies in Commerce, Social Welfare and Business Management shall consist of—

(*a*) The Dean of the concerned Faculty Council for Post-Graduate Studies—Chairman,

(*b*) the Director, All India Institute of Social Welfare and Business Management,

(*c*) Not more than five Teachers participating in post-graduate teaching in the relevant subject nominated by the Vice-Chancellor,

(*d*) the Head of the Department of Commerce.

(*e*) the Head of the Department of Economics,

(*f*) the Head of the Department of Sociology,

(*g*) Not more than three members to be co-opted by the members of the Board at its first meeting.

(9) A Board of Studies in Business Management attached to the Faculty Council for Post-Graduate Studies in Commerce, Social Welfare and Business Management shall consist of—

(*a*) the Head of the Department of Commerce who shall be the Chairman, ex-officio,

(*b*) all Teachers of the department participating in post-graduate teaching in the relevant subject or subjects,

(*c*) not more than three persons who shall be experts in the relevant subject or subjects co-opted by the members of the Board at its first meeting.

(10) (*i*) A Board of Studies in Home Science attached to the Faculty Council for Post-Graduate Studies in Fine Arts, Music and Home Science shall consist of—

(*a*) the Principals of the concerned colleges,

(*b*) the Dean of the Faculty Council for Post-Graduate Studies in Fine Arts, Music and Home Science,

(*c*) five Teachers in the subject to be nominated by the Vice-Chancellor.

(*ii*) the Chairman of the Board shall be a member of the Board elected from amongst themselves.

(11) A Board of Studies in Medicine attached to the Faculty Council for Post-Graduate studies in Medicine, Nursing, Homoeopathy, Ayurved and Dental Science shall consist of—

(*a*) the Dean of the Faculty of Medicine—Chairman, *ex-officio*,

(*b*) whole-time teachers of the University College of Medicine in the relevant subject,

(*c*) ten teachers participating in post-graduate teaching in clinical subjects nominated by the Vice-Chancellor,

(*d*) three experts co-opted by other members of the Board at its first meeting.

PART III A

BOARDS OF STUDIES

Constitution of Boards of Studies attached to Council for Undergraduate Studies.

31. (1) Every Board of Studies attached to a Council for Undergraduate studies shall consist of eleven members and shall include—

(*a*) four teachers participating in post-graduate teaching in the subject or subjects concerned, or, if at the time of the constitution of any Board no instruction is imparted in the post-graduate course in the subject or subjects concerned, four persons nominated by the Vice-Chancellor,

(*b*) five teachers participating in undergraduate teachnig in the subject or subjects concerned,

and (*c*) two persons, other than those mentioned in clauses (*a*) and (*b*), having expert knowledege in the subject or subjects concerned co-opted by the other members of the Board at its first meeting.

(2) The members of every Board of Studies referred to in clause (*a*) and clause (*b*) of paragraph (1) shall be elected respectively by the members of the Faculty Council for the concerned post-graduate studies and the members of the concerned council for undergraduate studies in accordance with the provisions of these Statutes.

(3) (*a*) The Vice-Chancellor shall nominate one of the members of the Board to be the Chairman,

Provided that in case of Board of undergraduate Studies in Medicine, the Dean of the Faculty Council for Post-Graduate Studies in Midicine shall be a member and Chairman of the Board.

(*b*) The Chairman shall preside at meetings of the Board, but in his absence, the members present shall elect one of their members to act as the Chairman.

PART IV

FINANCE COMMITTEE

Constitution of Finance Committee.

32. The Finance Committee shall consist of the following members, namely :—

(*a*) The Vice-Chancellor, who shall be the Chairman of the Committee ,

(*b*) The Pro-Vice-Chancellor for Business Affairs and Finance, who shall be the Vice-Chairman of the Committee,

(*c*) The Pro-Vice-Chancellor for Academic Affairs,

(*d*) One member of the Senate nominated by the Senate,

(*e*) One member of the Syndicate nominated by the Syndicate,

(*f*) Omitted

(*g*) One member with experience in financial matters nominated by the State Government.

Powers and Functions of the Finance Committee.

33. (1) The Finance Committee shall advise on any financial matter that may appropriately be referred to it for opinion by any authority or body of the University.

(2) The Finance Committee shall—

(*a*1) before the 31st of December every year consider at a meeting convened for the purpose an abstract of the estimated receipt and expenditure of the University on different accounts for the ensuing financial year as prepared by the Pro-

Vice-Chancellor for Business Affairs and Finance and make recommendations pertaining to them, which with the same abstract shall be forwarded to the Syndicate for examination and approval. This abstract as approved by the Syndicate shall be submitted to the State Government as required undre section 46 of the Act.

(*a*) before the 31st of January every year consider the annual statement of accounts for the previous financial year as prepared by the Pro-Vice-Chancellor for Business Affairs and Finance and transmit the same with its recommendations to the Syndicate for examination and approval prior to its transmission to the Senate ;

(*b*) before the 31st of March every year consider at a meeting convened for the purpose the Annual Financial Estimates of the ensuing financial year as prepared by the Pro-Vice-Chancellor for Business Affairs and Finance and having considered the same estimates make recommendations pertaining to them which, with the said estimates, shall be forwarded to the Syndicate for examination and approval prior to transmission to the Senate ; and

(*c*) prepare financial and accounts rules with the approval of the Syndicate.

(3) The Finance Committee may call for any paper bearing on any financial proposal or any item of accounts under its consideration or in making its recommendations on the annual accounts or the financial estimates referred to in paragraph (2).

(4) The Finance Committee shall maintain watch over the progress of income and expenditure provided for in the Budget and shall make such reports to the Syndicate, from time to time, as it may think fit on any matter affecting the finance of the University.

(5) Subject to the provisions in Sub-section (4) of Section 46, no expenditure,—not covered by the Budget grant or in excess of the Budget provision, may be incurred without consideration by the Finance Committee and prior approval of the State Government.

PART V

COMPOSITION OF THE TRIPURA COUNCIL.

The Tripura Council.

34. (*i*) The Tripura Council shall consist of the following :—

Ex-Officio Members

(*a*) the Vice-Chancellor—Chairman ;

(*b*) the Pro-Vice-Chancellor for Academic Affairs —Vice-Chairman ;

(*c*) the Director of the Post-Graduate Centre ;

(*d*) the Secretary, Department of Education, Government of Tripura ;

(*e*) the Secretary, Department of Finance, Government of Tripura ;

Other Members

(*f*) two Professors of the University of Calcutta to be nominated by the Vice-Chancellor ;

(*g*) all Professors of the Post-Graduate Centre at Agartala ;

(*h*) three Readers/Lecturers to be elected by such Readers /Lecturers from amongst themselves ;

(*i*) two members of the Tripura Legislative Assembly to be elected by such members from amongst themselves ;

(*j*) one member of the non-teaching staff of the Post-Graduate Centre at Agartala to be elected by such staff from amongst themselves ;

(*k*) one regular student prosecuting his studies at the Post-Graduate Centre of the University at Agartala to be elected by such students from amongst themselves ;

(*l*) one person nominated by the Chancellor in consultation with the Government of Tripura.

(*i*) There shall be a whole-time Secretary of the Post-Graduate Centre of the University at Agartala who shall be the Secretary of the said Council.

(*ii*) One third of the total number of members shall be a quorum for a meeting of the Tripura Council.

Appointment of Director and Secretary for Post-Graduate Centre at Agartala.

34A. The Director and the Secretary of the Post-Graduate Centre at Agartala shall be appointed by the Chairman of the Tripura Council in consultation with the Government of Tripura on such terms and conditions as may be specified.

Powers and Duties of the Tripura Council.

34B. The powers and duties of the Tripura Council shall be as follows :—

(1) the Tripura Council shall manage and administer the Post-Graduate Centre at Agartala.

(2). the Tripura Council shall arrange for teaching of Post-Graduate Centre of Study as approved by the University and shall conduct examinations thereof under the authority of the University and subject to such directions as may be issued by it ;

(3) to create posts of Teachers, Officers and other employees for the Post-Graduate Centre with the approval of the Government of Tripura.

(4) to appoint Teachers, Officers and other employees of the Centre, to fix their emoluments, to define their duties and terms and conditions of their services in consultation with the Government of Tripura ;

(5) to approve the budget for the Post-Graduate Centre with the concurrence of the Government of Tripura ;

(6) to establish, maintain and manage Halls and to recognise hostels for the Post-Graduate Centre ;

(7) to make rules for the transaction of its own business ;

and (8) to exercise and perform such other powers and duties as may be assigned to it by the Syndicate from time to time.

Delegation of powers to the Sub-Committees.

34C. The Tripura Council at Agartala may constitute sub-committees as may be required and may delegate such powers to the sub-committees as it deems necessary.

PART VI

DEPARTMENTAL COMMITTEES

Departmental Committees.

34D. In terms of clause (8) of Section 17, there shall be an authority called Departmental Committee in every Post-Graduate Department of the University consisting of all whole-time teachers with the Head of the Department as the Chairman. Not more than three part-time teachers may be co-opted as members by the Departmental Committee provided the Department has not less than five whole time teachers.

Powers and Functions of the Departmental Committee.

34E. (1) Subject to the general supervision and control of the Vice-Chancellor, the Departmental Committee shall have the following powers and functions :—

(*i*) identification of the academic areas which need be strengthened and recommendation of suitable measures in this regard ;

(*ii*) proper utilisation of existing physical, human and financial resources ;

(*iii*) preparation of class routine ;

(*iv*) programming for co-ordination and completion of courses on schedule ;

(*v*) making arrangements for holding examinations ;

(*vi*) to take necessary follow up action for expeditious publication of results ;

(*vii*) to suggest proposals for inclusion in the annual budget ;

(*viii*) consideration of any other matter regarding departmental activities or any such matter as may be referred to it by the appropriate authorities.

(2) The rules and procedure for its working shall be framed by the Departmental Committee with the approval of the Vice-Chancellor.

CHAPTER IV

ELECTION OF MEMBERS OF AUTHORITIES

Part—I—Election to Senate, Syndicate, Faculty Councils for Post-Graduate Studies and Councils for Undergraduate Studies.

A—Election of members of (1) the Senate under clauses (xxii) to (xxv), (xxviii) to (xxxiii) and (xxxv) of Sub-Section (1) of Section 18, (2) the Faculty Councils for Post-Graduate Studies under clause (vi) of Sub-Section (2) of Section 23, (3) the Councils for Undergraduate Studies under Sub-Clauses (iv) and (v) of Clause (a) of Sub-Section (2) and Sub-Clause (ii) of Clause (a) of Sub-Section (3) and Sub-Clause (ii) (b) of Clause (a) of Sub-Section (4) of Section 25.

Vice-Chancellor to fix dates for application for enrolment of voters, nominations, scrutiny of nominations, withdrawal of candidature and poll.

35 (1) The Vice-Chancellor shall, in connection with any election referred to in the foregoing entry, by an order in writing fix a date or dates—,

(*a*) on or before which applications for enrolment as voters shall be submitted, which shall not be earlier than thirty days from the date of the order ;

(*b*) on or before which nominations for election shall be submitted, which shall not be earlier than fourteen days from the date of publication of the final electoral rolls for the constituency concerned after the last date of application for enrolment as voters fixed under clause (*a*) ;

(*c*) on which scrutiny of nominations shall be made, which shall not be later than the third day from the last date for submission of nominations fixed under clause (*b*) ;

(*d*) on or before which applications for withdrawal of candidature, if any, shall be submitted which shall not be later

than the third day from the date fixed under clause (*c*) for scrutiny of nominations ;

(*e*) on which a poll shall, if necessary, be taken, which shall not be earlier than thirty days from the last date for withdrawal of nomination fixed under clause (*d*) ;

(*f*) on which counting of votes shall be commenced, which shall not be later than seven days from the date for taking the poll fixed under clause (*e*).

(2) Every order under Paragraph (1) shall be duly notified by the Registrar in the press or in such manner as may be determined by the Vice-Chancellor.

Notice calling for applications for enrolment as voters.

36. As soon as posible after receiving the order of the Vice-Chancellor referred to in Clause (*a*) of Statute 35, the Returning Officer shall, in such manner as the Vice-Chancellor may direct, issue or cause to be issued a notification stating the substance of the order and calling for applications for enrolment as voters in the respective constituencies from all persons entitled to vote at the election in such constituencies.

Preliminary Electoral Rolls.

37(1). Not later than sixty days after the last date for application for enrolment of voters fixed under Clause (*a*) of Statute 35, the Returning Officer shall prepare a preliminary electoral roll for every constituency of the Senate, the Faculty Councils for Post-Graduate Studies and Councils for Under graduate Studies containing the names of all persons who have applied for enrolment as voters in the constituency concerned and are qualified to have their names included in such rolls.

Explanation : (1) A Principal or a Teacher shall be entitled to have his name included in the relevant electoral roll, even though he is on authorised leave.

1A. A Lecturer-in-charge of an affiliated college, by whatever name called, may enrol himself either in the Principals' constituency or in the Teachers' constituency.

2. A temporary Principal or Teacher shall also be entitled to have his name included in the relevant electoral roll.

3. Instructors, Tutors, Demonstrators and any other person who are certified by the Heads of the Institution concerned as participating in teaching work shall be deemed to be teachers for the purposes of elections under these Statutes.

(2) A person shall be entitled to have his name included in the electoral roll of one constituency only. A person qualified to have his name included in the electoral rolls of more than one constituency shall indicate the constituency in the electoral roll of which he wishes his name to be included and the Returning Officer shall include his name accordingly. In the case of a failure so to indicate the constituency the application shall be rejected.

(3) A preliminary electoral roll prepared under Paragraph (1) together with a notice to the effect that the electoral roll may be inspected and claims or objections in respect thereof filed shall be published by posting the same in the Notice Board of the Office of the Registrar or in such other manner as the Vice-Chancellor may determine.

(4) In case of voters for Registered Graduates' Constituency of the Senate, prescribed option forms as approved by the Vice-Chancellor, shall be available from the University Sales Counter and/or any other authorised agent of the University as may be decided by the Vice-Chancellor, on payment of a fee of Re. 1 for each form. The voter shall indicate by a cross mark against the appropriate box in the said option form, the centre at which he proposes to cast his vote. The form duly filled in together with two recent passport size photographs affixed in the specified places in the form, shall be submitted to the Returning Officer. The Returning Officer shall include the names of the voters, who have exercised their option in the aforesaid manner, accordingly and publish the electoral rolls centrewise, for the convenience of the voters in such a manner as may be directed by the Vice-Chancellor.

Claims and Objections.

38. Within fifteen days from the date of such publication of a preliminary electoral roll, any claim or objection to the roll may be made in writing signed by the person making it, stating specifically the grounds on which it is made and submitted to the Returning Officer either in person or by registered post.

Final Electoral Roll.

39 (1). The Returning Officer, shall, after summary enquiry, dispose of all claims or objections submitted under Statute 38 and amend the electoral roll where necessary. The final electoral roll so prepared shall be kept in the office of the Registrar and shall, not later than seven days from the last date for filing claims and objections referred to in Statute 38, be published in such manner as is referred to in Clause 3 of Statute 37 and shall come into force forthwith upon such publication. The decision of the Returning Officer on any claim or objection shall be final.

(2) The final electoral roll for any constituency, prepared under Paragraph (1), shall remain in force until a fresh electoral roll is prepared for that constituency in connection with the next general election on the expiry of the term of office of the members elected from that constituency, subject to such amendments, if any, as the Registrar may, from time to time, consider necessary for the purposes of filling casual vacancies.

Withdrawal of Name from Electoral Roll.

40. If, at any time before the publication of the final electoral roll of any constituency under Statute 39, any person applied for withdrawal of his name from such roll, the Returning Officer shall permit his name to be so withdrawn but such person shall not be entitled to claim a refund of the fee, if any, paid by him for inclusion of his name therein.

Correction of Error in Electoral Roll.

41. The Returning Officer shall have the power to correct any printing or clerical error in a final electoral roll.

Custody of Electoral Rolls, etc.

42 (1). The Registrar shall have the custody of the preliminary as well as the final electoral rolls.

(2) Electors may obtain copies of the preliminary as well as final electoral rolls from the office of the Registrar on payment of such price as may be fixed by the Registrar in this behalf.

Notice Calling for Nominations.

43. Upon the publication under Statute 39 of a final electoral roll for an election, the Returning Officer shall forthwith give notice in such manner as the Vice-Chancellor may direct, of the intended election inviting nominations of candidates for election and specifying the last date fixed for making nominations, the date for scrutiny of nominations and the last date for withdrawal of candidature as well as the date of poll and the time and place at which, and the person to whom the nomination papers are to be delivered.

Nominations.

44. (1) Any person whose name appears in the final electoral roll of any constituency and who is not disqualified to be elected as a member of the authorities of the University under Section 37, may be nominated as a candidate for election from that constituency.

(2) On or before the last date for submission of nomination of candidates for election fixed under clause (*b*) of Statute 35, a candidate for election shall deliver or cause to be delivered to the Returning Officer between 11 A.M. and 5 P.M. on a working day of the University, a nomination paper in a form approved for the purpose by the Vice-Chancellor which shall be obtainable from the Returning Officer.

(3) No nomination paper shall be valid unless it is signed by the candidate as assenting to the nomination and by one other person qualified to vote in the constituency concerned as proposer.

(4) An elector may sign as proposer only one nomination paper and no more, and if an elector signs as proposer more nomination papers than one, all the nomination papers so signed by such elector shall be invalid :

Provided that this rule shall not apply to a constituency where the number of electors does not exceed five.

Scrutiny of Nominations.

45. On the day fixed under clause (*c*) of Statute 35, for scrutiny of nominations, the Returning Officer shall scrutinise the nomination papers, in the presence of candidates or their authorised agents, if they appear, and publish on the notice board in his office a list arranged alphabetically according to surname of candidates whose nominations are found to be valid.

Withdrawal of Candidature.

46. Any candidate whose name appears in the list may withdraw his candidature by a notice in writing signed by him and delivered to the Returning Officer within the time fixed under Clause (*d*) of Statute 35.

Conduct of Election.

47. Subject to the provisions of Statute 48—

(*a*) if the number of candidates in any constituency whose nominations are found to be valid and who have not withdrawn their candidature, is less than the number of persons to be elected the Returning Officer shall declare all such candidates duly elected and the seats remaining unfilled shall be deemed to be vacancies for the purposes of Sections 40 and 41.

(*b*) if the number of such candidates is equal to the number of persons to be elected, the Returning Officer shall declare all such candidates duly elected ;

(*c*) if the number of such candidates exceeds the number of persons to be elected, the Returning Officer shall forthwith publish in his office a list of the candidates for election arranged alphabetically according to surname and a poll shall be taken.

Special Procedure in case of Reserved Seats.

48. If at an election in a constituency the number of seats to be filled includes a number of seats reserved for a particular class, category or description of person, and—

(*a*) if the number of duly nominated candidates qualified to fill the reserved seats, who have not withdrawn their candidature, is equal to the number of seats so reserved, all the candidates shall be declared duly elected and the procedure laid down in Statute 47 shall be followed for filling the remaining seats ;

or

(*b*) if the number of such candidates exceeds the number of seats so reserved but the total number of duly nominated candidates is equal to the total number of seats to be filled, the Returning Officer shall declare all the candidates duly elected ;

or

(*c*) if the number of such candidates exceeds the number of seats so reserved and the total number of duly nominated candidates also exceeds the total number of seats to be filled, a list of all the candidates for election shall be published as provided in Clause (*c*) of Statute 47 and poll shall be taken ; and after the poll has been taken the Returning Officer shall first declare those who, being qualified to fill the reserved seats, have secured the largest number of votes duly elected to fill the reserved seats and then declare such of the remaining candidates as have secured the largest number of votes duly elected to fill the remaining seats ; or

(*d*) if the number of such candidates is less than the seats so reserved, the Returning Officer shall forthwith declare all those candidates duly elected to fill the reserved seats and follow the procedure laid down in Statute 47 for filling the seats other than reserved seats ; the reserved seats remaining unfilled shall be deemed to be vacancies for the purposes of Sections 40 and 41.

Explanation

In a constituency where the number of seats to be filled up includes a seat or seats reserved for a particular class, category

or description of persons, candidates belonging to such class or category or answering such description shall be treated as candidates for election to such reserved seats irrespective of his/her choice in respect thereof.

Statutes **49** *to* **71** *substituted by the following Statutes.*

Affiliated College Teachers' Constituency.

49. (1) In case of election of members to the Senate or the Councils for Undergraduate Studies from the Teachers' constituency, the Returning Officer shall send necessary instructions to the Principals of the affiliated colleges with the approval of the Vice-Chancellor together with a copy of the order of the Vice-Chancellor as provided in Statute 35, for enrolment of voters for the Teachers' constituency of the colleges. The Principal of each affiliated college shall prepare a preliminary electoral roll of all the eligible teachers of his college and send the said preliminary electoral roll in triplicate to the Returning Officer for obtaining his signature and the Returning Officer, after putting his signature on them, shall retain one copy of the electoral roll and send the other two copies back to the Principal of the college who shall post a copy of it on the Notice Board for information of the electors. He shall also send the claims and objections, if any, from any elector to the Returning Officer as provided in Statute 38. Similar procedure shall be followed by the Principal for preparation and publication of the final electoral roll in respect of the teachers of the college subject to provisions made under Statute 39.

(2) In case of Teachers' Constituency of the Senate or of the Faculty Councils for Post-Graduate Studies in respect of academic departments of the University, similar procedure as in Paragraph (1) above relating to preparation and publication of preliminary as well as final electoral roll shall be followed mutatis mutandis by a person appointed for the purpose by the Vice-Chancellor.

(3) As soon as possible after the publication of the final electoral roll for the Affiliated College Teachers' Constuitency,

the Returning Officer shall take steps for filling of nominations, scrutiny of nominations and withdrawal of candidature following the procedure laid down in Statutes 43, 44, 45 and 46.

(4) As soon as possible after the publication of the final electoral roll in respect of the University Teachers' Constituency, the Returning Officer shall issue notice inviting nominations of candidates for election and specifying the last date fixed for nominations, the time and place at which and the person(s) to whom the nomination papers are to be delivered, the date of scrutiny of nominations as well as the last date for withdrawal of candidature. On receipt of such notification, the person appointed by the Vice-Chancellor to perform such duties in case of election of the Teachers of academic departments of the University shall post a copy of the same in such places as may be determined by the Returning Officer and shall, after receiving such nomination papers, scrutinise the same in the presence of the candidate or his authorised agent, as the case may be, and publish the names of candidates, whose nomination papers have been found to be valid in the Notice Boards of the academic departments of the University, arranged in alphabetical order according to the surname of the candidates. A list of such candidates shall be submitted to the Returning Officer and his signature obtained on it before being posted in the Notice Boards. The Returning Officer shall retain one copy of the list for record in his office.

Election of Members of the Senate from Registered Graduates' Constituency.

50. (*a*) For the purpose of election of members of the Senate from the Registered Graduates' Constituency described in Clause (xxxiii) of Sub-Section (1) of Section 18, the qualified electors shall cast their votes in person at the polling centres allotted to them as per option exercised by them in writing, in the presence of the Presiding Officer appointed for the purpose. The Returning Officer shall, by a notification posted on the Notice Board of Registrar's Office as well as by insertion in at least

two leading daily newspapers —one in English and one in Bengali, intimate the electors at least a fortnight before the date of polling about the allotment of polling centres.

Provided, that subject to Statute 51A(*c*) hereinafter, no authorization to a person by an elector shall be allowed for the purpose of voting.

(*b*) The Returning Officer shall appoint a Principal or a Teacher of an affiliated college or a Teacher or an Officer of the University or an employee holding a responsible post in the University as Presiding Officer and such other employees as may be considered necessary as polling assistants well in advance of the date of polling and make necessary arrangement for transportation of the ballot boxes and ballot papers to the polling centres. He shall also supply a copy of instruction relating to rules and procedure of polling to each of the Presiding Officers.

(*c*) The polling centres shall remain open from 10 A.M. to 4 P.M. As soon as the clock strikes 4 O' clock in the afternoon the gates of the polling station shall be closed, but the voters standing at the queue at that time shall be allowed to enter inside the polling station and cast their votes. The Presiding Officer shall not allow any voter to cast his vote if he arrives at the polling station after 4 P.M.

(*d*) After the polling is over, the Presiding Officer shall prepare a statement of the number of ballot papers used and the balance left over. The ballot papers remaining unused shall be packed and sealed. The ballot boxes shall also be sealed in the presence of the candidates or their authorised agents.

(*e*) The Presiding Officer shall send all the ballot boxes to the Returning Officer on the same day in case of polling centres situated within the jurisdiction of Calcutta and its suburbs. The Presiding Officer of the mofussil centres shall send ballot boxes to the Returning Officer so as to reach him not later than the next day of the polling. In all cases, the Presiding Officers and the Polling Assistants on duty must accompany the ballot boxes and hand over the same together with the necessary papers as stated in Clause (*d*) above, to the Returning Officer or his

nominee in his office. The Returning Officer shall make necessary arrangement for keeping the ballot boxes in safe custody till the counting begins according to the time schedule mentioned in Clause (*f*) of the Statute 35.

Postal Ballot.

51. (*a*) A person enlisted as a voter in the electoral roll of the Registered Graduates' Constituency, who resides outside the jurisdiction of the Calcutta University, may cast his vote by postal ballot or in person at any booth according to his option as exercised in his application for enrolment. The Returning Officer shall issue the ballot paper by registered post to the voter concerned of the Registered Graduates' Constituency, who desires to cast his vote through postal ballot, not less than fourteen days before the election day.

(*b*) The Returning Officer shall issue the ballot paper by Registered Post to the voter concerned of the Registered Graduates' Constituency, who desires to cast his vote through postal ballot, not less than 14 days before the election day. As regards issuing of ballot papers and recording of vote, the provisions of Statute 53 (2) and (3) shall apply mutatis mutandis.

51A(*a*) A person on polling duty may exercise his voting right by postal ballot and in such circumstances, he must apply to the Returning Officer immediately on receipt of his assignment for polling duty.

51A(*b*) No person shall be entitled to vote if he is confined in a prison or in the lawful custody of the Police :

Provided further that notwithstanding anything contained in any of the Statutes, a person subjected to preventive detention under any law shall be entitled to cast his vote by postal ballot.

51A(*c*) If an elector to whom ballot paper has been sent under clause (*a*) of Statute 51 above is unable through physical incapacity to record his vote, it shall be competent for him to record his vote by the hand of any person authorised by him in that behalf :

Provided that the ballot paper shall be accompanied with a declaration signed by such person stating that he is so authorised. Any such declaration shall be presumed to be correct and shall be presumed to have conferred authority on such person to record the vote, unless the contrary is proved.

Election for Teachers' Constituency.

52.(1) In the case of elections under Clauses (xxii), (xxiii) and (xxiv) of Sub-Section (1) of Section 18 for choosing members of the Senate, under Clause (vi) of Sub-Section (2) of Section 23 relating to Faculty Councils for Post-Graduate Studies and under Clause (iv) of Sub-Section (2) (*a*) and Sub-Clause (ii) of Clause (*a*) of Sub-Section (3) of Section 25 in relation to Councils for Undergraduate Studies, the Returning Officer shall notify the venue, the date of election, the time and the duration of polling which shall be between 10 A.M. and 4 P.M. The date of polling shall be fixed in the notification in accordance with Clause (*e*) of Statute 35. A copy of such notification shall be posted on the Notice Board of the college concerned in case of election of teachers of the affiliated colleges to the different authorities referred to above. As regards election of teachers of the academic departments of the University a copy of such notification shall be posted on theNotice Board of the Registrar's Office and in such other places as may be determined by the Returning Officer.

(2) For the purpose of conducting election, the Returning Officer shall appoint Presiding Officers from amongst the Teachers or Officers of the University or a Principal and/or a Teacher of an affiliated college and the polling assistants from amongst the employees of the University or of the affiliated colleges respectively. The Returning Officer shall arrange for transportation of the ballot papers and ballot boxes to the polling centres. He shall also supply a copy of instructions relating to rules and procedure for the conduct of election to each of the Presiding Officers.

...n
...Aurobindo Marg, New Delhi-1...
D... No. D...5.4.7.34
35 Date. 11/12/96

(3) All other procedures relating to conduct of election shall apply, mutatis mutandis, as referred to in Clauses (*c*), (*d*) and (*e*) of Statute 50.

Explanation : Teachers of the Viharilal College of Home and Social Science who have been teaching in the post-graduate classess shall be eligible for enrolment as voters in the electoral roll for University Teachers' Constituencies and those who have been imparting instructions in undergraduate courses of study shall be entitled to enrol their names as voters under Clause (xxiv) of Sub-Section (1) of Section 18 for the purpose of election to Senate, and Council for Undergraduate Studies under Clause (iv) (*a*) of Sub-Section (2) (*a*) of Section 25 under the Act and and the Statutes framed thereunder.

Electoral Rolls of Principals' Constituency and Librarians' Constituency.

53.(1) In case of election of candidates to the Senate from the Principals' Constituency and the Librarians' Constituency as described in Clauses (xxv) and (xxxv) of Sub-Section (1) of Section 18 and for electing members of the Councils for Undergraduate Studies from the Principals' constituency referred to in Sub-Clause (v) of Clause (*a*) of Sub-Section (2) of Section 25. The Returning Officer shall issue a notification immediately after receiving the order of the Vice-Chancellor referred to in Clause (*a*) of Paragraph (1) of Statute 35 inviting applications for enrolment of voters from the Principals of the affiliated colleges and the Librarians of the University and affiliated colleges in the preliminary electoral roll and publish the same in the manner as prescribed by Statute 37.

After disposing of the claims and objections, the Returning Officer shall publish the final electoral roll in accordance with the provisions made under Statutes 38 and 39.

(2) Election of the members to the Senate from the constituencies under Clauses (xxv) and (xxxv) of Sub-Section (1) of Section 18 and also for electing members of the Councils for Undergraduate Studies from the Principals' Constituency

described in Sub-Clause (v) of Clause (*a*) of Sub-Section (2) of Section 25 shall be held by postal ballot subject to provisions laid down in Statutes 51A (*a*) and 51A (*b*). As soon as may be after the publication of the list of the candidates under Clause (*c*) of Statute 47 but not less than fourteen days before the election day, the Returning Officer shall send ballot paper by Registered Post to each voter prepared for the purpose by the Registrar and approved by the Vice-Chancellor together with a list of candidates whose nomination papers have been found to be valid and an envelope and an outer cover addressed to the Returning Officer for the return of the ballot paper prepared by the Registrar in such form as may be approved by the Vice-Chancellor in that behalf.

(3) Every voter on receiving his ballot paper shall record his vote therein, in accordance with the instructions contained in the ballot paper. The voter shall then place the ballot paper inside the cover and close it and the closed cover containing the ballot paper shall again be placed inside the outer cover addressed to the Returning Officer received therewith and send the cover to the Returning Officer by Registered Post or in person so as to reach him not later than 5 P.M. on the election day;

Provided that—

The election shall not be delayed or invalidated by reason of any failure on the part of a voter to deliver the ballot paper to the Returning Officer either in person or by registered post within the stipulated period mentioned above and it shall not affect the counting procedure and declaration of results for the purpose of election from these constituencies.

Explanation : For the purpose of election to the Senate under clause (xxv) of Sub-Section (1) of Section 18, the Principal of the Viharilal College of Home and Social Science shall enrol as a voter from the Principals of Affiliated Colleges' constituency.

54.(1) The student-members of the Senate described in clause (xxviii) of Sub-Section (1) of Section 18 shall be elected by an electoral college to be constituted with the electors as may be elected by the regular Post-Graduate students

of the University prosecuting their studies in a department under any of the Faculty Councils for Post-Graduate Studies. Each Post-Graduate Department shall elect one elector for every fifty such students or part thereof exceeding twenty-five.

Provided that —

(*i*) in the case of departments where the number of students is less than twenty-five, the students of all such departments shall be grouped together by the Returning Officer, and the number of electors to the electoral college shall be calculated from this group of students on the basis of one elector for every fifty such students or part thereof exceeding twenty-five ;

(*ii*) for the purpose of election to the Senate from this constituency, the students of the University College of Law shall be deemed to belong to a department of the University ;

(*iii*) students prosecuting their studies in Honours subject only, in a Post-Graduate Department of the University, shall enrol themselves as voters under Clause (xxix) of Sub-Section (1) of Section 18 from the affiliated colleges, in which they have been admitted to the undergraduate degree course of study in other subjects ;

and (*iv*) students prosecuting studies in the undergraduate degree classes of the Viharilal College of Home and Social Science shall enrol their names as voters for the purpose of election to the Senate under Clause (xxix) of Sub-Section (1) of Section 18, but the post-graduate students prosecuting their studies in the Viharilal College of Home and Social Science, shall enrol themselves as voters in the post-graduate students constituency under Clause (xxviii) of Sub-Section (1) of Section 18.

(2) Forthwith upon the receipt of the order of the Vice-Chancellor under Clause (*a*) of Paragraph (1) of Statute 35, the

Registrar shall communicate the order of the Vice-Chancellor to such person as may be authorised by the Vice-Chancellor to exercise the powers and perform the duties of the Returning Officer for the conduct of election in each post-graduate department or a group of departments in respect of formation of electoral college as mentioned in Paragraph (1) above. The Returning Officer concerned shall invite applications, within a date fixed by the Vice-Chancellor, for the purpose, from amongst the regular students of the post-graduate departments of the University for enrolment as voters in the preliminary electoral roll and duly notify it in the Notice Board of the University Colleges, or in such other places as may be determined by the Returning Officer. After the applications for enrolment are received, the Returning Officer shall prepare the preliminary electoral roll and publish the same within a date fixed by the Vice-Chancellor for the purpose. A copy of the preliminary electoral roll shall be posted on the notice board of the college concerned or in such other places as may be determined by the Returning Officer for inspection of the voters. The Returning Officer shall also by a notice posted in the Notice Board of the college concerned, fix a date, which shall not be later than seven days from the date of publicatien of the preliminary electoral roll within which all claims and objections in respect of such electoral roll, shall be submitted to the Returning Officer stating specifically in writing the grounds on which such claims and objections are made. The Returning Officer shall, after summary enquiry, dispose of all such claims and objections and making amendments, if necessary, publish the final electoral roll for election of electors to the electoral college. One copy of such final electoral roll shall be posted on the Notice Board of the college concerned or in such other places as may be determined by the Returning Officer. Three copies of such final electoral roll shall be submitted to the Registrar who shall retain one copy of the final electoral roll for record in his office and return the other two copies to the Returning Officer after affixing the signature of the Registrar on each copy of the final electoral roll.

(3) In connection with the conduct of election for constituting the electoral college to elect members of the Senate under Clause (xxviii) of Sub-Section (1) of Section 18 from amongst the regular post-graduate students of the University as mentioned in Paragraph (1) above, all other procedures laid down in Paragraphs 3, 4, 5, 6, 7, 8, 9 and 10 of Statute 56 relating to election of electoral college of the students of affiliated colleges shall be followed mutatis mutandis by the Returning Officer.

Election of Students Members from Post-Graduate Students' Constituency.

55 (1) As soon as may be, after the results of election of students in respect of electoral college are received, the Registrar shall compile a consolidated list containing the names and other particulars of the electors of the post-graduate departments of the University which shall constitute an electoral college for election of post-graduate students of the University under Clause (xxviii) of Sub-Section (1) of Section 18.

(2) Immediately after compilation of the list of names of post-graduate students who are electors of the electoral college, the Returning Officer shall issue notification inviting applications calling for nomination of candidates from amongst the electors of the electoral college and specifying the date of nomination, the date of scrutiny of nominations and the date of withdrawal of candidature as provided in Statutes 43, 44, 45 and 46. For the purpose of filing nomination for election to the Senate from this constituency only the electors of the electoral college shall be entitled to be nominated as candidates.

(3) Subject to provisions of Statutes 47 and 48 the Returning Officer shall make necessary arrangement for printing of ballot papers arranged in alphabetical order according to surname of the eligible candidates. The Returning Officer shall send the ballot boxes together with ballot papers to the Presiding Officers appointed for the purpose of election of the

student-members to the Senate from the Post-Graduate Students' Constituency. The Presiding Officer shall conduct the election in accordance with the provisions laid down under Clauses (*c*) (*d*) and (*e*) of Statute 50.

(4) For the purpose of counting of votes and declaration of results, the Returning Officer shall apply Statutes 65, 66 and 67 mutatis mutandis.

Election for Electoral College of Students of Affiliated Colleges.

56. (1) The student-members of the Senate shall be elected under Clause (xxix) of Sub-Section (1) of Section 18, by an electoral college consisting of electors to be elected from amongst the regular students, the number of electors from each affiliated college being calculated on the basis of one elector for every fifty such students or a part thereof exceeding twenty-five.

(2) Immediately after receiving the order of the Vice-Chancellor under Statute 35, the Registrar shall communicate the orders of the Vice-Chancellor to the Principal of each affiliated college who shall exercise the powers and perform the functions of the Returning Officer in respect of election to the electoral college from his college/institution. The Principal shall invite applications, within the date fixed by the Vice-Chancellor for the purpose, from amongst the regular students for enrolment as voters in the preliminary electoral roll. The Principal of each college shall, after receiving the applications for enrolment of students as voters, prepare preliminary electoral roll and publish the same by posting a copy of the same in the college Notice Board within a date fixed for the purpose by the Vice-Chancellor. The Principal shall also by a notice posted in the Notice Board of the college concerned, fix a date, which shall not be later than seven days from the date of publication of the preliminary electoral roll, within which all claims and objections in respect of such electoral roll, shall be submitted to the Principal of the relevant college stating specifically in writing the grounds on which such claims and objections are made. The Principal shall, after summary enquiry, dispose of all such

claims and objections and making amendments, if necessary, publish the final electoral roll for election of electors to the electoral college and a copy of the same shall be posted on the Notice Board of the college concerned. Three copies of such final electoral roll shall be submitted to the Registrar who shall retain one copy of the final electoral roll for record in his office and return the other two copies to the Principal of the college concerned after affixing his signature on each copy of the final electoral roll.

(3) Forthwith upon the publication of the final electoral roll for election to the electoral college, the Principal shall issue a notice inviting nominations of candidates for election to the electoral college and specifying the last dates fixed for making nominations, the time and place at which, and the person to whom, the nomination papers are to be delivered, the date of scrutiny of nominations and the last date for withdrawal of candidature, as also the date of poll.

(4) The Principal shall, after receiving such nomination papers, scrutinise the same in the presence of the candidates or his authorised agents, as the case may be and publish the list of names of candidates whose nomination papers have been found valid and post a copy of such list on the Notice Board of the college, arranged in alphabetical order according to the surname of the candidates.

(5) A candidate whose name appears in the list, may withdraw his name in writing under his signature and deliver the same to the Principal of the college.

(6) The Principal of the college shall then arrange for printing of the ballot papers in alphabetical order according to surname of the candidates whose names appear in the final list as indicated in Paragraph (4) above.

(7) The Principal of the college shall then conduct the election subject to provision made under Clauses (*a*), (*b*) and (*c*) of Statute 47.

(8) A student whose name appears in the final electoral roll shall cast his vote in person in the presence of the Presiding

Officer appointed by the Principal for the purpose. The polling centre shall remain open from 10 A.M. to 4 P.M. As soon as the clock strikes 4 0'clock in the afternoon the gates of the polling stations shall be closed, but the voters standing at the queue at that time shall be allowed to enter inside the polling station and cast their votes. The Presiding Officer sh' ll not allow any voter to cast his vote if he arrives at the polling station after 4 P.M.

Every voter shall receive the ballot paper by affixing the signature in its counterfoil and record his vote in the ballot paper in accordance with the instructions contained therein and drop the same in the ballot box provided for the purpose.

(9) After the polling is over, the Presiding Officer shall prepare a statement of the number of ballot papers received, distributed and which remained unused and seal the ballot box as well as the statement in a cover in the presence of the candidates or their authorised agents. The Presiding Officer shall then hand over the ballot box together with sealed cover containing the aforesaid statement to the Principal of the college concerned.

(10) After the ballot boxes are collected under Paragraph (9) above, the Principal shall open the ballot boxes in presence of the candidates or their authorised agents on the date fixed for counting. The Principal shall then scrutinise the ballot papers and count or cause to be counted votes recorded in the ballot papers in favour of the respective candidates. The results of the election shall be declared by the Principal and a copy of the results stating the number of votes received by each candidate shall be posted in the Notice Board of the college concerned. The Principal shall thereafter send a copy of the results so declared by him to the Registrar of the Calcutta University for his record.

Election of Student-members of the Senate from Degree Classes of Affiliated Colleges.

57. (1) Immediately on receipt of the results of election of students in respect of electoral college, the Registrar shall

compile a consolidated list containing the names and other particulars of the electors of the students of each college which shall constitute the electoral college for the purpose of electing students of the Under-graduate degree classes under Clause (xxix) of Sub-Section (1) of Section 18 relating to election of student-members of the Senate.

(2) Forthwith upon compilation of the list of names of the students of the affiliated colleges who are electors of the electoral college, the Returning Officer shall issue notification inviting applications calling for nomination of candidates from amongst the electors of the electoral college and specifying the date of nomination, the date of scrutiny of nominations and the date of withdrawal of candidature as provided in Statutes 43, 44, 45 and 46. For the purpose of filing nomination for election to the Senate from this constituency, only electors of the electoral college shall be entitled to be nominated as candidates.

(3) The Returning Officer shall make necesary arrangement for printing of ballot papers in alphabetical order according to surname of the eligible candidates. The Returning Officer shall send the ballot boxes together with ballot papers to the Principal of the affiliated colleges who shall exercise the powers and perform the functions of the Presiding Officer for the purpose of election of the student-members to the Senate.

(4) The Principals of the affiliated colleges shall conduct the election in accordance with the provisions laid down under Clauses (*c*), (*d*) and (*e*) of Statute 50.

Election to Senate from Research Scholars' Constituency.

58. (1) As soon as possible after receiving the order of the Vice-Chancellor referred to in Statute 35, the Returning Officer shall issue a notification stating the substance of the order and post a copy of the same on the Notice Board and in such other places as may be determined by the Vice-Chancellor in relation to election of one member of the Senate from the Research

Scholars' Constituency described in Clause (xxix*a*) of Sub-section (1) of Section 18.

(2) For the purpose of conducting election from the Research Scholars' Constituency the Returning Officer shall comply with all the procedures laid down in Statutes 43, 44, 45 and 46 after publication of the final electoral roll.

(3) Immediately after the election is over in conformity with the provisions laid down under Clauses (*c*), (*d*) and (*e*) of the Statute 50, the Returning Officer shall count or cause to be counted the valid votes recorded in favour of the candidates who may contest the election from this constituency and declare the results after completion of counting of votes in the manner provided in Statutes 65, 66 and 67.

Election of Non-teaching Staff of the University.

59. (1) For the purpose of election of non-teaching staff of the University under Clause (xxx) of Sub-Section (1) of Section 18, the Returning Officer, as soon as may be , after receiving the order of the Vice-Chancellor under Statute 35, shall issue notification stating the content of the order and post a copy of such notification on the Notice Board of the Registrar's Office or in such other places as may be determined by the Returning Officer.

(2) After publication of the final electoral roll, the Returning Officer shall issue notification inviting nominations of candidates for election and comply with all other procedures as specified in Statutes 43, 44, 45 and 46.

(3) Subject to the provisions of Statute 49 the Returning Officer shall then conduct the election in accordance with the procedures laid down under Clauses (*c*), (*d*) and (*e*) of Statute 50.

(4) After the election is held in conformity with the procedure laid down in Paragraph (3) above, the Returning Officer shall count or cause to be counted the valid votes recorded in favour of the candidates for election from this constituency and declare the results after completion of counting of votes in the manner provided in Statutes 65, 66 and 67.

Enrolment of Voters of Non-teaching Staff of Affiliated Colleges.

60. (1) In case of election of members to the Senate under Clause (xxxi) of Sub-Section (1) of Section 18, the Returning Officer shall issue a notification, immediately after receiving the order of the Vice-Chancellor as mentioned in Statute 35 and communicate the same to the Principals of the affiliated colleges who shall post a copy of the same on the Notice Board of the college concerned for information of the non-teaching staff of the college. The Principal of the college shall, forthwith on receipt of the order of the Vice-Chancellor, invite applications for enrolment as voters from amongst the non-teaching staff of the college concerned in the preliminary electoral roll. The Principal of the college concerned shall then prepare the preliminary as well as the final electoral rolls and publish the same in the manner provided in paragraph (1) of Statute 49 relating to preparation and publication of electoral rolls of Teachers' Constituency.

(2) Forthwith upon the publication of the final electoral roll under Statute 39 by the Principal of the college concerned, the Returning Officer shall issue a notice inviting nominations of candidates for election and specifying the last date fixed for nominations, the date of scrutiny of nominations, the last date for withdrawal of candidature and the date of poll, if necessary, and the time and place at which and the persons to whom such nomination papers are to be delivered. On receipt of such notification, the Principal shall post a copy of the same in the Notice Board of the college or in such other places as may be determined by the Returning Officer.

The Returning Officer shall comply with all other procedures in this respect as provided in Statutes 44, 45, and 46.

(3) For the purpose of conducting election of members to the Senate from this constituency, the Returning Officer shall appoint the Principal of the respective college as the Presiding Officer. The Returning Officer shall also appoint such other employees of the University or of the affiliated colleges as may be necessary as polling assistants for the purpose. The

Returning Officer shall make necessary arrangements for transportation of the ballot boxes together with a copy of the instructions relating to rules and procedures for conducting election to each of the Presiding Officers. All other procedures relating to conduct of election in respect of non-teaching staff of affiliated colleges shall apply mutatis mutandis as mentioned in Clauses (*c*), (*d*) and (*e*) of Statute 50.

Explanation : Non-teaching staff of the Viharilal College of Home and Social Science and the University College of Law shall enrol themselves as voters in the electoral roll of the non-teaching staff of the University for the purpose of election under Clause (xxx) of Sub-Section (1) of Section 18.

Election of one Member by the Officers and Supervisory Staff of the University.

61 (1) Forthwith upon the receipt of the order of the Vice-Chancellor under Statute 35, the Returning Officer shall issue a notification stating the content of the order of the Vice-Chancellor and post a copy of the same in the Notice Board of the Registrar's Office or in such other places as may be determined by the Vice-Chancellor for information of the persons concerned in connection with election to the Senate under Clause (xxxii) of Sub-Section (1) of Section 18.

(2) After publication of the preliminary and the final electoral rolls in accordance with the provisions under Statutes 37, 38 and 39 the Returning Officer shall issue a notice inviting nominations of candidates for the purpose of election under Clause (xxxii) of Sub-Section (1) of Section 18, and specifying the date for scrutiny of nominations and last date for withdrawal of candidature as well as the date of poll in compliance with the procedure laid down in Statutes 43, 44, 45 and 46.

(3) Subject to the provisions of Statute 49, the Returning Officer shall conduct election in compliance with the procedures laid down in Clauses (*c*), (*d*) and (*e*) of Statute 50.

(4) The Returning Officer shall thereafter count or cause to be counted the valid votes in favour of the candidates con-

cerned and declare the results by applying the provision of Statutes 65, 66 and 67 mutatis mutandis.

Recording of Vote in Case of Physical Incapacity.

62. If an elector is unable to record his vote on the ballot paper received by him although he is present at the polling booth because of physical incapacity such as blindness etc., he may be permitted to do so by the Presiding Officer through a person duly authorised by the elector but such vote shall be recorded in presence of the Presiding Officer and the elector himself.

Competency to Vote.

63 (1) No person whose name does not appear in the final electoral roll of a constituency shall be entitled to vote in that constituency.

(2) A person whose name appears in the final electoral roll of a constituency shall be entitled to vote in that constituency only and in no other.

(3) No person shall be entitled to vote in any constituency if he is subject to any of the disqualifications mentioned in Sub-Section (1) of Section 37.

(4) Every elector shall have as many votes as there are persons to be elected in the constituency, but shall not have the right to record more than one vote in favour of any one candidate.

Returning Officer to keep Covers etc. in Safe Custody.

64 (1) The Returning Officer shall keep all covers received by him in safe custody until the commencement of counting of votes.

(2) Any cover received by the Returning Officer after 5 P.M. on the day fixed for the poll under clause (*e*) of paragraph (1) of Statute 35, shall be rejected bv him but shall be kept in a separate packet in his office.

Counting of Votes.

65. (1) On the day fixed under Clause (*f*) of paragraph (1) of Statute 35, for commencement of counting of votes the Returning Officer, shall, as such time and place as may be determined by the Vice-Chancellor and notified in the Notice Board in the office of the Registrar in this behalf, proceed, in such manner as the Returning Officer may determine and with the help of such persons as the Vice-Chancellor may appoint to assist the Returning Officer in the counting of votes, to open all covers received by post, to open the envelopes containing the ballot papers, to open the ballot boxes and after scrutiny, to separate the ballot papers which the Returning Officer considers valid from those which he considers invalid and finally to count the valid votes given to each candidate and to record in a statement of the total number of valid votes so given to each candidate :

Provided that the Returning Officer may adjourn, at any stage, the proceedings referred to in this paragraph until such time or date as he may consider fit and proper.

(2) The Vice-Chancellor, the persons appointed to assist the Returning Officer in counting the votes and the candidates or, in their absence, their agents duly authorised by them in writing, shall have the right to be present at the counting of votes.

Validity of Ballot Papers.

66. A ballot paper shall be invalid if—

(*a*) it is not duly marked,

or

(*b*) it contains no record of voting,

or

(*c*) more than one mark is placed on it against any candidates' name,

or

(*d*) the identity of the voter is disclosed,

or

(*e*) the number of votes recorded therein exceeds the number of seats to be filled,

or

(*f*) the mark is so placed as to render it doubtful as to which candidate the vote has been given,

or

(*g*) there is an eraser of voting mark of such a nature that the intention of the elector is not clear,

or

(*h*) in the case of the constituencies where there are reserved seats the principles of reservations are not fulfilled by the voting marks.

Declaration of Results after Counting of Votes.

67 (1) When the counting of votes has been completed, the Returning Officer, shall, subject to the provisions of Statute 48 forthwith declare the candidate or candidates to whom the largest number of valid votes has been given duly elected. When two or more candidates received equal number of votes and they cannot be declared elected, the final selection shall be made by the Returning Officer by drawing lots.

(2) The Returning Officer shall then seal up in separate packets the valid and invalid ballot papers, mark each packet with the description of its contents, the name of the constituency and the date of election and keep them in safe custody for a period of one month after the date of election, on each case, or if any dispute arises regarding an election, until the dispute is disposed of.

Election to Senate by the Members of the Legislative Assembly.

68. For the purpose of election of members of the Senate from the constituency referred to in Clause (xxvi) of Sub-Section (1) of Section 18 by the members of the Legislative Assembly, West Bengal, the Secretary of the West Bengal Legislative Assembly shall be the Returning Officer and the election shall be held in such manner as the Returning Officer may decide.

B. Election of members of the Syndicate under Clauses (ix) (*a*) (*i*), (ix) (*a*) (*ii*), (ix) (*b*) (*i*), (ix) (*b*) (*ii*), (x), (xi) (*a*), (xi) (*b*), (xi) (*c*), (xii) (*a*), (xii) (*b*) and (xii*a*) of Sub-Section (1) of Section 21, election of members of the Faculty Councils for Post-Graduate Studies under Clause (viii) of Sub-Section (2) of Section 23 and election of members of the Councils for Undergraduate Studies under Clauses (vi) of Sub-Section (2) (*a*) (iv) of Sub-Section (3) (*a*) and (viii) of Sub-Section (4) (*b*) of Section 25.

Vice-Chancellor to Fix dates for Nomination etc.

69. For the purpose of an election in any of the constituencies referred to above, the Vice-Chancellor shall, as soon as may be after the constitution of the Senate or the Faculty Councils for Post-graduate Studies or the Councils for Undergraduate Studies, as the case may be, by order in writing fix a date or dates—

(*a*) on or before which nominations for election shall be submitted, which shall not be earlier than seven days from the date of the order ;

(*b*) on which scrutiny of nominations shall be made, which shall not be later than the second day from the last date for submission of nominations fixed under Clause (*a*) ;

(*c*) on or before which applications for withdrawal of candidature, if any, shall be submitted, which shall not be later than the second day from the date fixed under Clause (*b*) for scrutiny of nominations ;

(*d*) on which a meeting of the members concerned of the Senate or the Faculty Councils for Post-Graduate Studies or the Councils for Undergraduate Studies, as the case may be, shall be held for the purpose of the election, such date not being earlier than five days from the last date for withdrawal of candidature fixed under Clause (*c*).

Notice Calling for Nomination.

70. Forthwith upon the receipt of an order of the Vice-Chancellor under Statute 69, the Returning Officer shall issue

a notice, in such manner as the Vice-Chancellor may direct, inviting nominations for election and specifying the last date fixed for making nominations, the date for scrutiny of nominations, and the last date for withdrawal of candidature as well as the date fixed for the meeting of members concerned of the Senate, the Faculty Councils for Post-Graduate Studies and the Councils for Undergraduate Studies, as the case may be, for the intended election and the time and place at which, and the persons to whom nominations papers are to be delivered.

Nominations etc.

71. On the issue of the notice under Statute 70 by the Returning Officer, the provisions of Statutes 44, 45 and 46 relating to nominations, scrutiny and withdrawal of candidature shall mutatis mutandis apply.

Returning Officer to send list of duly Nominated Candidates to Every Elector.

71 A. The Returning Officer shall not less than seven days before the date fixed under Clause (*d*) of Statute 69 forward to each member concerned of the Senate or the Faculty Councils for Post-Graduate Studies or the Councils for Undergraduate Studies, as the case may be, a list of duly nominated candidates proposed for election, who have not withdrawn their candidature and shall call for a meeting of the Senate or the Faculty Councils for Post-Graduate Studies or the Councils for Undergraduate Studies, as the case may be, for the election on the day fixed in this behalf under Clause (*d*) of Statute 69.

Election.

713 (1) At the meeting of the Senate or the Faculty Councils for Post -Graduate Studies or the Councils for Undergraduate Studies, as the case may be, the Returning Officer shall supply or cause to be supplied to each member thereof present at the meeting a ballot paper in a form approved by the Vice-Chancellor.

(2) The electors shall then, if they so wish, record their votes on the ballot papers so supplied, in accordance with the instructions set out in the ballot papers. The ballot papers shall then be collected by such person or persons as the Returning Officer may appoint for the purpose.

Counting of Votes, Declaration of Results.

71C (1) After the ballot papers are collected under Statute 71B (2) the Returning Officer shall proceed to scrutinise the ballot papers or cause them to be scrutinised and to count or cause to be counted the votes recorded in favour of each candidate. The results of the election shall thereafter be declared by the Returning Officer.

(2) In the matter of scrutinising ballot papers, counting of votes and declaring the results the procedures laid down in Statutes 65, 66 and 67 shall mutatis mutandis apply, subject, however, to the condition that in the cases of equality of votes in the last seat to be filled, the decision shall be made by the casting vote of the Officer presiding at the meeting.

Election of Dean

71D(1) The Registrar shall, on receipt of an order of the Vice-Chancellor, convene a meeting of each of the Faculty Councils for Post-Graduate Studies of which previous notice shall be given specifying the date, time and venue of the meeting for the purpose of electing the Dean of the Faculty Council concerned. Fifty percent of the total number of members of the Faculty Councils for Post-Graduate Studies, to the nearest whole number, shall constitute a quorum.

(2) In case there is no quorum at the meeting of the Faculty Council for Post-Graduate Studies for election of the Dean thereof, or if such meeting is adjourned for any reason, a fresh meeting or the adjourned meeting, as the case may be, shall be held on such date and such time and place as may be fixed in this behalf by the Vice-Chancellor.

(3) At a meeting for the election of a Dean, nominations for election shall, in a form prepared by the Registrar in this behalf, be submitted to the Chairman, so, however, that no member shall submit such nomination in favour of more than one person. Nominations submitted otherwise than in accordance with the provisions hereof shall be rejected by the Chairman and a member nominated for election may decline to stand for election and in such a case his name shall be omitted from consideration.

(4) When all nominations are submitted to the Chairman, the Chairman shall announce the names of duly nominated candidates. Thereupon the members of the Faculty Council for Post-Graduate Studies shall record their votes each by writing the name of one, and not more than one of the duly nominated candidates on a voting paper to be distributed by the Chairman for the purpose.

(5) When the voting is complete the Chairman shall cause the voting papers to be collected and the votes counted.

(6) The candidate securing the largest number of votes shall be declared duly elected provided that in the event of an equality of votes the choice between the candidates securing such equal number of votes shall be made by the Chairman by drawing lots.

(7) Any dispute with respect to nomination, eligibility of nomination, voting or counting of votes relating to the election of a Dean of a Faculty Council for Post-Graduate Studies shall be referred to the Vice-Chancellor and his decision thereon shall be final.

Election of Members of Boards of Studies attached to Councils for Undergraduate Studies.

71E(1) For the purpose of election of members of Boards of Studies attached to a Council for Undergraduate Studies the Vice-Chancellor shall, by order in writing, fix a date, which shall not be earlier than fifteen days from the date of the order, for a meeting of the members of the Council concerned (herein-

after in this Statute referred to as electors) and also the time and place for such meeting and the Registrar shall, on receiving such order, send to the electors at least twelve days before the date of the meeting a notice intimating the date, time and place fixed for the meeting and calling for nomination of persons belonging to the different categories referred to in Clause (a) and (b) of Paragraph (1) of Statute 31 for election to the different Boards attached to the Council. Together with such notice the Registrar shall forward to each elector a list of the Boards attached to the Council for which members are to be elected at the meeting specifying in each the number of members belonging to each such category to be elected in such Board.

(2) On receipt of the notice referred to in Paragraph (1) electors who wish to nominate candidates for election shall make nomination in a form prepared by the Registrar and approved by the Vice-Chancellor in this behalf, which shall be obtainable from the Registrar's Office, and forward the same to the Registrar so as to reach him not later than five days before the date fixed for the meeting referred to in Paragraph (1) :

Provided that no elector shall be entitled to nominate more than one person for election to a Board in any particular category.

(3) A candidate nominated as aforesaid may withdraw his candidature by a notice in writing delivered to the Registrar not less than three days before the date of the meeting.

(4) The Registrar shall, after scrutiny, prepare a list of the duly nominated candidates belonging to each category for election to a Board, who have not withdrawn their candidature.

(5) At the meeting of the electors referred to in Paragraph (1), the Vice-Chancellor shall preside and the Ragistrar shall circulate to the electors copies of the list of the duly nominated candidates who have not withdrawn their candidature and if the number of candidates so nominated in any of the categories referred to in Clauses (*a*) and (*b*) of Paragraph (1) of Statute 31 be—

(*a*) less than the number of members to be chosen in such category, the Vice-Chancellor shall declare all the persons whose names are so proposed duly elected and the remaining seats in the category shall be deemed to be vacant for the purpose of Sections 40 and 41 ;

(*b*) equal to the number of members to be so chosen in the category the Vice-Chancellor shall declare all the persons whose names are so prepared duly elected ;

(*c*) greater than the number of members to be so chosen in the category, a poll shall be taken by ballot, and the persons securing the largest number of valid votes shall, upto the number of members to be chosen in the category, be declared by the Vice-Chancellor to be duly elected. In the event of an equality of votes in respect of the last seat to be filled in any category the choice between the candidates securing such equal number of votes shall be made by the Vice-Chancellor by giving his casting vote.

(6) In cases where a poll is necessary, copies of the list of duly nominated candidates circulated to the electors under Paragraph (4) above, shall serve as the ballot papers, and an elector shall, if he so wishes, record his vote by putting a (×) cross mark in such ballot papers against the name of the candidate for whom he wishes to vote. The Registrar shall cause the ballot papers to be collected and after scrutiny shall count or cause to be counted the valid votes polled in favour of each candidate.

(7) For the purpose of the election, every elector shall have as many votes as there are seats to be filled, but no elector shall cast more than one vote in favour of any one person. A ballot paper shall be invalid for any of the reasons enumerated in Statute 66.

PART II—Omitted

PART—III

Election to Fill Casual Vacancy in any Authority.

71F(1) A casual vacancy in the office of an elected member of any authority of the University shall be filled by that authority by election at a meeting to be convened for the purpose by the Registrar on such date (being not later than three months from the date of vacancy) and at such time and place as the Vice-Chancellor may appoint in this behalf, provided that at least seven days' notice of such meeting shall be given to the members of the authority concerned.

(2) At the meeting of the authority so convened, members thereof may propose names of persons representing the interest which the member whose seat has become vacant represented. Each such proposal must be seconded by another member of the authority concerned.

(3) If the number of persons proposed for election to the authority be less than or equal to the number of members to be elected, the Chairman shall declare all persons so proposed duly elected. If the number of persons so proposed for election exceeds the number of members to be elected, a poll shall be taken in such manner as the Chairman may decide and the persons securing the largest number of votes shall be declared by the Chairman duly elected. In the case of an equality of votes in respect of the last seat to be filled, the Chairman shall decide the issue by exercising his casting vote under Section 43.

(4) Any casual vacancy in the office of a nominated member of any authority of the University shall be filled within a period of not later than three months from the date of occurrence of such vacancy.

Decision of Questions of Eligibility of Nomination or Election etc.

71G(1) Subject to the provisions of Section 42, and save as otherwise provided in Paragraph (2) the Returning Officer

shall decide all questions of eligibility for inclusion of any name in an electoral roll or for nomination or election or whether any person has been duly nominated or elected and all other questions relating to or arising in the course of any election.

(2) Subject to the provisions of Section 42, in the case of an election under Statute 30, Statute 71E or Statute 71F, questions of eligibility for nomination or election or whether any person has been duly nominated shall be decided by the Registrar and questions as to whether any person has been duly elected and all other questions relating to or arising in the course of the election shall be decided by the Chairman of the meeting at which the election is held.

(3) All disputes or objections relating to an election shall be made in writing and shall be forwarded to the Registrar so as to reach him not later than seven days after the declaration of the results of the election.

Registrar to Maintain File of Approved Forms and Other Necessary Papers.

71H(1) The Registrar shall prepare, in conformity with these Statutes such forms and papers as may be necessary for inviting nominations of candidates for election, nomination papers, notices of withdrawal of candidature, ballot papers, letters of intimation and envelopes for the return of ballot papers and other necessary papers for the conduct of any election and after the forms have been approved in writing by the Vice-Chancellor, they shall be used as approved forms for conducting elections.

(2) The Registrar shall maintain a file of forms referred to in Paragraph (1) together with the orders of approval of the Vice-Chancellor.

Power of the Vice-Chancellor to Postpone date.

71 I. Notwithstanding anything to the contrary elsewhere contained in this Chapter the Vice-Chancellor may, at any time, cancel any date or dates fixed in connection with any election,

and fix such later date or dates instead thereof as he may think fit.

Vice-Chancellor to give Necessary Directions for the Proper Holding of Elections.

71 J. If on account of any lacuna or omission in the provisions of these Statutes, or for any other reason whatsoever, any difficulty arises as to the holding of any election under these Statutes, or otherwise in giving effect to the provisions of these Statutes, the Vice-Chancellor, as occasion may require, may, notwithstanding anything to the contrary contained elsewhere in these Statutes, give such directions not inconsistent with the provisions of the Act, as he may think fit for the purpose of removing the difficulty.

71K. In this chapter, unless the context otherwise requires—

(1) "constituency", means a group or category of electors;

(2) "election day", with reference to any election, means the date fixed for a poll in connection with such election ;

(3) "elector", with reference to any constutiency, means a person entitled to vote at an election by the constuitency ;

(4) "electoral roll", means the register of elector in any constituency ;

(5) "Returning Officer", except in the case of an election under Clause (xxvi) of Sub-Section (1) of Section 18 and under Clause (xi) (*c*) of Sub-Section (1) of Section 21, means the Registrar and includes any other person appointed by the Vice- Chancellor as the Returning Officer in connection with any election by a general or a special order ;

(6) "Presiding Officer", means a person appointed by the Returning Officer for the purpose of conducting election of any authority or academic body of the University ;

(7) an "authorised agent", means a person who has been authorised by the candidate contesting the election, to be present inside the polling centre or at the place of counting of votes on behalf of the candidate with the prior permission of the Returning Officer/Presiding Officer ;

and (8) "the Officer and the Supervisory Staff", means a person declared to be an Officer by the Statutes or a person holding the post of a Superintendent in the University office and shall include other employees belonging to the same scales of pay.

71L.(*a*) The Constituent Colleges as defined in Clause (5) of Section 2 shall mean the following colleges, namely :—

(*i*) the All India Institute of Hygiene and Public Health, Calcutta ;

(*ii*) the Bengal Engineering College, Shibpur, Howrah ;

(*iii*) the Institute of Post-graduate Medical Education and Research, Calcutta ;

(*iv*) the Presidency College, Calcutta ;

(*v*) the Sanskrit College, Calcutta ; and

(*vi*) the School of Tropical Medicine, Calcutta.

(*b*) The Professional Colleges as defined in Clause (18) of Section 2 of the Calcutta University Act, 1979 shall mean the following colleges, namely :—

(*i*) the Bankura Sammilani Medical College, Bankura ;

(*ii*) the Medical College, Calcutta ;

(*iii*) the National Medical College, Calcutta ;

(*iv*) the Nilratan Sircar Medical College, Calcutta ;

(*v*) the Calcutta Homoeopathic Medical College and Hospital, Calcutta ;

(*vi*) the D. N. Dey Homoeopathic Medical College and Hospital, Calcutta ;

(*vii*) the Mahes Bhattacharyya Homoeopathic Medica College and Hospital, Howrah ;

(*viii*) the Midnapore Homoeopathic Medical College and Hospital, Midnapore ;

(*ix*) the J. B. Roy State Ayurvedic Medical College and Hospital, Calcutta ;

(*x*) the Syamadas Baidya Sastrapith, Calcutta ;

(*xi*) the Dr. R. Ahmed Dental College, Calcutta ;

(*xii*) the College of Nursing, Calcutta ;

(*xiii*) the Tripura Engineering College, Tripura ;

(*xiv*) the College of Ceramic Technology, Calcutta ;

(*xv*) the College of Leather Technology, Calcutta ;

(*xvi*) the College of Textile Technology, Berhampore, Murshidabad ;

(*xvii*) the College of Textile Technology, Serampore, Hooghly ;

(*xviii*) the Institute of Jute Technology, Calcutta ;

(*xix*) the Jogeschandra Chaudhuri Law College, Calcutta ;

(*xx*) the South Calcutta Law College , Calcutta

(*xxi*) the Surendranath Law College, Calcutta ;

(*xxii*) the University Law College, Calcutta ;

(*xxiii*) the All Bengal Teachers' Training College, Calcutta ;

(*xxiv*) the Calcutta Girls' B. T. College, Calcutta ,

(*xxv*) the David Hare Training College, Calcutta ;

(*xxvi*) the Gandhi Centenary B. T. College, Habra, 24-Parganas ;

(*xxvii*) the Gopalchandra Memorial College of Education, New Barrackpore, 24-Parganas ;

(*xxviii*) the Government College of Education, Agartala, Tripura ;

(*xxix*) the Hindi Teachers' Training College, Agartala, Tripura ;

(*xxx*) the Institute of Education for Women, Calcutta ;

(*xxxi*) the Nandalal Ghosh B .T. College, Naihati, 24-Parganas ;

(*xxxii*) the Ramkrishna Mission Sikshan Mandira, Belur Math, Howrah ;

(*xxxiii*) the Sevayatan Sikshan Mahavidyalaya, Jhargram, Midnapore ;

(*xxxiv*) the Union Christian Training College, Berhampore, Murshidabad ;

(*xxxv*) the Vidyasagar Teachers' Training College, Midnapore ;

(*xxxvi*) the Indian Institute of Social Welfare and Business Management, Calcutta ;

(*xxxvii*) the Viharilal College of Home and Social Science, Calcutta; and

(*xxxviii*) R. G. Kar Medical College, Calcutta.

PART—IV

ELECTION OF MEMBERS TO THE TRIPURA COUNCIL

71M.(*a*) For the purpose of election of members of the Tripura Council as described in Sub-Clauses (*i*) (*h*), (*i*) (*j*), and (*i*) (*k*) of Statute 34, the Vice-Chancellor, by an order in writing, shall fix in connection with any election referred to above a date under Clauses (*a*) to (*f*) of Paragraph (1) of Statute 35.

(*b*) In case of enrolment of voters from the members of the Teachers' Constituency similar procedure for the Tripura Council as in Clause 2 of Statute 49 shall be followed by the Director/Secretary of Post-Graduate Centre of the University at Agartala or by a person to whom such powers may be delegated by the Vice-Chancellor.

(*c*) For the purpose of conducting election of members of the Tripura Council from the Teachers' Constituency, procedure as laid down in Statute 52 shall be followed mutatis mutandis.

(*d*) For the purpose of enrolment of voters from amongst the non-teaching staff of the Post-Graduate Centre at Agartala, the Returning Officer shall issue a notification immediately after receiving the order of the Vice-Chancellor as mentioned in Clause (*a*) of Paragraph (1) of Statute 35 calling for enrolment of non-teaching staff in the Preliminary Electoral Roll. The Director/Secretary of the Post-Graduate Centre shall prepare the Preliminary as well as the Final Electoral Rolls and publish the same in the manner as prescribed in Statutes 37 to 40.

(*e*) For the purpose of conducting election of one member of the Tripura Council as envisaged under Statute 34 (*i*) (*j*) the procedure as laid down in Statute 59 shall apply mutatis mutandis.

(*f*) For the purpose of enrolment of voters under Clauses (*i*) (*k*) of Statute 34 and conducting election to the Tripura Council at Agartala from the Students' Constituency , the same procedure as has been laid down under Statutes 25, 36, 37, 38,

39, 40, 41, 42, 43, 44, 45, 46, 47 and 67 and also Clauses (*c*), (*d*) and (*e*) of Statute 50 shall be followed mutatis mutandis by the Director/Secretary of the Post-Graduate Centre, Agartala who shall be the Returning Officer.

(*g*) In case of election of members of the Tripura Council referred to in Clause (*i*) of Statute 34 the Secretary of the Legislative Assembly of Tripura shall be the Returning Officer and the election shall be held in such manner as the Returning Officer may decide.

CHAPTER—IVA

REGISTRATION OF GRADUATES AND MAINTENANCE OF REGISTER FOR REGISTERED GRADUATES.

Register of Graduates.

71 N. The Registrar shall maintain and keep in his custody a register of graduates in which there shall be entered the names of all graduates of the University.

(*a*) registered under the Indian Universities Act, 1904 or the Calcutta University Act, 1951 and Calcutta University Act, 1966 who compounded for all payments of the annual fees for retention of their names in the register by paying the requisite sums in that behalf and

(*b*) registered under Statute 71-O, whose registration has not been discontinued under the provisions of Statute 71-O.

Registration of Graduates.

71-O. A graduate holding for not less than three years a degree of the University may, on application made in this behalf to the Registrar in such form as may be prepared by the Registrar and approved by the Vice-Chancellor for the purpose and on payment of Re. 1/- as prescribed in the Act, have his name registered as Registered Graduate.

Provided that a graduate for the purpose of election to the Senate under Clause (*xxxiii*) of Sub-Section (1) of Section 18 of the Act, shall include graduates of other Universities who hold post-graduate or other higher degrees of this University for not less than three years.

Explanation : For the purpose of this Statute a person shall be deemed to hold a degree with effect from the date of publication of the result of the relevant University Examinations, except that in the case of a graduate in Medicine, it shall be the date on which he is admitted to the degree.

Period of Registration.

71 P. The period of registration of a graduate registered under Statute 71-O shall commence on the date on which the necessary fee for registration is paid by him and extend up to the 31st day of March next following.

Provided that those who will enrol themselves as Registered Graduates on or before the date fixed by the Vice-Chancellor will be allowed to enrol as voters for the first election and also to cast their votes under the C. U. Act, 1979.

Discontinuance of Registration.

71 Q. If any graduate registered under Statute 71-O fails to pay within thirty days from the expiry of the period of his registration such annual fee for continuation of his registration from year to year, his registration shall be discontiuned and his name shall be removed from the register of Registered Graduates referred to in Statute 71N :

Provided that,—

(*i*) if the 30th day from the expiry of the period of registration referred to above, is a Sunday or any other holiday for the University, the payment of such annual fee for continuation of registration from year to year may be made on the following working day of the University ;

(*ii*) if any graduate whose registration has been discontinued under the provisions hereinbefore referred to subsequently intends to have his name registered as a registered graduate, he may apply under the provisions of Statute 71-O for a fresh registration and such fresh registration shall commence on date on which he makes payment of the necessary fee therefor.

Correction of Register of Graduates.

71 R. The register maintained for the purpose of registered graduates shall be corrected every year in the month of May and brought up-to-date.

CHAPTER—V

AFFILIATION AND DISAFFILIATION OF COLLEGES

Application for Affiliation and Terms and Conditions for Affiliation.

72(1). An application for affiiliation of a college to the University shall be made in writing by the promoters, or, where there is a Governing Body, by the Governing Body, of the College concerned and shall be submitted to the Pro-Vice-Chancellor for Academic Affairs ordinarily not later than the 31st day of August immediately preceding the academic year from which the affiliation is sought,—

(*a*) in the case of a Govt. College or a college receiving aid from the State Government, through the Director of Public Instruction of the State, and

(*b*) in any other case, direct.

(2) Every such application shall state the subject or subjects and the standard or standards in which affiliation is sought and shall, on the face of the application,—

(*a*) show that—

(*i*) where the college is not a Government College or a college within the ambit of Statute 100 it shall be or is under the management of a Governing Body constituted in accordance with the provisions of Statute 93 ;

(*ii*) adequate financial provision has been made for the continued maintenance of the college ;

(*iii*) the number and qualifications of the teachers shall be as laid down in Chapter IV of the First Regulations and the conditions of their service shall be as laid down in Chapter VIII of these Statutes;

(*iv*) the buildings in which the college shall be or is located are suitable for the purposes of the college and provision has been made for the residence of students in the manner laid down in the Ordinances ;

(*v*) provision has been made for a properly equipped library ;

(*vi*) where affiliation is sought in any branch of experimental science, arrangements shall be or have been made for imparting instruction in that branch of science in a properly equipped laboratory or museum, as the case may be ; and

(*vii*) affiliation of the college will not be injurious to the interests of any other affiiated college in the neighbourhood or of the students thereof ; and

(*b*) contain stipulations to the effect that—

(*i*) save as otherwise provided in Statute 100 the college shall abide by the Statutes, the Ordinances and the Regulations of the University in force for the time being ;

(*ii*) the working days and the holidays of the college shall be such as may be prescribed by the University from time to time ;

(*iii*) no student has been or shall be admitted to any course of instruction in the college in anticipation of affiliation ;

(*iv*) all changes in the constitution and membership of the Governing Body and all appointments, dismissals, promotions and demotions of the Principal and teachers of the college (with names, qualifications and salaries) shall forthwith be reported to the Syndicate ;

(*v*) no member of the teaching staff of the college shall be allowed to lecture to a class or section of a class, or to a combination of two or more classes or sections having on the rolls thereof a total number of students exceeding 150 or such other number as may, from time to time, be fixed by the Syndicate ; and

(*vi*) save as otherwise provided in Statute 100 any other conditions that may be laid down by the Syndicate from time to time, shall be complied with.

Enquiry and Grant of Affiliation.

73.(1) Where an application for affiliation of a college to the University complies prima facie with the requirements of Paragraph (2) of Statute 72, the Council for Undergraduate Studies concerned may direct an enquiry to be made into the matters stated in the application, by such person or persons as it may authorise in this behalf and call for such further information, if any, from the applicant as it may consider necessary.

(2) If upon receipt of the report of the enquiry and of the further information, if any, referred to in Paragraph (1), the Council for Undergraduate Studies concerned is satisfied that there are suitable buildings and provision for other requirements necessary to ensure the maintenance of the standard of the proposed educational programme, it may, after such further enquiry, if any, as it may think fit to make and after considering the views of the State Government may recommend to the

Syndicate for granting to the college, subject to the terms and conditions of affiliation laid down in these Statutes, the affiliation sought for with effect from such academic year and for such period as may be specified in the order.

Extension of Affiliation.

74. When an affiliated college desires to add to the subjects or the courses of instruction in respect of which it is affiliated the procedure laid down in Statutes 72 and 73 shall, so far as may be, be followed.

Statements, Returns and Reports, etc. to be Furnished by Affiliated College.

75.(1) Every affiliated college shall furnish to the Council for Undergraduate Studies concerned immediately on the close of each academic year a statement in the prescribed form showing subjectwise the total number of lectures delivered and the total number of practical and tutorial classes held in the college during such year.

(2) Such statement shall be furnished to the Council for Undergraduate Studies concerned on or before the 31st December of each year.

Affiliated Colleges to Comply with Certain Orders of Syndicate.

76. An affiliated college, into the affairs of which an inspection or investigation provided for by the Council for Undergraduate Studies concerned has been carried out, shall take within such period such action in respect of any matter arising out of the report of the inspection or investigation as may be specified in an order made by the Council for Undergraduate Studies concerned in this behalf.

Continuance of Affiliation.

77. Continuance of affiliation of any affiliated college shall depend upon the fulfilment of all the terms and conditions of

affiliation laid down in these Statutes including those referred to in Paragraph (2) of Statute 72 and compliance with such directives as may be issued by the Syndicate from time to time on the recommendation of the Council for Undergraduate Studies concerned.

Disaffiliation etc.

78. (1) If in any affiliated college the total number of lectures delivered or of practical or tutorial classes held in any subject falls, for three consecutive academic years, short of the minimum number of lectures or classes required under the Regulations to be delivered or held, as the case may be, and/or the percentage of passes, for three consecutive years, falls short of 30 per cent of the number of students sent up for examinations, the Syndicate may refuse permission to the college on the recommendation of the Council for Undergraduate Studies concerned to send up students for the corresponding examination of the University in such subject.

(2) If any affiliated college fails—

(*a*) to fulfil any of the terms or conditions, or to comply with any of the directives, referred to in Statutes 75 and 76,

(*b*) in particular, and without prejudice to the generality of the provisions of Clause (*a*) :

(*i*) to report to the Syndicate all matters referred to in Sub-Clause (*iv*) of Clause (*b*) of Paragraph (2) of Statute 72, or

(*ii*) to comply with the stipulation referred to in Sub-Clause (*iii*) of Clause (*b*) of Paragraph (2) of Statute 72, or

(*iii*) to comply with an order of the Council for Undergraduate Studies concerned referred to in Statute 76,

the Syndicate may pass such orders, including the partial or total withdrawal of affiliation of the

college, as it may consider necessary on the recommendation of the Council for Undergraduate Studies concerned :

Provided that no action referred to in Paragraph (2) shall be taken without giving—

(*i*) in the case of a Government College, the State Government, or

(*ii*) in any other case, the Governing Body of the college concerned,

an opportunity of making its representation, if any, in the matter.

Exemption.

79. Nothing in this Chapter shall apply in the case of a college established or proposed to be established or maintained or managed by the University, or by any other authority in agreement with the University.

CHAPTER—VI

Permission to provide instruction in Post-Graduate-Courses of Study and recognition of Colleges as Constituent and Professional Colleges

PART—I

PERMISSION TO PROVIDE POST-GRADUATE INSTRUCTION.

Eligibility for Application for Permission to Provide Instruction in Post-Graduate Courses of Study.

80. An affiliated college shall be eligible for applying for permission to provide instruction in Post-Graduate courses of study in any subject, if it has provided, for not less than three academic years, instructions in accordance with the Regulations—

(*a*) in the case of a college other than a Professional College, for honours courses of study in that subject, or

(*b*) in the case of a Professional College, for a course of study leading to a Bachelor's Degree, in any professional subject:

Provided that no such application shall be entertained in the case of a Professional College, if the instruction referred to in Clause (*b*) has not been provided by the college for the honours course of study in the subject concerned where such honours course has been prescribed by the Regulations.

Conditions for Obtaining Permission to Provide Instruction in Post-Graduate Courses of Study.

81. For the purpose of obtaining permission to provide instruction in post-graduate courses of study an affiliated college shall satisfy the following conditions, namely :—

(*a*) that there are adequate financial resources for the continued maintenance and efficient working of the post-graduate section or sections of the college:

(*b*) that there is or shall be provided suitable and adequate accommodation for students, staff, library, laboratories, museums, scientific equipment and other technical appliances

which may be necessary for the purpose of providing post-graduate instruction and research in respect of which permission is sought for ;

(*c*) Omitted.

(*d*) that the strength and qualifications of the teaching staff and the conditions governing their tenure of Office are or shall be such as laid down in Chapter IV of the First Regulations and Chapter VIII of these Statutes ;

(*e*) that adequate provision has been or shall be made for a library properly equipped for the post-graduate courses of study sought to be undertaken by the college ;

(*f*) that, where post-graduate instruction is sought to be imparted in any branch of experimental science, arrangements have been or shall be made in conformity with the Regulations for imparting such instruction in a properly equipped laboratory or museum ;

(*g*) that necessary arrangements have been or shall be made for the conduct of lectures, tutorials and practical and other means of imparting instruction in the intended post-graduate courses of study ; and

(*h*) that such other conditions or directions as the Syndicate may, on the recommendations of the Faculty Council concerned, lay down from time to time, for the maintenance of standard of post-graduate study shall be fulfilled.

Application for Obtaining Permission to Provide Instruction in Post-Graduate Courses of Study.

82. (1) An application for permission to provide instruction in a course of post-graduate study shall be made by the Principal on the basis of the recommendation of the Governing Body of the affiliated college concerned so as to reach the Vice-Chancellor ordinarily not later than the 31st day of August preceding the academic year from which the permission sought for is to have effect :

Provided that in the case of a Government College or a college aided by the State Government, the application shall be sub-

CHAPTER—VI

Permission to provide instruction in Post-Graduate-Courses of Study and recognition of Colleges as Constituent and Professional Colleges

PART—I

PERMISSION TO PROVIDE POST-GRADUATE INSTRUCTION.

Eligibility for Application for Permission to Provide Instruction in Post-Graduate Courses of Study.

80. An affiliated college shall be eligible for applying for permission to provide instruction in Post-Graduate courses of study in any subject, if it has provided, for not less than three academic years, instructions in accordance with the Regulations—

(*a*) in the case of a college other than a Professional College, for honours courses of study in that subject, or

(*b*) in the case of a Professional College, for a course of study leading to a Bachelor's Degree, in any professional subject :

Provided that no such application shall be entertained in the case of a Professional College, if the instruction referred to in Clause (*b*) has not been provided by the college for the honours course of study in the subject concerned where such honours course has been prescribed by the Regulations.

Conditions for Obtaining Permission to Provide Instruction in Post-Graduate Courses of Study.

81. For the purpose of obtaining permission to provide instruction in post-graduate courses of study an affiliated college shall satisfy the following conditions, namely :—

(*a*) that there are adequate financial resources for the continued maintenance and efficient working of the post-graduate section or sections of the college :

(*b*) that there is or shall be provided suitable and adequate accommodation for students, staff, library, laboratories, museums, scientific equipment and other technical appliances

which may be necessary for the purpose of providing post-graduate instruction and research in respect of which permission is sought for ;

(*c*) Omitted.

(*d*) that the strength and qualifications of the teaching staff and the conditions governing their tenure of Office are or shall be such as laid down in Chapter IV of the First Regulations and Chapter VIII of these Statutes ;

(*e*) that adequate provision has been or shall be made for a library properly equipped for the post-graduate courses of study sought to be undertaken by the college ;

(*f*) that, where post-graduate instruction is sought to be imparted in any branch of experimental science, arrangements have been or shall be made in conformity with the Regulations for imparting such instruction in a properly equipped laboratory or museum ;

(*g*) that necessary arrangements have been or shall be made for the conduct of lectures, tutorials and practical and other means of imparting instruction in the intended post-graduate courses of study ; and

(*h*) that such other conditions or directions as the Syndicate may, on the recommendations of the Faculty Council concerned, lay down from time to time, for the maintenance of standard of post-graduate study shall be fulfilled.

Application for Obtaining Permission to Provide Instruction in Post-Graduate Courses of Study.

82. (1) An application for permission to provide instruction in a course of post-graduate study shall be made by the Principal on the basis of the recommendation of the Governing Body of the affiliated college concerned so as to reach the Vice-Chancellor ordinarily not later than the 31st day of August preceding the academic year from which the permission sought for is to have effect :

Provided that in the case of a Government College or a college aided by the State Government, the application shall be sub-

mitted through the appropriate authority of the State Government.

(2) Every application for permission to provide instruction in a post-graduate course of study shall state the subject or subjects in regard to which such instruction is proposed to be provided and the number of students for whom such instruction is intended to be provided, and shall, on the face of the application, show—

(*i*) that the requirements of Statute 81 are fulfilled ;

(*ii*) that adequate arrangements have been or shall be made for the necessary accommodation and for defraying the capital and recurring expenses on buildings and equipment including libraries, laboratories, museums, scientific equipment and technical appliances and for the continued maintenance and efficient working of the post-graduate sections ;

(*iii*) that the strength of the teaching staff, specifying the names, qualifications, previous experience, research work and publications, if any, of the teachers, separately in respect of those who impart instruction in the honours courses and those who are proposed to be appointed for imparting instruction in the intended post-graduate course ; and

(*iv*) the fees proposed to be levied in respect of the intended post-graduate course of study.

Enquiry and Grant of Permission.

83. (1) On receipt of an application under Statute 82 for permission to provide instruction in a post-graduate course of study, the Syndicate may direct an enquiry to be made by a Committee, consisting of the Dean of the Faculty Council for Post-Graduate Studies concerned, the Chairman of the relevant Board of Studies attached to the Faculty Council for Post-Graduate Studies concerned and at least one other expert, to be appointed by the Syndicate in this behalf, into the matters stated in the application and such other matters as may be

specified by the Syndicate particularly with a view to ascertaining whether the necessary requirements referred to in Statutes 80, 81 and 82 are fulfilled.

(2) If, after considering the report of enquiry referred to in Paragraph (1) and after making such further enquiry, if any, as it may deem necessary, the Syndicate thinks fit so to do, it may, by order, grant, subject to the appropriate terms and conditions laid down in these Statutes, the application for such period, either wholly or in part in respect of such subject or subjects, as may be specified in the order :

Provided that an order under this Paragraph granting an application either wholly or in part may be made subject to compliance by the college concerned, before such date, not later than the 31st day of March preceding the academic year from which the order is to take effect, of such direction as may be specified in the order.

Extension of Permission

84. (1) When an affiliated college providing instruction in post-graduate courses of study desires to add to the courses of post-graduate studies in respect of which permission to provide instruction has already been granted to it or to provide instruction in a new course of post-graduate study, the provisions of Statutes 80 to 82 shall, as far as may be, apply.

(2) An order granting permission to provide instruction in a course of post-graduate study made under Statute 83, may, if the Syndicate so thinks fit, be renewed, from time to time, subject to the same terms and conditions or to such other or further terms and conditions as the Syndicate may think fit to lay down.

Admission and Enrolment of Students and Appointment of Teachers in Colleges Providing Instruction in Post-Graduate Courses of Studies.

85 . (1) Subject to the Ordinances and the Regulations admission to the post-graduate classes and all teaching arrange-

ments relating to post-graduate instruction in a college, shall be organised by the college concerned :

Provided that the number of students to be admitted in such classes shall be determined by the Syndicate on the basis of reports of enquiry or such other information as the Syndicate may call for.

(2) Rules for enrolment in different courses of post-graduate studies in any affiliated college shall be framed by the college concerned in conformity with the Ordinances and shall be subject to approval by the Syndicate.

(3) The minimum qualifications of teachers for appointment for teaching in post-graduate classes in an affiliated college and the teacher-student ratio in such colleges shall be such as may be laid down, from time to time, by the Regulations.

Special Directions of Syndicate.

86. (1) The Syndicate may, on the advice of the relevant Board of Studies attached to the Faculty Council for Post-Graduate Studies concerned, require—

(a) an affiliated college providing instruction in post-graduate courses of study,

(*i*) to make such arrangements for research, lectures, tutorials and similar other instructional activities in the colleges as it may, from time to time, think fit and may cause inspection to be made of such arrangement as and when it thinks fit so to do ; and

(*ii*) to permit a teacher participating in post-graduate teaching appointed by it to give a course of lectures in a University College ;

(*b*) a University teacher to give a course of lectures in any other affiliated college providing instruction in post-graduate courses of study whenever it is considered necessary.

(2) To ensure the co-ordination and effective use of the facilities provided in the colleges providing instruction in post-graduate courses of study, such as, libraries, laboratories, museums and other equipment for teaching and research, the

Syndicate may, on the recommendation of the Board of Studies concerned attached to the Faculty Council for Post-Graduate Studies concerned and in conformity with the Regulations, require post-graduate students of any affiliated college to attend lectures, tutorials, seminars and practical classes, covering a part of their syllabus in any other affiliated college or in a University Department and such other affiliated college or University Department as the case may be and that the concerned college or the University Department shall allow such post-graduate students to attend their lectures, tutorials, seminars and practical classes and to use their libraries.

Reports and Inspection.

87. (1) As soon as may be after the close of each academic year every affiliated college providing instruction in post-graduate courses of study shall furnish to the Faculty Council concerned such returns, reports and other informations as the Faculty Council concerned may require.

(2) The Faculty Council concerned shall arrange for a regular periodical inspection of affiliated colleges providing instruction in post-graduate courses of study with a view to ensuring that the appropriate conditions referred to in Statutes 80, 81 and 82 are being complied with. Such inspection shall have particular reference to the proper maintenance of libraries, laboratories, museums and other equipment and the qualifications of the teaching staff, teaching load, teacher-student ratio and such other matters as the Faculty Council concerned may direct.

Withdrawal or Suspension of Permission.

88. If the Faculty Council for Post-Graduate Studies so thinks fit on the report of inspection referred to in Paragraph (2) of Statute 87 of any affiliated college providing instruction in post-graduate courses of study, it may call upon such college to take within such period such action as may appear to it to

be necessary on the basis of such report and if the college concerned fails to take such action as directed, the Faculty Council for Post-Graduate Studies may, by order, suspend for such period as may be specified in the order or withdraw from the college concerned permission to provide instruction in post-graduate courses of study :

Provided that before making such order, the Faculty Council for Post-Graduate Studies shall inform the college concerned of its findings and shall afford it an opportunity of making its representation, if any, within such period as the Faculty Council for Post-Graduate Studies may deem fit and shall record its opinion on any representation so made.

Closure, Discontinuance and Revival of Post-Graduate Courses of Study.

89. (1) No affiliated college providing instruction in post-graduate courses of study shall, without the previous permission of the Syndicate in this behalf, close any post-graduate class or section of the college or discontinue instruction in any post-graduate course of study for which permission has previously been obtained.

(2) When any such affiliated college desires to close a post-graduate class or section or to discontinue instruction in a post-graduate course of study, it shall make an application in writing in this behalf to the Vice-Chancellor giving reasons for the same. Such application shall be submitted at least one academic year in advance.

(3) When an affiliated college desires to revive instruction in a course of post-graduate study, which it had previously discontinued, it shall make an application for permission to do so. Such application shall be submitted to the Vice-Chancellor not later than the 31st day of August preceding the academic year from which permission to do so is to have effect and thereupon the provisions of Statutes 80 to 83 shall, so far as may be, apply.

PART II

RECOGNITION OF COLLEGES AS CONSTITUENT COLLEGES

Conditions for Recognition as a Constituent College.

89A. An affiliated college which has provided instruction for post-graduate courses of study in at least three subjects for not less than three years continuously, in conformity with the provisions of the University's Statutes, Ordinances and Regulations, shall be recognised as a Constituent College :

Provided that a Professional College may be recognised as a Constituent College if it has provided instruction for post-graduate courses of study in one subject only, and

Provided further that the Syndicate may, if it considers fit and proper to do so for special reasons, relax the provisions of this Statute in respect of a college in which instruction for post-graduate courses of study has been provided in less than three subjects and for less than three years.

PART III

RECOGNITION OF COLLEGES AS PROFESSIONAL COLLEGES

Eligibility for Recognition as Professional College.

90. (1) An affiliated college shall be eligible for applying for recognition as a Professional College if it has provided for not less than three years' instruction primarily for courses of study leading to a degree, diploma or certificate of the University in a professional subject and has the necessary facilities and arrangements for providing such instruction.

(2) If the Syndicate thinks fit so to do, it may, by order recognise any University College, in which instruction is provided primarily for courses of study leading to any degree, diploma or certificate of the University in any professional subject, to be a Professional College, and may, by similar order, withdraw such recognition from any University College.

Conditions for Recognition as a Professional College.

91. For the purpose of recognition as a Professional College, an affiliated college shall satisfy the following conditions, namely :

(1) that there are adequate financial resources for the continued maintenance and efficient working of the college ;

(2) that there is suitable and adequate accommodation for students, staff, libraries, laboratories, museums, scientific equipment, technical appliances and such other resources as may be necessary to ensure that teachers and students may accomplish the purposes to be achieved through professional instruction and that graduates are thoroughly trained and prepared, upon graduation, to serve the professional field in which they have been pursuing courses of study ;

(3) that members of the teaching staff, other than those appointed temporarily for a period not exceeding six months, are or shall be appointed on the recommendation of a Selection Committee, which shall include a nominee of the Vice-Chancellor, constituted by the Governing Body of the college for the purpose :

Provided that this Clause shall not apply in the case of Government Colleges or Government Sponsored Colleges ;

(4) that the strength and qualifications of the teaching staff and the conditions governing the tenure of office are such as laid down in Chapter IV of the First Regulations and Chapter VIII of these Statutes ;

(5) that the necessary teaching devices, specialised equipment and related materials for use by teachers are available so as to ensure that students are fully grounded in the professional techniques and trained to use the appliances, instruments and other equipment which shall be employed in the satisfactory pursuance of the profession concerned ;

(6) that adequate provision has been made for a properly equipped library ;

(7) that in every branch of science that is included as a part of a professional course of study, arrangements have been

made for imparting instruction therein in a properly equipped laboratory or museum and for providing sound training in any branch of experimental science that may be involved ; and

(8) that such other conditions or directions as the Syndicate may, from time to time, lay down for the maintenance of the standard of professional instruction and training will be fulfilled.

Application of Statutes 82, 83, 87, 88 and 89 in Relation to Professional College.

92. The provisions of Statutes 82, 83, 87, 88 and 89 shall so far as may be, apply to affiliated colleges in relation to applications for recognition as Professional Colleges, grant, withdrawal and suspension of such recognition and closure, discontinuance and revival of professional courses respectively.

CHAPTER—VII

GOVERNING BODIES OF COLLEGES

Constitution of Governing Body.

93. (1) Save as otherwise provided in Statute 100, the Governing Body of a college shall consist of the following members :—

(*a*) a President to be elected in the manner prescribed in Paragraph (2) of Statute 93 ;

(*b*) the Principal of the college who shall be the Secretary of the Governing Body, *Ex-officio* ;

(*c*) four members to be elected from amongst themselves by the whole-time teachers of the college, whole-time librarians and whole-time physical instructors holding appointments against posts approved by the State Government/Competent Authority at a meeting to be convened for the purpose by the Principal of the college and presided over by him or, in his absence, by the seniormost teacher available, on the basis of proportional representation by means of the single transferable vote.

Note : The Principal shall not vote in this election ;

(*d*) two representatives of the whole-time non-teaching employees of the college holding appointments against posts approved by the State Government/Competent Authority and elected from amongst themselves ; such election shall be conducted by the Principal of the college or, in his absence, by a teacher of the college authorised by the Principal.

Note : In the case of a tie in an election referred to in Clause (*c*) and Clause (*d*) , the presiding officer shall draw lots and declare the result in the same meeting ;

(*e*) two members to be nominated by the State Government, at least one of whom shall be an Educationist ;

(*f*) two members to be nominated by the Syndicate of whom at least one shall be a woman, in case of a Women's College ;

(*g*) one representative of the regular students of the college who shall be the duly elected General Secretary of the Students' Union and who shall continue to be a member so long as he continues to be the General Secretary. In the absence of a Union or a duly elected General Secretary of the Students' Union, the regular students of the college shall elect one representative from amongst themselves through secret ballots to be arranged by the Principal of the college or, in his absence, by a teacher of the college authorised by the Principal ;

(*h*) not more than two members to be nominated by the Vice-Chancellor in consultation with the Pro-Vice-Chancellor for Academic Affairs from among the donors included in the list of donors of the college :

Provided that such members shall include persons required to be included in the Governing Body of the college under the terms and conditions of donation to the college ;

Provided further that after the commencement of these Statutes no condition shall be attached to any donation to a college requiring representation of the donor in the Governing Body of the college ;

Provided also that no teacher or other employee of the college who is a donor shall be nominated as such member ;

(*i*) the Councillor of the Corporation/the Chairman of the Municipality/the Sabhapati of the Panchayat Samity within the jurisdiction of which the college is situated, provided he is neither a teacher, nor an employee nor a student of the college concerned. If, under any circumstances, the person concerned happens to be a teacher or an employee or a student of the college concerned, the respective organisation shall send its nominee who shall, in no case, be a teacher or an employee or a student of that college .

(2) The members of the Governing Body shall, at the first meeting to be convened by the Principal of the college concerned at least one month before the expiry of the tenure of the previous Governing Body (fifty per cent of such members forming quorum for such a meeting), elect a person as President of the Governing Body and such President may or may not be elected from amongst such members. In case an outsider is elected as President, he shall be a member of the Governing Body so long as he remains the President of the Governing Body concerned :

Provided that a teacher, employee or student of the college shall not be eligible for election as the President of the Governing Body of the college concerned.

Tenure of Office of the Governing Body.

94. (1) The term of office of the Governing Body of any college, constituted under Statute 93, shall be four years with effect from the date of election of the President of the Governing Body or from the date of expiry of the term of office of the previous Governing Body, whichever is later :

Provided that the first Governing Body constituted under Paragraph (3) shall commence functioning from the date of election of the President and shall have a life of four years from the date of such election ;

Provided further that if the formation and/or functioning of the first Governing Body in accordance with the provisions of these Statutes is not possible for any reason whatsoever, the University shall appoint an Administrator, who shall have all the powers and functions of the Governing Body, till such Governing Body is actually formed and/or starts functioning.

(2) At least three months before the expiry of the term of office of the members of the Governing Body of a college, the Secretary of the Governing Body shall take necessary steps to ensure that the election/nomination of members of the Govern-

ing Body under Paragraph (1) of Statute 93 is completed not later than one month before the expiry of the term of office of such outgoing members.

(3) The Principal of every college affiliated to this University shall take necessary steps to constitute the first Governing Body of that college including election of President under the Statutes 93 and 94 within six months with effect from the date on which the Statutes come into force and the term of office of the Governing Body so constituted shall be four years from the date of election of the President.

(4) After the expiry of four-years, term and subjecet to the provisions of Paragraph (1), a Governing Body of a college shall cease to function and if, in the meantime, the new Governing Body has not been formed in accordance with these Statutes or is unable to take over the management of the college, the University shall either extend the life of the erstwhile Governing Body for a period not exceeding eighteen months or appoint an Administrator for a period not exceeding eighteen months who shall have all the powers and functions of the Governing Body until a new Governing Body is constituted or until a Governing Body takes over charge, as the case may be, in accordance with the Statutes. The Administrator shall take steps for the constitution of the new Governing Body within six months of his appointment, where such Governing Body has not yet been constituted.

Filling up of Casual Vacancy.

95. (1) Any casual vacancy in the office of a member of the Governing Body of a college other than an ex-officio member shall be filled by the Body or the electorate which nominated or elected the member whose seat has become vacant and in the same manner as prescribed in Statute 93.

(2) A member nominated or elected to fill a casual vacancy shall hold office for the remainder of the term of office of the member in whose seat the vacancy has occurred.

(3) The office of an elected or nominated member of the Governing Body shall become vacant if—

(*a*) he absents himself from four conseceutive meetings of the Governing Body without obtaining leave of absence from the Governing Body ; or

(*b*) he is found to be of unsound mind or convicted of any offence involving moral turpitude ; or

(*c*) he ceases to be a member of the constituency from which he has been elected or nominated.

Actions of Governing Body not to be Invalidated by Reason of Vacancies.

96. No action by the Governing Body shall be invalidated by reason of any vacancy in the office of any member thereof.

Powers and Functions of the Governing Body.

97. (1) The Governing Body of every college shall be responsible for the proper management of the affairs of the college and may exercise all such powers and functions as may be necessary for the purpose.

(2) In particular, and without prejudice to the generality of the foregoing provision, the Governing Body of a College shall be responsible for ensuring—

(1*a*) that review is made of the results of the college and the University examinations and measures are adopted for academic improvement and maintenance of academic standards ;

(*a*) that posts are created and appointments made of the Principal and teachers and other staff in accordance with the provisions of any law or any rules or orders for the time being in force to provide the instructional and other services necessary for the efficient and effective operation of the college ;

(*b*) that the number and qualifications and the method of recruiting of the teachers and the conditions of their service are in accordance with the provisions of any law or any rules or orders for the time being in force ;

(*c*) that the laboratory and other instructional facilities available are adequate for the instructional programme ;

(*d*) that the buildings in which the college is located are suitable for the purposes for which they are intended and are maintained at a satisfactory state of repair and sanitation ;

(*e*) that the library is properly equipped ;

(*f*) that the financial resources of the college are sufficient to ensure efficient and effective operation of the college ;

(*g*) that all information, returns, reports and other materials required by the University and the State Government are promptly collected, prepared and made available to the University and the State Government ;

(*h*) that all books, registers, records and accounts required to be maintained are kept up-to-date ;

(*i*) that due provision is made for the well-being of students, management of their hostels and messes-, health, recreation and sports ;

(*j*) that the students' discipline is maintained ;

(*k*) that proper assistance and facilities are given to the Inspector of Colleges and other persons appointed by the University for inspection and report ;

(*l*) that directions issued by the University from time to time are carried out and compliance with them reported speedily to the University ; and

(*m*) that all properties and funds of the college are properly controlled and administered.

(3) The Governing Body may appoint Academic Sub-Committee, Finance Sub-Committee and such other Sub-Committees as it may think fit, to advise the Governing Body for the efficient administration of the college. Such Sub-Committees except the Finance Sub-Committee, may include teachers of the colleges other than members of the Governing Body. The Principal shall be the Chairman of such Sub-Committees as may be formed.

Meeting of Governing Body.

98. (1) Meetings of the Governing Body of a college shall be held ordinarily in the college premises, and shall be held at least four times in a year.

(2) For a meeting of the Governing Body of a college the quorum shall be 50 per cent of the total number of members of the Governing Body , or if such total number be an odd number, 50 per cent of the total number reduced by one, subject to a minimum of seven.

(3) The Secretary shall send copies of minutes of previous meeting along with the notice of the meeting ordinarily seven days before the date of the meeting. The President may reduce the period of notice in case of emergency.

(4) The Secretary shall call a meeting if the President so directs him in writing or if at least fifty per cent of the members of the Governing Body requisition a meeting.

Functions of the Secretary of the Governing Body.

99. The Secretary of the Governing Body of every college shall—

(*a*) convene the meeting of the Governing Body, maintain the records, conduct the official correspondance and keep the minutes of proceedings of meetings of the Governing Body ;

(*b*) Omitted.

(c) send to the Syndicate, when called upon by the Syndicate to do so, originals or certified copies of such records, correspondence or minutes referred to above, as may be required by the Syndicate ; and

(d) operate the college funds jointly with the President or any other member of the Governing Body (other than a teacher, employee or student of the college) as may be authorised by the Governing Body of the college.

Special Provisions Regarding Governing Bodies of Certain Colleges.

100. (1) In the case of a college managed by any Trust or Registered Society or under a scheme laid down by a competent Court, the constitution of the Governing Body shall, in so far as the terms and conditions of such Trust, Articles and Memorandum of Association of such registered society or such scheme, as the case may be, so require, continue as such : provided that such college is a college established and administered by a minority whether based on religion or language or by a religious denomination or any section thereof.

Provided that, after the commencement of these Statutes, the terms and conditions of any such Trust, the Articles and Memorandum of Association of any such society or any such scheme shall require the approval of the Syndicate before such Trust is created, such society is registered or such scheme is submitted to the Court.

(2) The provisions of the Statutes 94 to 99 shall apply to a college referred to in Paragraph (1), in so far as such provisions are not inconsistent, as the case may be, with the terms and conditions of the Trust, the Articles and Memorandum of Association of the Registered Society or the scheme concerned.

100A. (1) Within six weeks of the commencement of this Statute a college managed by any Trust or Registered

Society or under a scheme laid down by a competent Court, not being a college established and administered by a minority, whether based on religion or language, or by a religious denomination or any section thereof, shall cause to be constituted a fresh Governing Body in accordance with the provisions of Statute 93.

(2) Any notice in this behalf in writing, sent by the University to the Secretary or the President of the Governing Body of such college shall be deemed to have been duly served on the Governing Body of the college.

(3) If the Governing Body of such college is not constituted within the period referred to in Paragraph (1), the Vice-Chancellor may appoint an administrator to take over the management of the college. The administrator shall cause to be constituted a fresh Governing Body within six weeks from the date of his appointment in accordance with the provision of Statute 93.

(4) For removal of doubt it is hereby declared that notwithstanding any failure of the State Government or the Vice-Chancellor to nominate any member or members under Clause (*e*) or Clause (*h*), as the case may be, of Paragraph (1) of Statute 93, the constitution of a Governing Body under this Statute shall be deemed to be complete.

Interpretation.

101. In this Chapter, unless the context otherwise requires,—

(*a*) "College" means an affiliated college, but does not include a Government College, and

(*b*) "Donor", in relation to any college, means any person, which shall include a Body or an Association, who has made to such college a donation of a sum of five thousand rupees or more and has made full payment of such donation either in a lump or by instalments or who has made over to the college property valued, in the opinion of the Syndicate, at not less than five thousand rupees.

CHAPTER VIII

Appointment of teachers and Principals of affiliated colleges, their hours of work, minimum emoluments, outside activities and supplementary employment, etc.

PART I

General

Appointment of Teachers of Colleges.

101 A. Appointment of teachers, whole-time or part-time, including Principals, of affiliated colleges other than Government Colleges shall be made in accordance with the provisions of the West Bengal College Service Commission Act, 1978 (West Bengal Act LXII of 1978) and the rules made thereunder.

102. Omitted.

Commencement of Period of Service.

102 A. In calculating the period of service a teacher of a college in any post for any purpose including the operation for a time scale of pay, service shall be counted from the date of his joining the post on his first appointment as a probationer ; provided that if the teacher began his service as a temporary appointee who was afterwards appointed for the same or any other post, service shall be counted from the date of his joining the appointment as a temporary appointee, if there is no break in service during the period preceding his permanent appointment.

Explanation :—The following shall be treated as 'break' in service :—

(*a*) unauthorised leave of absence ;

(*b*) unauthorised absence in continuation of authorised leave of absence.

Hours of Work.

103. (1) A teacher of a college shall ordinarily be required to take 24 periods of class work of 45 minutes each per week including seminars and theoretical, tutorial and practical classes :

Provided that no teacher shall ordinarily be required to work for more than five periods of class work in a day.

Explanation :—(*a*) For the purpose of this Statute one period of Honours theoretical work shall be considered equivalent to 1.5 period of pass theoretical class and (*b*) two periods of practicals/ tutorials/seminars, whether Honours or Pass shall be treated as equivalent to 1.5 periods of Pass theoretical class, if one teacher takes the class, but if such practicals / tutorials/ seminars are taken by two teachers jointly, two periods of such practical/tutorial/seminar classes shall be considered to be equivalent to one period of Pass theoretical class for each teacher.

(2) Teachers of a college may be required, from time to time, to co-operate and assist in carrying out the functions relating to the educational reponsibilities of the college (such as assisting in appraising the applications for admission, advising or counselling students and assisting in University and College examinations including supervision thereof).

(3) Every teacher including the Principal of a college shall sign a daily attendance register maintained for the purpose and such daily attendance shall be countersigned by the Principal.

(4) In particular and without prejudice to the foregoing provision, a teacher shall perform the following duties :—

(*a*) to perform invigilation work in any examination for any course of study taught in the college ;

(*b*) to draw routines ;

(*c*) to carry out assignment for such field work as may be necessary for the courses taught in the college ;

(*d*) to assist the Principal with regard to admission of students ;

(*e*) to participate in N.C.C., N.S.S. and Sports and Games for the well-being of the students ;

(*f*) to assist the Principal in the management of hostels and messes attached to the college or administered by the college ;

(*g*) to make the internal assessment of students ; and

(*h*) to evaluate answerscripts of students for any examination conducted by the college.

(5) The Principal of a college shall ordinarily take not less than four periods of class work in a week in a subject taught in the college.

Retirement.

104. (1) A whole-time teacher of a college enjoying University Grants Commission scale of pay introduced since the 1st April, 1973, shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of superannuation, *i.e.*, 60 years :

Provided that such teacher may be granted re-employment initially for a period of two years and subsequently for a period of one year or less subject to the terms and conditions as stipulated in orders issued by the State Government from time to time. In no case, such re-employment shall be given if the teacher concerned has attained 65 years of age ;

(2) A teacher who is in pre-1973 University Grants Commission scale of pay[shall retire at the end of the academic year in which he attains the age of 62, provided that the Governing Body may grant extension of service to such teacher, subject to the condition that no extension shall be granted for more than two years at a time and not beyond the date on which he completes the age of 65 years ;

(3) A part-time teacher in a college shall retire at the end of the academic year in which he attains the age of 65.

Minimum Emoluments.

105.(1) The salaries and scales of pay for whole-time teachers in a college, including such amounts as may be contributed by the University Grants Commission or the Government of India or the State Government or the University or any other source, shall, in no case, be lower than the minimum salaries and scales of pay prescribed by the State Government in respect of such teachers.

(2) The salary of a part-time teacher in a college shall, in no case, be lower than the minimum salary as may be prescribed by the State Government. Such teacher shall work for a period not exceeding four hours or six periods of 45 minutes each per week.

Fixation of Initial Salary in Certain Cases.

106. When a teacher joins a college after resigning his post in another college, the initial salary of such a teacher in the college which he so joins shall be fixed so as not to be less than what he was receiving in his previous college.

107. Omitted.

Temporary Teachers not to be deprived of Vacation Salary in Certain Cases.

108. A temporary teacher who has worked in a college for a period not less than 10 months continuously shall be entitled to draw his vacation salary for the periods of vacation included within this period or immediately following it.

Service Book.

109. There shall be maintained for every teacher in a college, whether whole-time or part-time, a service book in such form as may be prescribed by the State Government.

Other Employment.

110. No teacher (including the Principal and the Vice-Principal) of a college shall be permitted to engage himself

either in private tuition or in any other remunerative assignment not authorised by the University :

Provided that—

(*a*) no whole-time teacher (including the Principal and the Vice-Principal) of an affiliated college shall be permitted to do part-time teaching work without the approval of the University ; but this provision shall not apply in the case of whole-time teachers of affiliated colleges who are part-time teachers of the University ;

(*b*) the whole-time teachers of affiliated colleges who are offered part-time lectureship in any other University shall have to obtain prior permission from the Vice-Chancellor before accepting such offer;

(*c*) any teacher contravening the provisions of this Statute shall be liable to such disciplinary action as the University may eem fit.

111. Omitted.

Resignation.

112. (1) Subject to the terms and conditions of any existing contract, no permanent teacher of a college shall be entitled to terminate his service by voluntary resignation without filing in writing with the Principal notice of his intention to resign and such notice shall be so filed—

(*a*) in the case of a resignation at the end of an academic year, at least one month in advance, or

(*b*) in the case of a resignation at any other time, at least two months in advance.

Temporary or probationary teachers may terminate their service by voluntary resignation by filing with the Principal similar notice in writing at least one month in advance :

Provided that in special circumstances the Governing Body on the recommendation of the Principal, may accept a notice of intention to resign for a shorter period.

(2) Any contravention of the provisions of Paragraph (1) shall, at the discretion of the Governing Body, entail for-

feiture of salary for the period by which the notice falls short of the requirement of Clause (*a*) or Clause (*b*) of Paragraph (1) in addition to such disciplinary action as may be taken for such contravention.

Disciplinary Action.

113. Teachers of a college shall be subject to such "Disciplinary Rules" as may be prescribed by separate Statutes for the purpose.

PART—II

Leave

Leave not to be Claimed as of Right.

114.(1) Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher of a college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof.

(2) No teacher who is under suspension shall be granted any leave.

(3) Absence without leave shall render a teacher subject to such disciplinary action as may be provided in the "Disciplinary Rules" prescribed by Statutes.

Application for Leave.

115. All applications for leave or for extension of leave shall be made in writing and addressed to the Principal and sanction for the leave or extension of leave, as the case may be, applied for shall be obtained before it is availed of :

Provided that if the authority competent to grant the leave is satisfied that it was not possible to apply for or obtain the

sanction for leave of absence beforehand, leave may be granted with retrospective effect; but all applications for leave with retrospective effect shall be filed at the earliest possible opportunity.

Duration of Leave.

116.(1) Leave shall ordinarily commence on the date with effect from which it is actually availed of and terminate on the day preceding the date of resumption of duty :

Provided that Sundays or holidays may be prefixed or suffixed to leave, so, however, that for the purpose of prefixing or suffixing to leave holidays exceeding three days or a college vacation, previous sanction of the authority competent to grant the leave shall be obtained.

(2) Except with the previous permission of the authority granting the leave no teacher on leave may return to duty before the expiry of the period of leave granted to him.

Computation of Absence in Certain Cases.

117. If a teacher of a college is absent from duty on all the days of a week on which he has been assigned duties, whether such days are consecutive or not, he shall be deemed to be absent from duty for the whole of the week.

Leave not to Extend Beyond the date of Retirement.

118. No teacher of a college shall be granted leave beyond the date on which his service terminates by retirement :

Provided that where for exigencies of service a teacher has been denied any leave, wholly or in part, leave so denied, may be granted to him although it may extend beyond the date of such termination of his service subject to the condition that no leave so granted shall extend beyond three months after such termination of his service.

Explanation : For the purpose of this Statute, a teacher shall be deemed to have been denied leave only if sufficiently in advance of the date of termination of his service he has either formally applied for leave extending up to the date of such termination of his service and the same has been refused to him on the ground of emergencies of service, or ascertained in writing from the authority competent to grant the leave that such leave, if applied for, would be refused on the aforesaid ground.

Recalling from Leave.

119. The Principal of a college may, in his discretion, recall to duty, at any time, any teacher of the college who may be on leave, except on medical grounds, or on vacation, and when a teacher is so recalled to duty he shall be granted such travelling allowances as the Principal may consider reasonable.

Overstay.

120. If a teacher of a college has been granted leave to which holidays or a vacation has been suffixed and such teacher absents himself from duty beyond the expiration of such holidays or vacation, the whole period of his absence from duty after the expiration of such holidays or vacation shall be treated as absence from duty without leave and he shall not be entitled to his salary or allowances for such period unless and until the Governing Body otherwise directs.

Casual Leave.

121.(1) Casual leave on full pay may be allowed to a teacher of a college upto a maximum of fifteen days in any one academic year but not more than five days at a time.

(2) Casual leave may be prefixed or suffixed to Sundays but not to any other holidays or to vacations or to any other kind of leave.

(3) All casual leave to which any teacher of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and can not be accumulated or taken over or brought forward to any other academic year.

Explanation : For the purpose of this Statute "Casual Leave" means leave to which a teacher may be entitled in any academic year by virtue of his being a teacher and may be availed of by him for short period on account of illness or urgent private affairs.

Earned Leave.

122.(1) Every teacher of a college shall be entitled to leave on full pay, hereinafter referred to as earned leave, —

(*a*) during the first seven academic years of service, to the extent of 15 days for every twelve months of active service, and

(*b*) from the eighth year of service onwards to the extent of thirty days for every additional twelve months of active service :

provided that when the earned leave due amounts to one hundred and twenty days, the teacher shall cease to earn such leave.

(2) Earned leave may be granted for such reasons as may be considered by the authority competent to grant such leave which may include :—

(*a*) illness of the teacher concerned,

(*b*) illness of a member of the family of such teacher,

(*c*) urgent private affairs, and

(*d*) rest preparatory to retirement ;

Provided that—

(*i*) when earned leave is applied for on any of the grounds referred to in Clause (*a*) or Clause (*b*) the application shall be accompanied by a medical certificate signed by a registered medical practitioner;

(*ii*) no teacher who has been granted earned leave unde Clause (*a*) on a medical certificate may return to duty without producing a medical certificate of fitness signed by a registered medical practitioner.

Authority for Granting Leave.

123. Earned leave for any period not exceeding fifteen days at a time and casual leave may be granted to teachers of a college by the Principal of the college. Earned leave for any longer period or any other kind of leave for any period may be granted by the Governing Body of the college.

Absence on Duty not to be Counted as Casual Leave or Earned Leave.

124. Absence from duty of a teacher of a college on account of academic work elsewhere approved by the Governing Body of the college or on account of obligations in regard to the National Cadet Corps or the Social Service Camp or similar other obligations shall be deemed to be absence on duty and shall not be counted towards casual or earned leave.

Study Leave.

125. Leave of absence from duty with full pay for a period not exceeding eight weeks may be granted to a teacher of a college by the Governing Body of the college for the purpose of enabling the teacher to acquire any qualification which, in the opinion of the Governing Body, will enhance his efficiency as a teacher in the college and such leave shall be called Study Leave.

Special Study Leave.

126. A whole-time teacher of a college may be granted leave for pursuing studies in an institution considered by the Governing Body of the college as suitable for the purpose, for such period ordinarily not exceeding two years during the whole period of his service and on such terms and conditions, including conditions requiring the teacher to return to the college for a specified period of further service therein after the expiry of the leave as the Governing Body may deem fit. Such leave shall be called Special Study Leave.

Maternity Leave.

127.(1) Maternity leave may be granted to a teacher of a college on full pay for a period upto four weeks immediately preceding, and six weeks immediately following, the date of her confinement where the teacher has been in the service of the college for at least nine months immediately preceding the date of her confinement.

(2) Maternity leave, combined with any other kind of leave, may be granted only if the application is supported by a medical certificate signed by a registered medical practitioner.

(3) Maternity leave may be granted to a teacher of a college on full pay in cases of miscarriage, including abortion, subject to the condition that such leave shall not exceed six weeks and that the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.

Quarantine Leave.

128. Leave of absence from duty may be granted to a teacher of a college on full pay when he is ordered by the Principal of the college not to attend his duties on account of the presence of any infectious disease in his family or household. Such leave may be granted , on a certificate signed by a registered medical practitioner, for a period not exceeding twenty-one

days, or in exceptional circumstances, thirty days. Such leave shall be called Quarantine Leave and may be combined with any other kind of leave.

Medical Leave.

129. In case of illness, a teacher of a college may be granted leave on half pay for such period, not exceeding twenty days for each completed year of service as may be certified to be necessary by a registered medical practitioner, in addition to the earned leave to which he may be entitled.

Extra-ordinary Leave.

130. Extra-ordinary leave without pay may be granted to a teacher of a college in circumstances involving hardship for such period and on such terms and conditions as the Governing Body of the college may think fit and proper.

Compensatory Leave.

131.(1) Any teacher of a college who may be required, in the interests of the college, to work during a vacation shall be entitled to leave of absence from duty for an equal number of days for which he is so required to work during a vacation.

(2) Any leave granted under Paragraph (1) shall be on full pay and shall be called Compensatory Leave.

Conversion of Leave.

132.(1) At the request of a teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be admissible, with effect from such date as may be specified in the order ; but a teacher shall not be entitled to claim such conversion of leave as a matter of right.

(2) If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may

be, amounts overdrawn shall be recovered from, the teacher concerned.

Combination of Different Kinds of Leave.

133. Except as otherwise specifically provided in these Statutes, any kind of leave may be granted in combination with or in continuation of any other kind of leave.

Application and Savings.

134.(1) Save as hereinafter provided, the provisions of these Statutes relating to leave shall apply to all whole-time teachers of colleges whether appointed before or after the commencement of these Statutes.

(2) If any such teacher of a college is, on the date of the commencement of these Statutes, in actual enjoyment of more liberal terms regarding leave, such a teacher shall not be deprived of such benefits but shall continue to enjoy the same.

Provided that, in such a case the teacher shall exercise, within a period of three months from the date of commencement of these Statutes, an option either to elect to come under these Statutes or to remain under the old rules. The option so exercised shall be final and shall not be changed thereafter.

(3) Leave rules for part-time teachers of a college shall be framed by the Governing Body of the college with the approval of the Syndicate but no rules to be so framed shall contain more liberal provisions than those contained in these Statutes.

Leave Salary.

135. Leave salary shall be calculated on the basis of the rate of pay drawn by a teacher of a college on the day preceeding that on which the leave commences unless otherwise determined by the Governing Body of the college.

Leave Account.

136. A leave account shall be maintained by the Principal of the college for every teacher thereof but any leave granted

under Statutes 125 to 128 shall not be debited to such account.

Working Days and Holidays.

136 A. Every college shall abide by the pattern of holidays and recess as may be determined by the University from time to time. During the period of recess, only classes shall remain suspended. The number of working days in a college shall be at least 200 in an academic year. Academic Session of a college shall commence from the 1st day of July of every year and end on the 30th June of the following year. An academic session shall be divided into three different terms as follows :—

(1) First Term

The first term of a college shall commence from the first day of July of every year and shall close on the day from which the Puja holidays commence. Puja holidays shall be for 24 days commencing from Durga Sasthi and ending on the day of Kali Puja.

(2) Second Term

The second term shall commence from the date of re-opening of the college after the Puja vacation and shall continue till the 24th day of December of each year. Winter Recess shall be for a period of 8 days commencing on the 25th day of December of every year and ending on the first day of January of the year following.

(3) Third Term

The third term shall commence from January 2 and shall continue till May 15 of every year. The Summer Recess shall commence on May 16 and shall end on the 30th day of June.

Festival Holidays

136 B. Every affiliated college shall enjoy the total number of Festival holidays as mentioned below :—

FESTIVAL HOLIDAYS FOR AFFILIATED COLLEGES

Sl. No	Occasion	No. of Days
(1)	New Year's Day (English)	1
(2)	Fateh Dauz Doham	1
(3)	Birthday of Netaji	1
(4)	University Foundation Day	1
(5)	Republic Day	1
(6)	Saraswati Puja	2
(7)	Doljatra	1
(8)	Good Friday	1
(9)	Easter Saturday	1
(10)	Chaitra Sankranti	1
(11)	New Year's Day (Bengali)	1
(12)	May Day	1
(13)	Birthday of Rabindranath	1
(14)	Buddha Purnima	1
(15)	Id-ul-Fitr	1
(16)	College Foundation Day	1
(17)	Janmastami	1
(18)	Independence Day	1
(19)	Id-Uz-Zoha	1
(20)	Birthday of Mahatma Gandhi	1
(21)	Mahalaya	1
(22)	Puja Holidays (from Durga Sasthi to Kali Puja)	24
(23)	Bhratridwitiya	1
(24)	Jagaddhatri Puja	1
(25)	Muharram	1
(26)	Birthday of Guru Nanak	1
(27)	Rathajatra	1
(28)	Principal's Discretion	5
	TOTAL HOLIDAYS :	56

PART—III

Provident Fund

Provident Fund.

137. Every whole-time teacher of a college shall subscribe to the College Provident Fund, subject to such rules as may be framed by the State Government from time to time.

PART—IV

Supplimental

Statute 138—Omitted.

Interpretation.

139. In this Chapter, unless the context otherwise requires "college" means an affiliated college, including a Constituent or a Professional College, but does not include a Government College.

CHAPTER—IX

CONVOCATION

Degrees to be Conferred and Certain Medals, Diplomas and Certificates to be Awarded at Convocations.

140. Degrees of the University including Honorary Degrees shall be conferred and such medals and post-graduate diplomas and certificates as may be specified in this behalf by the Syndicate shall be awarded, at a Convocation of the University :

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

Holding of Convocation.

141.(1) Convocations of the University shall be held for the purposes referred to in Statute 140 on such date and at such times and places as the Vice-Chancellor may fix in this behalf :

Provided that at least one such Convocation shall be held every year ordinarily in the month of January.

(2) Not less than fourteen days' notice shall be given for the holding of a Convocation ; but in the case of a Convocation held for the purpose of conferring any Honorary Degree such shorter notice as the Vice-Chancellor may consider fit and proper may be given.

Order of Conferment of Degrees etc.

142. Ordinarily the degrees shall be conferred, and the medals and post-graduate diplomas and certificates awarded, on presentation at a Convocation in the following order, namely:-

(*a*) Honorary degrees in the order determined by the Vice-Chancellor,

(*b*) Special medals in the order determined by the Vice-Chancellor,

(*c*) Doctors' degrees in the order of Faculty Councils as enumerated in Section 23.

(*d*) Masters' degrees and post-graduate diplomas and certificates in the order of Faculty Councils as enumerated in Section 23 and such other post-graduate diplomas and certificates as may be decided by the Vice-Chancellor in this behalf.

(*e*) Omitted.

(*f*) Medals other than special medals as may be decided by the Vice-Chancellor in this behalf.

Explanation : In this Chapter "Special Medal" means a medal specified by the Syndicate to be awarded at a Convocation, but does not include a medal to be awarded on the results of any examination or other competition.

Honorary Degrees.

143.(1) For the purpose of the conferment of Honorary Degrees, the recipients of such degrees shall be presented by the Vice-Chancellor, to the Chencellor or, in the absence of the Chancellor, by the Pro-Vice-Chancellor for Academic Affairs to the Vice-Chancellor.

(2) The officer so presenting the recipient of an Honorary Degree shall address the Chair and say, "Sir, I am privileged to present to you..... for the conferment of the degree of....., *honoris causa,* which has been recommended by the Syndicate and confirmed by the Chancellor" and may, in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honour.

(3) The Chancellor or the Vice-Chancellor, as the case may be, shall thereupon, say, "The Senate of the University of Calcutta is pleased to confer upon you the degree of..... ....., *honoris causa,*" and may, in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which has led to his being chosen for the high honour.

Special Medals.

144.(1) Following the conferment of Honorary Degrees, special medals shall be awarded by the Vice-Chancellor, on presentation by the Pro-Vice-Chancellor for Academic Affairs, of those to be thus honoured.

(2) In presenting the recipient of a special medal, the Pro-Vice-Chancellor for Academic Affairs, shall identify him and briefly indicate the basis of the award using appropriate words of his own choice. The recipient of the special medal shall thereupon proceed to the Vice-Chancellor to receive the medal from him.

Vice-Chancellor to Call for Presentation of Candidates for the Degrees, etc. to be Conferred on the Results of Examination.

145. After the conferment of Honorary Degrees and the award of special medals, the Vice-Chancellor shall say, "Mr. Chancellor, Distinguished Guests, Members of the University community, Ladies and Gentlemen,— We now come to the significant and impressive ceremony of conferring degrees and awarding post-graduate diplomas and certificates to those students who have been examined and found qualified to receive them. All of these degrees, diplomas and certificates have been recommended by the appropriate academic authority and by the Syndicate. The candidates for the Doctors' and Masters' degrees and post-graduate diplomas and certificates will be presented by the appropriate Deans.

Doctors' Degrees.

146.(1) Candidates for the Doctors' degrees shall be presented Faculty Council-wise in the order laid down in Clause (*c*) of Statute 142 by the Deans of the appropriate Faculty Councils.

(2) The Dean of each Faculty Council shall say to the candidates for the Doctors' degrees, "Will the candidates for the conferment of the Degree of .....

please stand up and remain standing until I request them to resume their seats ?"

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

(4) When all the candidates for the Doctors' Degrees have been so presented by the appropriate Deans, the Vice-Chancellor shall say, "Will all the candidates who have been presented for Doctors' Degrees please stand up ? (Pause). The Senate of the University of Calcutta is pleased to confer upon you the degree for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice-Chancellor of this University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."

Masters' Degrees and Post-Graduate Diplomas and Certificates.

147.(1) Candidates for the Masters' degrees and post-graduate diplomas and certificates shall be presented Faculty Council-wise, in the order laid down in Clause (*d*) of Statute 142— those from the University colleges or Professional and Constituent colleges by the Deans of the appropriate Faculty Councils for Post-Graduate Studies.

(2) The Dean of each Faculty Council shall say to the candidates, "Will the candidates who are to be presented for the degree of Master of...../Diploma in...../Certificate in....., from the University Colleges/Professional Colleges/Constituent Colleges please stand up and remain standing until I request them to resume their seats ?"

(3) The Dean shall then say to the Vice-Chancellor, "Sir, I present to you the candidates for the degree of Master of...../Diploma in...../Certificate....in..... and I pray that the degree/diploma/certificate for which they have been recommended may be conferred/awarded on them." He shall thereafter say to the candidates, "Please be seated."

(4) After the candidates for the Masters' degrees and post-graduate diplomas and certificates have been so presented, the Pro-Vice-Chancellor for Academic Affairs shall say, to the external candidates for Masters' degrees, "Will the External candidates who are to be presented for the Masters' degrees please stand up and remain standing until I request them to resume their seats ?"

(5) The Pro-Vice-Chancellor for Academic Affairs shall then say to the Vice-Chancellor, "Sir, I present to you the External candidates for the degree of Master of..... .....(here mention the appropriate degrees) and I pray that the degrees for which they have been recommended, may be conferred on them." He shall then say to the External candidates, "Please be seated."

(6) When all the candidates for Masters' degrees and post-graduate diplomas and certificates have been so presented, the Vice-Chancellor shall say, "Will all the candidates who have been presented for Masters' degrees and Post-Graduate Diplomas and Certificates please stand up ? (Pause) The Senate of the University of Calcutta is pleased to confer upon you the degrees, diplomas and certificates for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice-Chancellor of this University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."

148. Omitted.

Medals.

149. After the conferment of the degrees and the award of the post-graduate diplomas and certificates, the Registrar shall call the names of recipients of medals to be awarded on the results of Examinations and other competitions, whereupon each candidate whose name is so called, shall proceed to the Vice-Chancellor to receive his medal from him.

Absence of Specified Presenting Officer from Sessions of a Convocation.

150.(1) In the absence of the Pro-Vice-Chancellor for Academic Affairs, or of the Dean of any Faculty Council from a session of a Convocation, the functions of such Pro-Vice-Chancellor or Dean, at such session shall be performed by the Registrar.

(2) Omitted.

151. Omitted.

Academic Procession.

152.(1) There shall be an Academic Procession which shall include the following personnel, in the order specified below :

(*a*) The Registrar,
(*b*) the Chancellor,
(*c*) the Vice-Chancellor,
(*d*) the Guest-Speaker, if any,
(*e*) the immediately preceding Vice-Chancellor,
(*f*) the Pro-Vice-Chancellors (in pairs),
(*g*) members of the Senate (in pairs).

(2) Members of the Academic Procession who have degrees from any other University, Indian or foreign, may, if they so desire, wear dresses, if any, appropriate to such degrees.

(3) Members of the Academic Procession shall, at the commencement of a session of a Convocation, proceed to the dais in the order referred to in Paragraph (1) and take seats reserved for them. At the end of a session of a Convocation,

whether on adjournment or on conclusion, the members of the Academic Procession shall leave the dias in the same order.

(4) When the Academic Procession enters or leaves the pandal, as the case may be at the beginning or end of a session of a Convocation, all members of the audience shall rise in their seats and remain standing until the members of the Academic Procession have taken their seats on the dais or until the procession has left the pandal, as the case may be.

Opening and Closing of Convocation.

153.(1) The Chancellor or in his absence, the Vice-Chancellor shall preside at a Convocation. The Chancellor or the Vice-Chancellor, as the case may be, presiding at a Convocation, shall, for the purpose of opening the Convocation, say, when all the participants of the Convocation are properly seated, "I declare the Convocation open," and for the purpose of closing the Convocation, say, at the conclusion thereof, "I declare the Convocation closed."

(2) If a Convocation extends for more than one session, the Chancellor or the Vice-Chancellor, as the case may be, presiding thereat, shall say, at the end of each session other than the final session, "I declare this Convocation adjourned until....."

Guest Speaker and Convocation Address.

154.(1) The Vice-Chancellor may invite a Guest-Speaker at a Convocation.

(2) When a Guest-Speaker is invited at a Convocation under Paragraph (1) the Vice-Chancellor shall present the Guest-Speaker and shall introduce him in appropriate words befitting the occasion.

(3) The address at a Convocation by the Guest-Speaker and by the Vice-Chancellor , if he so chooses, shall be at such stages as the Vice-Chancellor may deem fit.

(4) Save as the Chancellor may otherwise decide, the address or remarks of the Chancellor, if any, shall be made immediately before the conclusion of a Convocation.

Admission to Convocation.

155. No person shall be admitted to a Convocation unless he has an invitation card or an "Admit" card issued to him by the Registrar.

CHAPTER—X (Omitted.)

CHAPTER—XI (Omitted.)

CHAPTER—XII

Statutes Relating to the Contributory Provident Fund Rules for Non-Teaching Employees of Affiliated Colleges other than Government Colleges or Government Sponsored Colleges.

1. Subject to any amendment made by the State Government from time to time, all persons in permanent whole-time service of an affiliated college other than a Government College shall subscribe to the duly constituted college Provident Fund :

Provided that Probationers, part-time employees and temporary or officiating employees are not eligible to join the Fund :

Provided further that if a whole-time employee on probation is subsequently confirmed in a permanent post, he shall be allowed to join the Fund from the date of confirmation with the option of paying his contribution for the period of probation ; and, if he exercises this option, the college concerned shall pay a like amount, but not the interest :

Provided also that if a temporary employee is subsequently made permanent, the temporary period of service without break is to be considered to be a period of probation :

Provided also that if an employee holding a permanent post is appointed to officiate in a higher post, he shall be allowed to contribute to the Provident Fund on the pay actually drawn by him in the higher post.

2. A sum equal to 6. 1/4 per cent of the salary or such rate as may be determined by the State Government from time to time shall be deducted from the salary of each subscriber and paid into the Provident Fund and the college shall contribute an equal amount in respect of each subscriber :

Provided that the rate of such contribution shall in no case exceed the rate prescribed by the University for its employees from time to time.

3. A member who has insured his own life and assigned the policy to the employing college shall be entitled, on production of the life insurance premium receipts, to a refund of the amount paid as premium, but the amount so refunded in one year shall not exceed the member's subscription for that year.

4. In calculating the monthly pay on which deductions are to be made and contributions are to be paid any fraction of a rupee shall be omitted.

Note—(1) For the purpose of these Statutes the term 'pay' shall be held to mean the amount drawn monthly by an employee as pay including special pay and personal pay in terms of his employment and conditions of service.

(2) Any authorised leave or absence with or without allowances or an authorised overstay, for sufficient reasons, of any leave, does not constitute an interruption of continuous service.

5. (*i*) A Provident Fund account shall be opened at any of the corresponding new Banks referred to in the First Schedule to the Banking Companies (Acquisition and Transfer of Undertakings) Act, 1970 (5 of 1970) on the State Bank of India or at any Post Office Savings Bank to which the total deductions from the pay as well as the corresponding contributions from the college concerned, shall be credited at the beginning of each month. Any cash balance of the Fund in excess of Rs. 5,000 shall ordinarily be invested before the end of each month through long term fixed deposits or in lucrative gilt-edged Government Securities, in accordance with the provisions of the Indian Trusts Act, 1882 (2 of 1882).

(*ii*) The Provident Fund shall be under the management and control of a Board of Trustees consisting of an equal number of representatives of the college and of the contributing employees.

The Board of Trustees shall frame rules for the election of representatives of the employees and for conducting meetings.

6. The interest earned through investment of Provident Fund money shall be divided proportionately amongst the subscribers and credited to their respective accounts annually.

7. Each subscriber on retirement or his heirs or assignees on his death, shall receive the amount standing at the credit of the subscriber together with interest calculated up to the beginning of the month in which he retires or dies, subject to the right of the Secretary, Board of Trustees to deduct the outstanding loan from the Provident Fund, if any.

Note— Retirement in this Statute means either (*a*) final retirement after attainment of the age of retirement, or (*b*) resignation after completion of not less than three years' service, or (*c*) loss of appointment due to abolition of a post, or (*d*) retirement on medical grounds :

Provided that, if a subscriber resigns before the completion of three years' service, and, if his resignation has the approval of the Governing Body of the college, he shall receive with interest the amount as stated above ; and, if such resignation has not the approval of the Governing Body of the college, he shall not receive the contributions of the college and the interest thereon ;

Provided further that in the event of dismissal on account of misconduct, the employee shall be entitled to receive only the amount of his own subscription and the interest thereon.

8. Each subscriber shall receive from the Secretary of the Board of Trustees of the Provident Fund, not later than the 30th September of each year, a statement of his account showing the opening balance at the beginning of the preceding year of the respective college, the deposits and withdrawals during such year, and the balance after the addition of interest. The subscriber shall satisfy himself as to the correctness of the statement

and errors, if any, shall be brought to the notice of the Board of Trustees within one month from the date of its receipt.

9. A subscriber who is on leave may continue to subscribe during his leave either on the basis of his leave salary or his pay. But in case of leave without pay no contribution shall be payable either by the subscriber or by the college.

10. Temporary advances may be granted by the Board of Trustees to a subscriber from the sum at his credit in the Provident Fund subject to the following conditions, namely :

(*a*) The total amount of such advances at any time shall be limited to fifty percent of the subscribers' own subscription as the maximum.

(*b*) (*i*) An advance shall be recovered from the subscriber in such number of equal monthly instalments as the Board of Trustees may direct ; but such number shall not be less than twelve unless the subscriber so elects, or in any case, shall not be more than thirty-six. A subscriber may, at his option, repay more than one instalment in a month. Each instalment shall be a number of whole rupees the amount of the advance being raised or reduced, if necessary, to admit of the fixation of such instalment.

(*ii*) Recovery shall commence on the first occasion after the advance is made on which the subscriber draws pay for a full month. Recovery shall not be made except with the subscriber's consent, while he is on leave or in receipt of subsistence grant.

(*c*) An advance shall be granted by the Board of Trustees only on a written declaration of the intending borrower that it is necessary to meet expenses in connection with any one of the following events, namely :

(*i*) serious illness of the subscriber or his wife or children or any person actually dependant on him,

(*ii*) marriage of a daughter,

(*iii*) death of parent or daughter or son or wife or husband,

(*iv*) any other reason considered satisfactory and justified by the Board of Trustees.

(*d*) No further advance shall be granted unless six months have elapsed since repayment of the last instalment of the subscriber's previous advance.

11. Advances for the purpose of building or buying a house shall not be admissible.

12. Each subscriber shall, as soon as possible, after he joins the Fund, fill in the prescribed form of declaration annexed to these Statutes showing how he wishes the amount of his accumulation to be disposed of in case he dies before the amount becomes otherwise payable to him.

13. A subscriber shall, in his declaration, provide for the disposal of the whole amount standing to his credit in the fund. The declaration submitted by the subscriber may be revoked and a fresh declaration made by him at any time.

14. If at the time of death of a subscriber any member of his family be surviving, any decalration assigning the whole or any part of the amount of his accumulation to any person not being a member of his family, shall be void.

Note— For the purpose of these Statutes, the following survivers only of a subscriber shall be held to constitute his family, namely :

Wife, husband, sons including step sons, minor brothers, unmarried and widowed daughters including step daughters, unmarried sisters, father, mother, paternal grand parents, widow and chil-
en of a deceased son.

Where any special law of succession is applicable to a subscriber, the term 'family' should be extended so as to include legal heirs under such law.

15. On a subscriber's death before retirement the amount shall be disposed of as follows :

(*a*) It shall be paid to any person or persons in accordance with the terms of the declaration, subject to the provisions of Statute 15 (*b*).

(*b*) If there be no person entitled to receive the amount under Clause (*a*) above, the amount shall be paid to the subs-

criber's legal representative or such other person or persons as may be determined by a Civil Court competent to pass orders in this behalf, provided that if the amount standing at the credit of the subscriber does not exceed Rs. 50,000, it may be paid to such person or persons as the Board of Trustees may consider to be the proper person or persons to receive the same.

16. Subject to any provision in any Statute in this regard, the Board of Trustees shall not be bound by, or recognise, any assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulations at the credit of the subscriber.

17. The Provident Fund accounts shall be audited annually by a properly qualified Auditor to be appointed periodically by a resolution of a general meeting of the subscribers on due notice.

18. All questions of interpretations of these Statutes shall be finally decided by the University where necessary. The University shall also retain the right to issue directions in this respect as and when required.

19. Subject to the consent of the subscriber concerned in each case, and provided it is not repugnant to the provision of the Provident Fund Act, 1925 (19 of 1925), the Calcutta University Act, 1979 (West Bengal Act XXXVIII of 1979) and Statutes, Rules and Regulations framed thereunder or the existing contractual rights of the college and its employees, these Statutes shall apply to the amounts accumulated in the names of the employees up to the date when these Statutes shall come or shall have come into force, and, the amounts accumulated shall be considered as paid in accordance with these Statutes.

PROVIDENT FUND RULES

APPENDIX I

Form of Nomination when a Subscriber has a Family.

I hereby direct that the amount at my credit in the Provident Fund at the time of my death, shall be distributed among the

members of my family mentioned below in the manner shown against their names.

Name and address of the nominee or nominees.	Relationship, if any, with the subscriber	Age of the nominee	Amount or share of accumulations.
1	2	3	4

Date :

Signature of the Subscriber

Witness to the Signature.

1.

Address :

2.

PROVIDENT FUND RULES

APPENDIX II

Form of Nomination when a subscriber does not have a family.

I hereby declare that I have no family and direct that the amount at my credit in the Provident Fund at the time of my death shall, in the event of my leaving no family be distributed among persons mentioned below in the manner shown against their names.

Name and address of the nominee or nominees	Relationship, if any, with the subscriber.	Age of the nominee	Amount of share of accumulations in percentage.
1	2	3	4

Date :

Signature of the Subscriber

Address :

Witness to the Signature.

1.

2.

CHAPTER XIII

Statutes relating to the terms of employment and conditions of service of non-teaching employees of colleges affiliated to the University other than Government Colleges.

1. These Statutes may be called the Statutes relating to the terms of employment and conditions of service of non-teaching employees of colleges affiliated to the University other than Government Colleges.

2. These Statutes shall apply to the non-teaching employees of colleges affiliated to the University other than Government Colleges.

3. For the purposes of these Statutes, the employees concerned are classified as follows—

(*a*) Ministerial Staff comprising the posts of—

(*i*) Office Superintendent, Cashier, Accountant, Head Clerk, Senior Assistant and Senior Clerk and such other posts as may be approved by the State Government.

(*ii*) Assistant, Clerk, Library Assistant, Laboratory Assistant, Store Clerk, Store-keeper, Care-taker, Stenographer, Record Keeper, Collection Clerk and such other posts as may be approved by the State Government.

(*b*) Lower Subordinate Staff comprising the posts of—

(*i*) Skilled Driver, Laboratory Attendant, Skilled Bearer, Electrician. Mechanic and Carpenter ; and

(*ii*) Unskilled Bearer, Messenger Peon, Durwan, Night Guard and Sweeper.

4.(*i*) In these Statutes, unless there is anything repugnant to the subject or context—

(*a*) 'Compensatory allowance' means an allowance granted to meet the personal expenditure necessitated by special circumstances in which duty is performed.

(*b*) 'Duty' includes (*i*) service as a probationer provided that such service is followed by confirmation ; (*ii*) attendance in law courts in his official capacity as Juror or Assessor of appearance before any Court, Tribunal, Committee or Commission as witness in connection with any case, dispute of any other matter in which the college is a party ; (*iii*) duty in the Territorial Army ; (*iv*) periods of casual leave, quarantine and maternity leave and paid holidays ; (*v*) leave duly sanctioned by the authorities concerned.

(*c*) 'Holidays' means a holiday declared as such by the college concerned and includes a Sunday :

Provided that in relation to the college or any particular office or branch of it "Holiday" shall include a day on which such college, office or branch is ordered to be closed by the Principal of the college or in his absence by such person who performs the duties of the Principal.

(*d*) 'Lien' means the title of an employee to hold a permanent post substantively, either immediately or on the termination of a period or periods of authorised absence from the post.

(*e*) 'Medical Certificate' means a certificate from a registered medical practitioner, recognised by the State Government.

(*f*) 'Month' means a calendar month unless otherwise specified or made clear by the context. In calculating a period expressed in months and days, complete calendar month, irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently.

(*g*) 'Officiating in a post' means performing the duties of that post during temporary vacancy for any period caused by the non-availability of the permanent incumbent due to some reason or other.

(*h*) 'Pay' means the amount drawn monthly by an employee as pay including special pay and personal pay in terms of his employment and conditions of service.

(*i*) 'Permanent Post' means a post carrying a definite rate of pay sanctioned without limit of time and declared as such.

(*j*) 'Personal Pay' means additional pay granted to the employee either to save him from loss of substantive pay or on the basis of individual and personal consideraton.

(*k*) 'Probationer' means a person appointed on probation against substantive vacancy or in a post involving work of a permanent nature.

(*l*) 'Special Pay' means an addition of the nature of pay to the emoluments of an employee in consideration of (*i*) the specially arduous nature of duties, or (*ii*) a specific addition to the work of responsibility.

(*m*) 'Subsistence Grant' means a monthly grant made to an employee who is not in receipt of pay or leave salary during a period of suspension.

(*n*) 'Substantive Pay' means the pay other than special pay and personal pay which an employee is entitled to an account of a permanent post to which he has been appointed substantively.

(*o*) 'Temporary Post' means a post declared as such and sanctioned for a limit period.

(*ii*) Words and expressions used but not otherwise defined will have the same meaning as in the Act.

5. Appointing authority :

Appointments to all the posts referred to in Statute 3 shall be made by the Governing Body in accordance with such rules as may be framed for the purpose by the State Government.

PROMOTION

6.(*a*) Whenever a permanent vacancy occurs in any of the posts referred to in Sub-Clause (*i*) of Clause (*a*) of Statute 3, such vacancy shall in the first instance be filled up by promotion from amongst the employees holding any of the posts referred to in Sub-Clause (*ii*) of Clause (*a*) of Statute 3. In the matter of such promotion, efficiency, seniority including academic qualifications, character rolls and attendance shall have to be taken into consideration. In case no suitable candidate for

such promotion is available, such permanent vacancy shall be filled up by direct recruitment in accordance with the procedure laid down for the purpose :

Provided that the provision relating to recruitment of non-teaching employees of affiliated colleges as laid down in the foregoing Statutes shall not apply in cases where, on compassionate ground, a wife, son, daughter, or dependant of any employee—both teaching and non-teaching—dying in harness is to be offered a job consistent with his/her qualifications. He/She shall have precedence over others in the matter of appointment or placement, as the case may be ;

Provided further that the provision mentioned above shall also be applied in case of a college employee who is disabled permanently or otherwise incapacitated rendering him unfit to continue in service, provided this fact of disablement is certified by a medical officer authorised by the Director of Health Services.

(*b*) Whenever a permanent vacancy occurs in any of the posts referred to in Sub-Clause (*ii*) of Clause (*a*) of Statute 3 in the matter of filling up of such vacancy, the procedure as laid down in these Statutes for direct recruitment shall be followed.

(*c*) In the case of filling up of vacancies in the posts referred to in Sub-Clause (*ii*) of Clause (*a*) of Statute 3, efficient and experienced members of the lower subordinate staff having the requisite qualifications shall get preference over others.

Explanation : A dependant of an employee shall mean husband, wife, son, unmarried or widowed daughter, unmarried or widowed sister, brother or parent, provided such relation of the employee is solely dependant on him/her.

6A. In observing the procedure of filling up of the posts mentioned in Statute 3, either by direct recruitment or by promotion, the principle of reservation of posts for Scheduled Caste

and Scheduled Tribe candidates should be followed as per the orders issued by the State Government from time to time.

7. Pay and Allowance :

(*a*) An employee shall begin to draw the pay and allowance attached to a post to which he has been appointed with effect from the date he assumes the duties of that post and shall cease to draw the same when he ceases to discharge these duties.

(*b*) Unless otherwise provided in a contract, on first appointment to a post, pay is fixed at the minimum of the time-scale applicable to that post :

Provided that an employee of a college who, while having a lien on a permanent post, is as appointed to officiate in a higher post in that college shall be eligible to draw in that higher post as initial pay, pay at the stage of the time-scale of pay of the higher post next above his substantive pay in his substantive post :

Provided further that, if he has on any previous occasion or occasions held substantively or officiated in the same post or a post in the same or identical time-scale, his initial pay shall not be less than the pay, other than special pay or personal pay, which he drew on last such occasion.

(*c*) The holder of a post, whether he holds it in a substantive or officiating capacity, shall be treated as if he was transferred to a new post on the new pay :

Provided that he may at his option retain his old pay until the date on which he has earned his next or any subsequent increment in the old scale or until he vacates his post or ceases to draw pay on that time-scale. The option once exercised shall be final.

(*d*) An increment shall ordinarily be drawn unless withheld as a punishment. When an efficiency bar has been prescribed in a time-scale the increment next above shall not be allowed without the specific sanction of the appointing authority.

(*e*) All duty in a post on a time-scale shall count for increment in that time-scale except in case of efficiency bar, if any.

(*f*) Officiating or temporary service in another post and leave other than extraordinary leave shall count for increments in the time-scale applicable to the post on which the person concerned holds a lien.

(*g*) Earned leave will count towards increment in the time-scale applicable to a post which an employee holds in an officiating or temporary capacity.

(*h*) Extraordinary leave will not count towards increment but the authorities concerned may, in any case in which they are satisfied that the extraordinary leave was taken on account of illness or for any other reason beyond the employees' control, direct that the whole or any portion of such leave may count for increment in the time-scale of the post on which that employee holds a lien.

(*i*) When an employee carries on, in addition to his own duties, the duties of a post belonging to a category higher than that on which he holds a substantive appointiment, he will draw as additional pay one-fifth of the minimum of the scale of pay of that post, provided that he carries on such duties for a period not less than one month.

(*j*) A building owned or taken on lease by the college or any portion thereof may, by general or special order of the Governing Body, be allowed to be used as a residence of any employee on such terms and conditions as it may fix.

(*k*) An employee of a department or branch discharging the duties of another employee belonging to the same classification shall not be entitled to any remuneration for such duties.

(*l*) The employees of a college shall be entitled to such allowances as may be sanctioned by the Governing Body of the college from time to time.

8. Lien : An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.

9. Leave and Leave Salary :

(*a*) Leave cannot be claimed as of right. When the exigencies of service so require discretion to refuse or revoke

leave of any description is reserved to the authority empowered to grant it.

(*b*) Leave ordinarily begins on the day on which transfer of charge is effected and ends on the day preceding that on which duty is resumed. Holidays may be prefixed or affixed or both prefixed and affixed to Casual and Quarantine Leave.

(*c*) Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot both be prefixed and affixed to holidays. When leave (except casual and quarantine 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.

(*d*) 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.

(*e*) No person who has been granted leave on medical certificate for infectious diseases shall return to duty without producing a medical certificate of fitness.

(*f*) Unless extension is granted, a person who remains absent after the end of his leave is entitled to no leave salary for the period of such absence. Wilful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action.

(*g*) Subject to the foregoing general principles the following kinds of leave may be granted to the employees :—

(*i*) Casual leave
(*ii*) Earned leave
(*iii*) Half-pay leave
(*iv*) Commuted leave
(*v*) Medical leave
(*vi*) Leave in extraordinary circumstances
(*vii*) Maternity leave
(*viii*) Hospital leave
(*ix*) Quarantine leave
(*x*) Leave preparatory to retirement
(*xi*) Special disability leave.

(*h*) Casual leave for short periods not exceeding five days at a time or twelve days in a financial year, may be granted to an employee. Casual leave cannot be combined with any other kind of leave or vacations and the balance will not be carried from one year to another. An employee on casual leave will be treated as on duty.

(*i*) Employees of a college shall be treated as working in non-vacation institutions and all whole-time employees shall earn as earned leave one-eleventh of the period spent on duty provided that a person shall cease to earn such leave when the earned leave due amounts to 120 days.

(*j*) All whole-time employees may be granted leave on half-pay for twenty days for each completed year of service subject to a maximum period of 180 days during the entire period of service on medical grounds on production of medical certificate :

Provided that a permanent employee will be entitled to commute the half-pay leave that he has earned to full-pay leave and such full pay leave shall not exceed 90 days in the whole period of service.

Provided that no commuted leave may be granted unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

(*k*) If no leave is due on any account, an employee may be granted leave for a period not exceeding 180 days as special leave during the whole period of service for medical treatment of the employee concerned. Such leave may be debited against the half-pay leave which the employee may earn subsequently. Before sanctioning such leave, the appointing authority should satisfy himself that the employee concerned is likely to return from leave and continue in service for a sufficient period to earn the leave granted.

(*l*) When no other leave is by rule admissible, a permanent employee, in extraordinary circumstances may be granted leave without pay for such period as may be determined by the college authorities, but an employee shall not be allowed to enjoy such leave for more than 90 days at a time.

(*m*) An employee who is disabled by injury accidentally sustained in course of the due performance of his official duties or by illness resulting from the performance of any particular duty which has the effect of causing or aggravating his illness or causing injury beyond the ordinary risk attaching to the post may be allowed special disability leave for a maximum period of twenty four months.

(*n*) Maternity leave may be granted to a female-employee for a period up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier.

(*o*) An employee may, on production of a certificate from hospital, be allowed hospital leave for a period up to three months during any period of three years, while undergoing treatment in hospital for illness or injury caused or sustained in course of his official duties if, such illness or injury be caused or sustained because of risks directly involved in the performance of such official duties.

(*p*) Quarantine leave may be granted on the basis of a medical certificate for a period not exceeding 21 days, or, in exceptional circumstances, 30 days. Any leave necessary for quarantine in excess of these limits will be treated as ordinary leave. Quarantine leave is not debitable to leave account and may be combined with other kinds of leave. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

(*q*)(*i*) Leave at the credit of an employee in his leave account shall lapse on the date he compulsorily retires. An employee, if he applies at least six weeks before the date of proceeding on leave may be granted leave preparatory to retirement for a maximum period of 120 days provided that he has at his credit in his leave account earned leave for such a period.

(*ii*) An employee retained in service after the date of compulsory retirement shall earn 'earned'

leave during the extended period at the rate as admissible under Clause (*i*).

(*r*)(*i*) An employee on earned leave is entitled to leave salary equal to the greater of the amounts specified below :

The substantive pay on the day before the leave commences, or in respect of the first sixty days of the earned leave the average monthly pay earned during the 12 completed months preceding the month in which the leave commences ; and thereafter the average monthly pay earned during the 36 complete months preceding the month in which the leave commences.

(*ii*) An employee on half-pay leave will be entitled to leave salary equal to half the substantive pay as on the day before the leave commences.

(*iii*) An employee on medical leave is entitled to leave salary at the same rate as admissible on half-pay leave.

(*iv*) An employee on leave in extraordinary circumstances is not entitled to any leave salary. Such leave shall not count towards increment.

(*v*) A female employee on maternity leave is entitled to draw full pay at the rate she was drawing at the time of proceeding on such leave and the said leave is not debitable against the leave account.

(*vi*) An employee on hospital leave shall be allowed to draw leave salary equal to either the average monthly pay earned during the 12 complete months preceding the month in which the leave commences or half of such average monthly pay, as the authority granting it may consider proper.

(*vii*) An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

(*viii*) If an employee applied for leave preparatory to retirement at least six weeks before the date of proceeding on leave and such leave is refused by the college authority he shall be granted, after the date of his retirement, leave salary for the period of leave applied for and refused.

(*ix*). An employee on special disability leave shall be entitled to leave salary for the first four months at the average monthly pay earned during the 12 completed months preceding the month in which the leave commences and for the remaining period at half such average pay.

(*s*) For each employee, a leave account in the prescribed form shall be maintained.

(*t*) Compensatory allowance should ordinarily be drawn by an employee on duty but college authorities may prescribe the conditions under which an employee on leave may draw such allowance.

(*u*) Generally, the Principal of a college is competent to sanction leave and leave salary to any non-teaching employee. An employee not satisfied with the decision of the Principal in this regard, shall have a right to appeal to the Governing Body or its equivalent.

(*v*) The Governing Body or its equivalent may, for manifest reasons which it may consider to be adequate, vary, revise or cancel any other pertaining to any kind of leave issued by itself or by the Principal.

(*w*) Unless the Governing Body, in view of the special circumstances of a case, otherwise determines, a permanent employee, in the event of his continuous absence without leave, for a period of two years at a stretch shall be deemed to have resigned his post and shall accordingly cease to be in employment of the college.

10. Working Hours and Attendance :

(*a*) The normal working period will be of 7 hours' duration with a recess of half-an-hour on week days and on Saturdays.

it will be of 3.5 hours' duration without recess. The commencement of duty is to be based on fixed routine, but variations may occur if exigency arises.

(*b*) Each employee, while reporting for duty, shall sign the attendance register.

(*c*) Late attendance beyond 15 minutes, without previous permission, for five days within one month shall entail forfeiture of one day's leave. No one will be allowed to attend office if he is late by 1.5 hours or more in a day, except without prior permission of the Principal or the Superior Officer concerned.

(*d*) No employee shall leave the place of work during working hours without permission from the person in charge of the office or department concerned except on official business.

(*e*) In special cases Clauses (*c*) and (*d*) above may be relaxed by the appropriate authority.

(*f*) All absence from duty shall be covered by a prior application or intimation in writing. For absence under unavoidable circumstances, application for condonation of absence should be submitted as early as possible.

(*g*) If an employee being present at the place of his duty, abstains from work without permission or refuses to work at any time 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 allowance for such day.

11. Compulsory Retirement :

(*a*) An employee shall retire on completing the age of 60 years :

Provided that the college employees who are already in service on the date of the commencement of these Statutes, may, if they so opt, continue in service for such period as was admissible to them under their respective college rules or practice already in existence, but shall not do so after attaining the age of 60 years subject to existing contractual obligations, if any.

(*b*) The date on which an employee attains the age of compulsory retirement shall mean the last date of the month in which he attains such age.

(*c*) A permanent employee must be given at least three months' notice or three months' pay in lieu thereof, before his appointment is terminated by abolition of his post. Similarly, a college employee in permanent service must give the college at least three months' notice if he wants to regisn his appointment in the college.

(*d*) A temporary employee shall be given at least one months' notice or one month's pay in lieu thereof, before termination of his appointment.

12. Discipline and Conduct :

A. The following penalties may, for reason of :

(*a*) neglect of duty,

(*b*) want of due deligence in the performance of duties,

(*c*) violation of orders regarding attendance and office discipline,

(*d*) misappropriation and defalcation,

(*e*) insubordination or disregard or violation of the orders of the superior authority,

(*f*) commission of any offence involving moral turpitude,

(*g*) conviction by a criminal court for an offence involving moral turpitude,

(*h*) taking of illegal gratification,

(*i*) tampering with official records,

(*j*) any other misconduct unbecoming of an employee of the college and for other good and sufficient reasons be imposed upon the employee by the appointing authority or by any authority to which the appointing authority is subordinate, namely :

(*i*) Censure ;

(*ii*) Withholding of increments or promotion ;

(*iii*) Recovery from pay of the whole or part of any pecuniary loss caused to the college by the employee ;

(*iv*) Reduction to a lower stage in the time-scale of pay for a specified period with further direction as to whether or not the employee will earn increments or pay during the period of such reduction ;

(*v*) Reduction to a lower time-scale of pay, grade-post or service which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay grade, post of service from which he was reduced with or without further directions regarding conditions of restoration to the grade, post or service from which the employee was reduced and his seniority and pay in such restoration to that grade, post or service ;

(*vi*) Compulsory Retirement ;

(*vii*) Removal or dismissal from service.

B. *Explanations* :

I. The termination of employment of—

(*a*) a person appointed on probation during or at 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, is not removal or dismissal from service.

II. Compulsory retirement means that the appointing authority may get the employee retired compulsorily as a measure of punishment before he has attained the age of 60 years.

III. Stoppage of any increment of an employee next above the 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 Statute.

C. In all cases of imposition of penalties the grounds on which it is proposed to take action shall be reduced in the form of deflnite charge or charges and communicated to the employee concerned together with a statement of facts on which the charges are based and other circumstances, if any, which it is proposed to take into consideration in passing orders on the cases. The employee charged may put in a written statement of his defence for which he shall be given a minimum period of two weeks from the date of receipt of charge-sheet by him along with documentary evidence, if any. Upon receipt of the statement of defence from the employee, or at the expiry of the period allowed for submission of his statement of defence, the authority concerned may, after examination of relevant facts and circumstances, either drop the case or decide to proceed further. If it is decided to proceed further, a formal enquiry shall be held informing the employee concerned of the penalty provisionally proposed to be taken against him and asking him to be present at the enquiry thereafter, if he so desires, to produce further evidence in support of his defence. The authority concerned shall thereafter take decision on the findings of the enquiry. If however, it is decided to impose a penalty other than what was communicated to the employee at the state of the formal enquiry, another opportunity will be given to him to submit a written statement against imposition of the other penalty within two weeks from the date of receipt of the above communication by him in this respect and if considered necessary, a fresh enquiry will be made and the evidence of such enquiry shall be taken into account before final orders are passed. In all cases principles of natural justice shall be followed and .the employee shall be given adequate opportunity to defend his case :

Provided that no pleader or agent shall be allowed to appear at the enquiry on behalf of the college or the employee concerned.

D. An employee who is removed or dismissed from service shall not draw any pay or allowances from the date such removal or dismissal is ordered to be effective.

E. The order of removal or dismissal from service shall not be given retrospective effect with reference to the date of the order.

F. An employee under suspension shall be entitled to get a subsistence grant at one -half of the pay of the post held by him plus admissible allowances.

G.(*a*) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable, or when an employee who had been removed or dismissed or suspended from service is reinstated, the authority shall grant to him for the period of his absence from duty :

(*i*) If he is honourably acquitted the full pay and allowances to which he would have been entitled if he had not been dismissed, removed or suspended ;

(*ii*) If otherwise, such proportion of pay and allowances as the authority concerned may prescribe.

(*b*) In a case falling under item (1) of Clause (*a*) the entire period of absence from duty shall be treated as a period spent on duty. In a case falling under item (*ii*) of Clause (*a*) the period may be treated as duty or leave as the authority concerned may direct.

(*c*) 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 Statute.

13.(*a*) Any employee aggrieved by an order imposing upon him any penalty or penalties specified in item (*i*) and (*ii*) under Statute 12A may prefer an appeal to the Governing Body within thirty days from receipt of the order imposing the penalty or penalties. The decision of the Governing Body on such appeal shall be final.

(*b*) An employee aggreived by an order imposing upon him any penalty or penalties specified in items (*iii*) to (*vii*) under Statute 12A may prefer an appeal to the Vice-Chancellor within thirty days from the receipt of the said order imposing the penalty or penalties. The appeal shall be decided and disposed of by

the Vice-Chancellor in the manner as he will consider just on such appeal shall be final.

14. General :

(*a*) In any case not expressly provided for in these Statutes, the college authorities may obtain such directions from the University as may be necessary in the special circumstances of the case.

(*b*) The power of interpreting these Statutes is reserved to the University whose decision shall be binding on all concerned.

15. No employee of a college shall seek election to the Central or the State Legislature without previous sanction of the college authority concerned.

16. These Statutes when applied shall not adversely effect the terms of employment and conditions of service to the existing permanent employees of the colleges.

———:)::(:———

Sub. National Systems Unit,
National Institute of Educational
Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi-110016
Doc. No. D 5474
Date 11/12/90

NIEPA DC
D05474