

GOVERNMENT OF WEST BENGAL
DEPARTMENT OF HIGHER EDUCATION, SCIENCE &
TECHNOLOGY AND BIOTECHNOLOGY
(C. S. BRANCH)
BIKASH BHABAN, SALT LAKE CITY,
KOLKATA-700091

No. 171-Edn (CS)/2L-37/2017 Date: 15.02.2018

ORDER

The [West Bengal Universities and Colleges \(Administration and Regulation\) Act, 2017](#) has come into effect from 1st April, 2017. The provisions of sub-section (4) of section 10 of the said Act empower the State Government to prescribe the terms and conditions of service of all employees of Government-aided Colleges of West Bengal. Further the provisions of section 22 of the Act have saved all Orders/ Notification/ Rules issued by the State Government which were issued before the enactment of the Act. The provisions of section 21 of the said Act also override any earlier Act which deals with the similar subject matter.

It is now clarified, that the Uniform Leave Rules issued by this Department vide [No. 762-Edn \(CS\) dated 03.12.2008](#) regulating the leave and related matters of the teachers and other academic staff of Government-aided Colleges are very much effective and there is no need of incorporating the same in the Statutes of the Affiliating Universities, since, the subject matter prescribing terms and conditions of service of the employees of Government-aided Colleges is no longer the subject of the Statutes of the affiliating Universities and the Uniform Leave Rules issued by this Department are in no way inconsistent or contradictory to the provisions of the above mentioned Act.

Hence, in this regard, I am directed to say that all concerned should follow the Uniform Leave Rules prescribed under this Department's Notification [No. 762-Edn \(CS\) dated 03.12.2009](#) without insisting on the incorporation of the same in the Statutes/ Ordinances/ Regulations of the affiliating Universities.

In this connection, I am also directed to say that all State-aided Universities having provisions for making Statutes/ Ordinances/ Regulations, for prescribing Leave Rules for employees of affiliated colleges, shall remove the provisions from their Statutes/ Ordinances/ Regulations, as the case may be, by way of amending the same, i.e. Statutes/ Ordinances/ Regulations, as the case may be.

By order of the Governor,

Sd/- Secretary
Government of West Bengal

[No. 171-Edn dated 15.02.2018](#), [Source](#)

January 5, 2022
[Higher Education](#)
[Leave](#)

Directives for students

a. The college authority may expel a student

for violating college rule.

b. For entry into the college premises every student will have to produce his/her identity card at the gate of the college.

c. In case of the loss of identity card, a duplicate one will be issued once only against the General Diary at the local Police Station under permission of the Principal.

d. Instruction of students into the restricted areas of the office and administrative block is culpable offence.

e. Making the class room walls and urinals dirty with graffiti, posters etc. are a punishable offence.

f.

Students will be expelled from the college for destroying/attempting to destroy college property.

g. No outsider is allowed to enter the college premises without necessary purpose, and a regular student found in association with such outsiders is liable to be punished.

h. It is mandatory for the students to appear at all the class tests and annual examinations in the college.

i. It is mandatory for the students to pay their fees in due time.

H. Rules regarding Class Attendance:

As per rules of the University of Burdwan.

K. Awards

The following awards are conferred on meritorious students for their performance in the Final University Examination:

- i. Principal Gopal Chandra Majumdar Memorial Award for securing highest marks at Part-I Final Examination from Science (Hons) and Arts (Hons.) in alternative years.
- ii. Prof. Jitendranath Basu Memorial Award for securing highest marks in History (Hons) at the B.A. Final Examination.

Bejoy Narayan Mahavidyalaya

- iii. Prof. Pratul Chandra Dey Award for securing highest marks in Mathematics Honours at the B.Sc. combining the result of Part-I & Part-II Examination.
- iv. Dr. Sripati Ranjan Choudhury Memorial Award for securing highest marks in Mathematics Honours at the B.Sc. Final Examination.
- v. Prof. Tarapada Das Memorial Scholarships for the toppers both at the B.A. and [B.SC.](#) Honours Part-I (Hons).
- vi. Smt. Aloka Das Memorial Scholarships for the toppers both at the B.A. and B.Sc. Part-II General Final Examination.
- vii. Dr. Sibaprasad Ghosh Award for securing highest marks in Chemistry Hons Part-I for both Arts and Science students.
- viii. Abhayapada Das Memorial Award donated by Prabir Kumar Das Formerly Reader in the Zoology Department for securing highest marks in Zoology Honours at the B.Sc. Part-III Final Examination.
- ix. Pratima Devi Memorial Award donated by Prabir Kumar Das formerly Reader in the Zoology Department for securing highest marks in Bio-General in at the B.Sc. Part-III Final Examination.
- x. Prof. Subhankar Ghosh (Formerly part-time lecturer in English) Memorial Scholarship (instituted by Dr. Mohanlal Ghosh, formerly Associate Professor and Head of the Department of Botany) for the B.A. English Honours student of the Morning Section who secures highest marks in the Part-I University Examination.
- xi. Charles Robert Darwin Scholarship donated by Dr. Mohanlal Ghosh, formerly Associate Professor and Head of the Department of Botany for securing highest marks in Botany at the Part-I Final Examination.

xii. Prof. Amita Chakraborty Scholarships for securing highest marks combining the results of Part-I and Part-II Final Examinations in both B.A. and B.Sc.

xiii. Smt. Sankari Majumdar Memorial Award for the toppers of all the subjects (Hons. & General) in Part-I University Result.

THE UNIVERSITY OF BURDWAN



UNIVERSITY REGULATIONS RELATING TO B.A./ B.Sc./ B.Com. **EXAMINATIONS UNDER THE CHOICE BASED CREDIT SYSTEM (CBCS)**

In exercise of the powers conferred upon it by Section 52 and Sub-section (xx), (xxi), (xxii) & (xxiii) of Section 21 of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981) read with the update amendments, the appropriate authority approves the following Regulations, namely:

UNIVERSITY REGULATIONS RELATING TO B.A./B.Sc./B.Com.
EXAMINATIONS UNDER THE CHOICE BASED CREDIT SYSTEM (CBCS)

U.Reg. (CBCS) 1:

These Regulations shall come into force from the academic year 2017-2018.

U.Reg. (CBCS) 2:

Henceforth, there shall be two Programmes of studies leading to B.A./B.Sc./ B.Com. Degree and each Programme shall be of six semesters' and three years' duration. One shall be termed as "THREE YEAR B.A./ B.Sc./ B.Com. HONOURS PROGRAMME" and the other as "THREE YEAR B.A./ B.Sc./ B.Com. GENERAL PROGRAMME".

U.Reg. (CBCS) 3:

Definitions:

In these regulations, the following definitions have been incorporated

"University" means The University of Burdwan established and incorporated under The Burdwan University Act.

"College" means Non-Government College/ State aided college/Government college affiliated to this University.

"Under Graduate Course of Study" i.e., 'UG' means a three year Programme of study divided into six semesters, each of six months duration, to be pursued after successful completion of 10+2 examination from any recognised Council/Board.

"Academic Session" means academic year from July to June.

“Year” means the period commencing from 1st day of July and ending on 30th June of the following year.

“Semester” means a period of six months i.e., July to December and January to June of each academic session.

“Grade” means a numeric value between 4 and 10 based on percentage of marks obtained in a course as envisaged in U. Reg (CBCS) 7 (iv).

“Credit”, a numeric value, is the unit by which the weight of a course is measured. One Credit is equivalent to one hour of teaching (Theoretical or Tutorial) or two hours of Practical work/Field work per week in a semester.

“Grade Point” is the product of Grade and Credit Value of a particular course.

“Letter Grade” is an index of the performance of students in a said Programme. Letter Grades are allotted by letters O, A+, A, B+, B, P and F.

“Semester Grade Point Average (SGPA)” means a measure of performance of a student in a semester. It is the ratio as expressed in U. Reg (CBCS) 7 (vi). It shall be computed and expressed up to two decimal places. SGPA will be calculated on the basis of all courses pursued by a candidate of the relevant Semester. Moreover, for Honours students, a separate SGPA will be calculated on the basis of CC and DSE of the relevant Semester.

“Cumulative Grade Point Average (CGPA)” means a measure of cumulative performance of students over all the semesters. It is the ratio as expressed in U. Reg. (CBCS) 7 (VII). It shall be computed and expressed up to two decimal places. CGPA will be computed on the basis of SGPA of all the Semesters. Moreover, for Honours students, a separate CGPA will be calculated on the basis of SGPA of all the Semesters in respect of CCs and DSEs.

“Grade Card” means a certificate issued to each candidate generally containing course type, course code, course title, grade, credit values and grade points along with SGPA of that semester/CGPA of the Programme.

“Enroll” means enrollment of a student for appearing at Semester-end Examination.

MIL means Modern Indian Language.

The Words and Expressions used but not defined shall be interpreted to have the same meaning as they have in The Burdwan University Act, The Burdwan University Statutes, Ordinances, Regulations, etc.

U.Reg. (CBCS) 4:

Examinations for both Honours and General Programmes shall be held in six

(6) SEMESTERS – Semester-end Examination will be held generally in the last month of the each semester.

Every student shall have to register his/ her name as a student of the university as per norms in this regard, and enroll himself/ herself before appearing at each Semester end Examination.

Every student, appearing at any Semester Examination / Subsequent Examination(s) of B.A./ B.Sc./ B.Com. Honours/ General Programme, shall have to pay on each examination such fees as may be prescribed by the University from time to time at the time of filling up of Examination Forms. A candidate, who fails to qualify/ pass the examination or to present himself/ herself at an examination or to fulfill the criteria for receipt of the Admit Card, shall not be entitled to claim refund of fees.

An affiliated College/ Institution shall have to submit the prescribed forms, duly filled-in by the eligible candidates intending to appear at the said examination(s) and duly forwarded by the Principal/ Teacher- in- Charge of the college/ institution concerned, to the Controller of Examinations within the date to be fixed by the Controller of Examinations for the purpose.

Examination will be conducted on the basis of the Syllabi to be framed by the Boards of Under-graduate Studies concerned and duly approved by the appropriate authorities from time to time.

Duration of Examinations (For both Hons. & General Programmes)

Subjects	Marks	Duration
Theoretical Papers	60	3 Hours
Theoretical Papers	40	2 Hours
AECC – 1 (ENVS) (MCQ Pattern)	80	2 Hours
AECC – 2 (Com. Eng. or MIL) (MCQ Pattern)	50	1 Hour 30 minutes
Practical Papers	Up to 20	4 Hours maximum*
Practical Papers	Above 20	5 Hours maximum*

**** Actual duration of Practical Examination to be determined by the Board of Studies concerned and duly approved by the appropriate authorities.***

U.Reg. (CBCS) 5:

A candidate (Regular/ Back) shall have to complete Sem.-I, Sem.-II, Sem.- III, Sem.-IV, Sem.-V & Sem.-VI Honours/ General Examinations within seven (7) consecutive years including his/her original year of enrolment in Sem.-I Examination subject to the condition that not more than three (3) consecutive chances shall be allowed in each Semester.

If any of the chances, mentioned above, is not availed of by a candidate within the stipulated period, the chance shall be deemed to have lapsed.

To appear at Final Semester-end Examination (Semester – VI), a candidate shall have to clear all previous Semesters (i.e., Semester I to Semester V).

Before successful completion of all the Semester examinations, no Diploma/ certificate will be issued to any candidate. However, Final Degree/Diploma/Certificate will be issued to the successful candidates at the Convocation.

To qualify for position in the Merit List, a candidate shall have to pass all the semesters in his/ her due first- original chance.

U.Reg. (CBCS) 6:

Candidates, admitted to Three Year B.A./B.Sc./B.Com. (Honours/General) Programmes, shall have to opt for the Courses/ Group of Courses as prescribed by the appropriate authorities of the University from time to time. The present **Programme Structures** are as follows:

6.1.1 Core Course (CC) : A course, that should compulsorily be studied by a candidate as a core requirement, is termed as a core course.

Elective Course : Generally a course, which can be chosen from a pool of courses and which may be very specific or specialized or advanced or supportive to the discipline/ subject of study or which provides an extended scope or which enables an exposure to some other discipline/ subject/ domain or nurtures the candidate's proficiency/ skill, is called an Elective Course.

Discipline Specific Elective (DSE) Course : A course, which is to be offered in the main discipline/ subject of study, is referred to as Discipline Specific Elective. This course is to advance knowledge and skill in the Core Course domain.

Generic Elective (GE) Course : An elective course, chosen generally from a subject of study other than Core Course(s) with an intention to seek a wide exposure, is called a Generic Elective Course.

However, such Generic Elective (GE) Course will be chosen Streamwise i.e., BA/B.Sc./B,Com. by a student of Honours/General programme.

In case of BA/B.Sc. Honours Programme, except Biotechnology (Hons.) & Biochemistry (Hons.), a student shall have to choose 4 Generic Electives strictly from 2 subjects of choice taking exactly two courses from each subject. Such a student shall have to study the curriculum of the GE of a subject specified for the relevant Semester. A student of Biotechnology (Hons.) / Biochemistry (Hons.) shall have to study Generic Electives specified in the respective syllabus.

[For example, a candidate pursuing any Arts subject as core course, must opt for Generic Elective (GE) Course from amongst the subjects of Arts Stream available in a college.]

In case of B.A. General Programme, a student shall have to choose 2 Generic Electives strictly from one particular subject which will be different from the core subjects including the core languages (L₁ and L₂). Such a student shall have to study the curricula of GE-1 & GE-2 of that subject in the 5th & 6th Semesters respectively.

In case of B.Com. Honours/ General Programme, a student shall have to study Generic Electives specified in the respective syllabus.

Stream-wise list of subjects is annexed herewith.

N.B.- A core course, offered in a subject, is to be treated as an elective by other subject and such electives are to be referred to as Generic Elective.

Dissertation/Project : An elective course, designed to acquire special/ advanced knowledge, is termed as dissertation/ project. This is considered as a special course involving application of knowledge in solving/ analyzing / exploring a real life situation/ difficult problem. A dissertation/ project work will be of 6 credits. A dissertation/ project work may be given in lieu of a Discipline Specific Elective.

Ability Enhancement Courses (AEC) : The Ability Enhancement (AE) Courses are of two kinds- Ability Enhancement Compulsory Courses (AECC) and Skill Enhancement Course (SEC).

AECC: These are the courses based on the contents that lead to knowledge enhancement and consist of Environmental Studies (AECC – 1: Credits 4, marks- 100 divided into two parts – 80 marks for Theory and 20 marks for Project work) & Communicative English/ MIL (AECC – 2: credits 2, marks-50). These are mandatory for all disciplines.

SEC: SEC are value- based and/ or skill- based and are aimed at providing hands- on-training, competency, skill, etc. These courses will be minimum 2 for Honours Programmes and 4 for General Programmes. These may be chosen from a pool of

courses designed to provide value- based and/or skill- based knowledge and would contain both theory and practical/ hands-on-training/ field work. The purpose of these courses is to provide the students life-skill in hands-on-mode so as to increase their employability.

Modalities of selecting SEC by a student of Honours/General Programme shall be as follows:

- i. In case of B.A./ B.Sc. Hons. Programme, a student shall have to study 02 Skill Enhancement Courses strictly on the Honours Subject. Such a student shall have to study the curriculum of SEC on the Honours Subject concerned specified for the relevant Semester i.e. SEC-1 in the 3rd Semester and SEC-2 in the 4th Semester,
- ii. In case of B.Com. Hons. Programme, a student shall have to study 02 Skill Enhancement Courses as specified in the relevant curriculum.
- iii. Skill Enhancement Courses be chosen stream wise (ie. B.A./ B.Sc./ B.Com.) by a student of General Programme,
- iv. In case of B.A. Gen. Programme, a student shall have to study 04 Skill Enhancement Courses strictly on two Subjects, opted for pursuing Core Courses, taking exactly 02 courses from each subject. Such a student shall have to study the curriculum of SEC of the subject concerned specified for the relevant Semester i.e. SEC-1 in the 3rd Semester, SEC-2 in the 4th Semester, SEC-3 in the 5th semester and SEC-4 in the 6th Semester.
- v. In case of B.Sc. Gen. Programme, a student shall have to study 04 Skill Enhancement Courses strictly on two Subjects out of the three, opted for pursuing Core Courses, taking exactly 02 courses from each subject. Such a student shall have to study the curriculum of SEC of the subject concerned specified for the relevant Semester i.e. SEC-1 in the 3rd Semester, SEC-2 in the 4th Semester, SEC-3 in the 5th semester and SEC-4 in the 6th Semester.
- vi. In case of B.Com. Gen. Course, a student shall have to study 04 Skill Enhancement Courses as specified in the relevant curriculum.

Practical/Tutorial: Every Core, Discipline Specific and Generic Elective Course will have one Practical/Tutorial. Wherever there is a practical, there will be no tutorial and vice- versa.

Programme Structure (Honours & General)

Course Components	No. of Courses					
	B.Sc.		B.A.		B.Com.	
	Honours	General	Honours	General	Honours	General
Core Course (CC)	14	12	14	12	14	12
Discipline specific Elective (DSE) Course	4	6	4	4	4	4
Generic Elective (GE) Course	4	----	4	2	4	2
Ability Enhancement Compulsory Course (AECC)	2	2	2	2	2	2
Skill Enhancement Course (SEC)	2	4	2	4	2	4
Total	26	24	26	24	26	24

Credit Details of the Courses of B.A./ B.Sc./ B.Com.(Honours) under CBCS

Courses	Credit			
	Practical Based Courses		Non-Practical Based Courses	
	Theory + Practical	Total	Theory + Tutorial	Total
1. Core Course (14 Courses)	$(14 \times 4) + (14 \times 2)$	84	$(14 \times 5) + (14 \times 1)$	84
2. Elective Courses (8 courses)				
2A. DSE (4 Courses)	$(4 \times 4) + (4 \times 2)$	24	$(4 \times 5) + (4 \times 1)$	24
2B. GE (4 Courses)	$(4 \times 4) + (4 \times 2)$	24	$(4 \times 5) + (4 \times 1)$	24
3. Ability Enhancement Courses				
3A AECC - 1 (ENVS)	(4×1)	4	(4×1)	4
AECC - 2 (Com. Eng./MIL)	(2×1)	2	(2×1)	2
3B SEC (2 Courses of 2 credits each)	(2×2)	4	(2×2)	4
TOTAL CREDIT		142		142

Optional Dissertation/Project Work in place of one DSE Course (6 Credits) in 6th Semester

An Under-graduate Honours Degree in a subject is to be awarded if a student successfully completes 14 core courses in that subject, 4 courses each from a list of DSE and GE respectively, 2 courses in AECC and minimum 2 courses in SEC as per the provisions envisaged in these regulations.

Credit Details of B.A./ B.Sc./ B.Com.(General) Programme under CBCS

Courses	Credit			
	Practical Based Courses		Non-Practical Based Courses	
	Theory + Practical	Total	Theory + Tutorial	Total
1. Core Course (12 Courses)	(12 X 4) + (12 X 2)	72	(12 X 5) + (12 X 1)	72
2. Elective Courses (6 courses)				
2A. DSE (6 Courses for B.Sc./ 4 Courses for B.A and B.Com.)	(6 X 4) + (6 X 2)	36	(4 X 5) + (4 X 1)	24
2B. GE (4 Courses)	----	--	(2 X 5) + (2 X 1)	12
3. Ability Enhancement Courses				
3A AECC - 1 (ENVS)	(4 X 1)	4	(4 X 1)	4
AECC - 2 (Com. Eng./MIL)	(2 X 1)	2	(2 X 1)	2
3B SEC (4 Courses of 2 credits each)	(4 X 2)	8	(4 X 2)	8
TOTAL CREDIT		122		122

Optional Dissertation/Project Work in place of one DSE Course (6 Credits) in 6th Semester

An Under-graduate General Degree in Science is to be awarded if a student successfully completes 4 core courses each in three subjects of choice, 2 courses each from a list of DSEs based on the three subjects of choice selected above, 2 courses in AECC and minimum 4 courses in SEC as per the provisions envisaged in these Regulations.

An Under-graduate General Degree in Arts is to be awarded if a student successfully completes 4 core courses in two subjects of choice along with 2 core courses L₁ - 1 & L₁ - 2 (English) to be studied in 1st and 3rd Semesters respectively and 2 core courses L₂ - 1 & L₂ - 2 (MIL) to be studied in 2nd and 4th Semesters respectively, 2 courses each from a list of DSEs based on the two subjects of choice selected above and 2 courses from the list of GEs, 2 courses in AECC and minimum 4 courses in SEC as per the provisions envisaged in these Regulations.

An Under-graduate General Degree in Commerce is to be awarded if a student successfully completes the course of studies specified in the respective curriculum.

SEMESTER WISE DISTRIBUTION OF COURSES AND CREDITS

B.A./ B.Sc./ B.Com. Honours Programme

Courses/ (Credits)	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total No. of Courses	Total Credit
CC (6)	CC-1&2	CC- 3&4	CC-5, 6 &7	CC-8, 9,10	CC-11 & 12	CC-13 & 14	14	84
DSE (6)					DSE-1 DSE-2	DSE-3 DSE-4	04	24
GE (6)	GE-1	GE-2	GE-3	GE-4			04	24
AECC (2)	AECC - 1	AECC - 2					02	04+02 =06
SEC (2)			SEC-1	SEC-2			02	04
Total No. of Courses per Sem.	4	4	5	5	4	4	26	-----
Total Credit perSemester	22	20	26	26	24	24	-----	142

B.A. General

Courses/ (Credits)	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total No. of Courses	Total Credit
CC - 1,2 (6)	CC (1A, 2A)	CC(1B, 2B)	CC(1C, 2C)	CC (1D, 2D)			8	48
Language CC- 1,2 (6)	(L ₁ -1)	(L ₂ -1)	(L ₁ -2)	(L ₂ -2)			4	24
DSE- 1,2 (6)					DSE (1A 2A)	DSE(1B 2B)	4	24
GE (6)					1 (GE-1)	1 (GE-2)	2	12
AECC (2)	AECC - 1	AECC - 2					2	04+02 =06
SEC (2)			SEC-1	SEC-2	SEC-3	SEC-4	4	08
Total No. of Courses per Sem.	4	4	4	4	4	4	24	-----
Total Credit per Sem.	22	20	20	20	20	20	-----	122

B.Sc. General

Courses/ (Credits)	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total No. of Courses	Total Credit
CC - 1,2,3 (6)	CC(1A, 2A, 3A)	CC(1B, 2B, 3B)	CC(1C, 2C, 3C)	CC(1D, 2D, 3D)			12	72
DSE- 1,2,3 (6)					DSE (1A, 2A, 3A)	DSE(1B 2B, 3B)	6	36
GE (6)	-----	-----	-----	-----	-----	-----	-----	-----
AECC (2)	AECC - 1	AECC - 2					2	04+02 =06
SEC (2)			SEC-1	SEC-2	SEC-3	SEC-4	4	08
Total No. of Courses per Sem.	4	4	4	4	4	4	24	-----
Total Credit per Sem.	22	20	20	20	20	20	-----	122

B.Com. General

Courses/ (Credits)	Sem I	Sem II	Sem III	Sem IV	Sem V	Sem VI	Total No. of Courses	Total Credit
CC - 1,2 (6)	CC 1, CC 2	CC 3, CC 4	CC 5, CC 6	CC 7, CC 8	CC 9, CC 10		10	60
Language CC- 1,2 (6)	(L ₁ -1)		(L ₁ -2)				2	12
DSE- 1,2 (6)					DSE 1 DSE 2	DSE 3 DSE 4	4	24
GE (6)		GE-1				GE-2	2	12
AECC I (4) AECC II (2)	AECC - 1	AECC - 2					2	04+02 =06
SEC (2)			SEC-1	SEC-2, SEC 3		SEC-4	4	08
Total No. of Courses per Sem.	4	4	4	4	4	4	24	-----
Total Credit per Sem.	22	20	20	20	20	20	-----	122

U.Reg. (CBCS) 7:

The evaluation of the candidates shall be based on continuous assessment. The structure of evaluation shall be as follows:

- i. Each semester- assessment shall be divided into four (4) discrete components, viz. C₁, C₂, C₃ and C₄. Internal Assessment of each course will consist of C₁, C₂ & C₃ taken together. The students are to be informed about the modalities of continuous assessment activities well in advance. The first component (C₁) of assessment shall be 5 (five) marks of each course having full marks 75 or 50 (except AECC – 2) as the case may be. It will be based on class test or assignment or seminar. During the first two months of each semester, 1/3 of the syllabus is to be completed. The continuous assessment of C₁ will be consolidated during the 8th week of the semester concerned. The second component (C₂) of assessment shall be 5 (five) marks of each course having full marks 75 or 50 (except AECC – 2) as the case may be. It will be based on class test or assignment or seminar. During the second two months of each semester, 2/3 of the syllabus is to be completed and the continuous assessment of C₂ will be consolidated during the 16th week of the semester concerned. Appearance in C₁ & C₂ is mandatory. C₃, wherever applicable, would comprise 5 (five) marks for attendance only in CC, DSE and GE. Award of 5 marks on class attendance shall be given in the following manner:
Attendance 50% & above but below 60% - 2 marks Attendance 60%
& above but below 75% - 3 marks Attendance 75% & above but
below 90% - 4 marks Attendance 90% & above - 5 marks
All records relating to C₁, C₂ & C₃ shall have to be preserved by the Colleges at least for a period of one year after the completion of the relevant Semester-end Examination.. The University Authority may ask for any such records, if required.
- ii. During the 21st – 23rd weeks of a semester, Semester- end Examination shall be conducted for each course and the proportion of C₄ will be 80% of the total marks of each course. To qualify in a Practical-based course, an examinee is to appear in the Theoretical as well as the Practical portion of the examination in the same semester.
- iii. The marks obtained in each course in a semester shall be the sum of C₁, C₂, C₃ & C₄ and shall be awarded in the form of Grade. The combined marks of C₁, C₂, & C₃ course-wise against University Roll No. of each candidate is to be submitted to

the University by the Colleges in the prescribed format before completion of each Semester-end theoretical examination.

iv. The Percentage, Grade, and Grade Point shall be as hereunder:

Percentage of Marks	Grade(G_i)	Grade Point ($G_i \times v_i$)
90% to 100%	10	$10 \times v_i$
80% and above but below 90%	9	$9 \times v_i$
70% and above but below 80%	8	$8 \times v_i$
60% and above but below 70%	7	$7 \times v_i$
50% and above but below 60%	6	$6 \times v_i$
40% and above but below 50%	5	$5 \times v_i$
35% and above but below 40%	4	$4 \times v_i$
Below 35%	Not Awarded	

Where v_i stands for Credit value of the i th course.

v. After declaration of the result of each semester, Grade card will be issued to each candidate containing Course Type, Course Code, Course Title, Credit Value, Grade obtained, Grade Point, and SGPA on the basis of all courses of the relevant Semester. Moreover, for Honours students, a separate SGPA on the basis of CC and DSE will be shown.

vi)
$$SGPA (S_i) = \frac{\sum_{i=1}^n (G_i \times v_i)}{\sum_{i=1}^n v_i}$$
, where G_i stands for grade obtained by a candidate in i th course, v_i stands for Credit value of the i th course and n stands for the total number of courses in a particular semester.

vii) On successful completion of the programme, CGPA will be computed taking into account all the courses undergone by a student over all the semesters of a programme. Moreover, for Honours students, a separate CGPA will be shown. This CGPA will be calculated on the basis of SGPAs in respect of CCs & DSEs of all Semesters.

$$CGPA = \frac{\sum_{i=1}^N (V_i \times S_i)}{\sum_{i=1}^N V_i}$$
, where V_i stands for total credit of the i th semester, N i.e., V_i stands for total credit of the i th semester, S_i stands for SGPA obtained by a candidate in that semester and N stands for total number of semesters in a programme.

Table for Letter Grade Norm

CGPA	Letter Grade
9 and above	O (Outstanding)
8 to below 9	A+ (Excellent)
7 to below 8	A (Very Good)
6 to below 7	B+ (Good)
5 to below 6	B (Average)
4 to below 5	P (Pass)
Below 4	F (Fail)

- viii) The Semester Grade Point Average (SGPA) and Cumulative Grade Point Average (CGPA) shall be rounded off to two (2) decimal points and to be used in the Grade Cards.
- ix) Percentage Conversion Formula = $(\text{SGPA or CGPA} \times 10) - 5.0$

U.Reg. (CBCS) 8:

Attendance of the students in the classes shall be governed by the Provisions of the existing Ordinances of the University.

U.Reg. (CBCS) 9:

The result of each semester for both Honours and General Programme shall be published stating the SGPA obtained by the students. If a candidate secures a minimum qualifying Grade 4 in all the courses, he/she will be declared to have qualified in the said semester and result will be shown as “ Q ”.

However, if a candidate fails to secure a minimum qualifying Grade 4 in any course, his/ her result of the semester- end examination(s) will be declared as SNC (Semester Not Cleared) and credit will be retained course-wise within the prescribed chance(s) in each semester.

U.Reg. (CBCS) 10:

Subject to successful completion of all the Semesters (From Semester I to Semester VI), the final result of a candidate shall be determined on the basis of SGPAs obtained and the total credit earned in all the semesters taken together as envisaged in *U.Reg. (CBCS) 7 (vii)*. A candidate will be considered to have passed B.A./ B.Sc./ B.Com. Honours Programme if he/ she secures a minimum Letter Grade B in CGPA subject to the provisions laid down above and a candidate will be considered to have passed B.A./ B.Sc./ B.Com. General Programme if he/ she secures a minimum Letter

Grade P in CGPA subject to the provisions laid down above. If a candidate fails to secure a minimum Letter Grade B or a minimum Letter Grade P, as the case may be, in CGPA, the result of such candidate will be declared as PNC (Programme Not Cleared).

U.Reg. (CBCS) 11:

A candidate can take admission to Semester-I within four (04) consecutive years including his/ her year of passing (10+2) Examination.

U.Reg. (CBCS) 12:

Subject to the fulfillment of the terms and conditions stipulated in these regulations, a candidate, who after prosecuting a regular Programme of Studies and filling up the Examination Form fails to appear at the examination or appears but fails to secure the minimum qualifying Grade in one or more course(s) of the relevant semester, be allowed to continue his/ her study for the immediate next semester and to appear at the semester-end examination concerned along with the previous semester-end examination(s), retaining credit, if any, in the same year/ subsequent year(s) within the prescribed chance(s).

A candidate who fails to fill up his/her Semester-end examination form in respect of Semester I will not be eligible for prosecuting further study in the same Academic Session. To appear at Semester II to Semester V Examinations, a candidate is to observe examination formalities for the immediately preceding Semester.

In case of Semester- I, there will be no provision of re-admission but such a student can take fresh admission to any course with the same Registration Number to any College under the University of Burdwan provided that he/ she can take fresh admission to Semester- I in the same college maximum twice.

The first chance of an examinee in respect of Semester II to Semester VI will be calculated on the basis of his/her enrolment in Semester I irrespective of his/her appearance in the examination for the semester concerned.

Intending candidates may drop Honours and switch over to General Programme before proceeding to 2nd Semester Course of studies on submission of written application by his/her own handwriting through the Principal/Teacher-in-charge of the College. In such case no credit will be retained and one chance in Semester I will be deemed to have lapsed.

U.Reg. (CBCS) 13:

There will be no scope of re-appearing at any Semester at any course including Internal Assessment, Class-test or Assignment or Seminar, Term Paper(s), Project Work(s), Field Report, Survey Report and Viva-voce, if any, for improvement of results.

U.Reg. (CBCS) 14:

Marks, awarded in the Internal Assessment, Term Paper(s), Project Work(s), Field Report, Survey Report, and Viva-voce, if any, and credit earned, if any, shall be retained to a candidate's performance in the subsequent chance(s).

U.Reg. (CBCS) 15:

Subject to the provisions of U.Reg. (CBCS) 14, a candidate, who appears at any semester-end examination in part or full after prosecuting a regular Programme of Studies and seeks for cancellation of his/ her semester-end examination concerned, may apply to the Controller of Examinations in his/ her own hand-writing, on its being duly forwarded by the Principal of the College where he/ she is enrolled, within 15 days from the date of completion of the examination of theoretical courses of the said semester-end examination. In that case, the entire examination of Core Course(s) of a particular subject, including the practical course(s), if any, shall be treated as cancelled and he/ she will be allowed to appear at that semester-end examination(s) afresh in subsequent year(s) within the prescribed chance(s).

U.Reg. (CBCS) 16:

The Board of UG Studies in the subject concerned shall recommend the name of the Paper-setters, Moderators, Head Examiners/ Conveners, Examiners both for theoretical and practical courses including external and internal as the case may be.

U.Reg. (CBCS) 17:

An Honours Student (after exhaustion of all chances to appear at the Semester- end- Examination of the 6th Semester) who fails to obtain at least a CGPA of Letter Grade B on the combined results of Sem.- I, Sem.- II, Sem.- III, Sem.- IV, Sem.- V & Sem.- VI taken together but obtains at least a CGPA of Letter Grade P on the combined results of Sem.- I, Sem.- II, Sem.- III, Sem.- IV, Sem.- V & Sem.- VI, he/ she shall be awarded Bachelor Degree (General Programme). However, an Honours Student (not willing to avail the remaining chance(s) within the stipulated period) who fails to obtain at least a CGPA of Letter Grade B on the combined results of Sem.- I, Sem.- II,

Sem.- III, Sem.- IV, Sem.- V & Sem.- VI taken together but obtains at least a CGPA of Letter Grade P on the combined results of Sem.- I, Sem.- II, Sem.- III, Sem.- IV, Sem.- V & Sem.- VI shall be declared Graduate of a General Programme provided that he/she must submit an application (in the prescribed format) through the Principal/ Teacher-in- Charge of the college concerned immediately after the publication of Post Publication Review Results declaring that he/she would not appear at the Semester- end- Examination of the 6th Semester though any chance remains.

U.Reg. (CBCS) 18: Rank, Merit List etc. will be determined based on CGPA only.

U.Reg. (CBCS) 19:

POST- PUBLICATION REVIEW (PPR) OF ANSWER- SCRIPTS UNDER CBCS:

I. General Rules:

a) A candidate may apply for Post Publication Review of his/ her answer scripts in a maximum number of 50% of the total theoretical courses (excluding AECC & SEC, if any) appeared in each semester-end examination in the prescribed form and manner and on submission of requisite fees within the date as per notification to be issued by the

office of the Controller of Examinations. But he/ she must have to secure a minimum Grade 4 in the remaining theoretical courses (excluding AECC & SEC, if any) of that particular semester.

b) There shall be no scope of Post Publication Review of Practical Course(s), Internal Assessment, Term Paper(s), Project Work(s), Field Report, Survey Report and Viva-voce, if any.

c) Post Publication Review and Post Publication Scrutiny of the same course of a semester shall not be allowed.

d) Incomplete and faulty application is liable to be rejected without any intimation to the candidate/ college concerned.

e) Under no circumstances, fees, once paid, for Post Publication Review shall be refunded.

f) Prayer for Post Publication Review in prescribed manner in respect of any semester-end examination can not be related to the appearance at the next Semester- end-Examination. Candidates who applied for Post Publication Review, may make

necessary preparation for the subsequent Semester- end Examination(s) on the basis of his/ her original result.

II. Computation of Results:

a) Calculation of final marks after Post Publication Review shall be made course wise and result will be finalized accordingly.

b) If the marks awarded by the Post Publication Review examiner in a course do not exceed the original award by more than 10% of the full marks in that course then the Review examiner's award shall be accepted as final marks in that course. On the other hand, if the increase in marks exceeds 10% of the full marks in that course then the marks to the extent of 10% of the full marks *plus* half of the marks in excess of 10% of the full marks shall be accepted as final marks of the candidate in that course.

c) If the marks awarded by the Post Publication Review examiner in a course do not reduce the original award by more than 5% of the full marks in that course then the Review examiner's award shall be accepted as final marks in that course. On the other hand, if the decrease in marks exceeds 5% of full marks in that course, the marks to the extent of 5% of the full marks *plus* half of the marks in excess of 5% of the full marks shall be accepted as final marks of the candidate in that course,

Provided that such reduction does not result in the failure of a Candidate in a course in any Semester. In case of CGPA of Honours Programme such reduction does not result in the failure of a successful Candidate who has already obtained at least a CGPA 5 (Letter Grade B). In case of CGPA of General Programme such reduction does not

result in the failure of a successful Candidate who has already obtained at least a CGPA 4 (Letter Grade P).

d) If the difference between the original marks and the marks after Post Publication Review in a course is more than 20% of the full marks in that course, the relevant answer script(s) shall be referred to a third examiner and in that case the average of those three awards, given by the three examiners, shall be accepted as the final marks in that course.

e) While making calculation, any fractional figure shall be rounded-off to the next higher integer.

f) In case of an unsuccessful candidate, addition of marks on Post Publication Review in a course shall be given effect only when it leads to a change in his/ her result status with respect to his/ her original result, otherwise, the original award shall be retained and in that case no fresh Grade Card shall be issued to such candidate.

g) Any addition or subtraction of marks, declared by the University after Post Publication Review, shall be treated as final and binding on the candidate. No further application for consideration of Post Publication Review result shall be entertained.

U.Reg. (CBCS) 20:

POST- PUBLICATION SCRUTINY OF ANSWER- SCRIPTS UNDER CBCS:

a) A candidate can apply for Post Publication Scrutiny in one or more courses irrespective of marks provided that Post Publication Scrutiny and Post Publication Review of the same course of a Semester shall not be allowed.

b) Post Publication Scrutiny does not mean re-examination/ re-assessment of script(s) but involves verification of script(s) and record(s) to ascertain –

1) marks have been assigned to each of the required number of answer(s) made by a candidate as per instruction printed on the question paper,

2) totaling of marks awarded by the examiners on the scripts and/ or mark- slips as the case may be, has correctly been done and

3) posting of marks has been made correctly from

i) Scripts to Mark- slips

ii) Mark- slips to Tabulation Sheets and

iii) Tabulation Sheets to individual Grade Card

c) There shall be no scope of Post Publication Scrutiny of Practical Course(s), Internal Assessment, Term Paper(s), Project Work(s), Field Report, Survey Report and Viva-voce, if any.

d) A candidate, applying for Post Publication Scrutiny of his/ her answer- script(s), shall have to accept the change in his/ her marks after Post- Publication Scrutiny.

e) Fees once paid for Post Publication Scrutiny shall not be refunded in any case.

U.Reg. (CBCS) 21 :

If any dispute arises as to the interpretation, intention or application of any of the provisions of these Regulations or any matter not covered by these Regulations, the decision of the Executive Council on that event shall be final and binding.

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ANNEXURE

Stream-wise List of Subjects

Stream	Sl.	Subjects
Arts	1	Arabic
	2	Bengali
	3	Defense Studies
	4	Economics*
	5	Education
	6	English
	7	French
	8	Geography*
	9	Hindi
	10	History
	11	Mass Communication and Journalism
	12	Mathematics*
	13	Music
	14	Philosophy
	15	Physical Education*
	16	Political Science
	17	Psychology*
	18	Sanskrit
	19	Santali
	20	Sociology
	21	Urdu
Commerce	1	Accountancy and Finance
Science	1	Anthropology
	2	Biochemistry
	3	Biotechnology
	4	Botany
	5	Chemistry
	6	Computer Science
	7	Economics*
	8	Electronics
	9	Environmental Science
	10	Geography*
	11	Geology
	12	Mathematics*
	13	Microbiology

14	Nutrition
15	Physical Education*
16	Physics
17	Physiology
18	Plant Protection
19	Psychology*
20	Statistics
21	Zoology

*meansthatthesubjectsaretobeofferedin ArtsStream as well as in Science Stream

Environmental Studies - to be studied compulsorily by the students of Arts Stream, Science Stream and Commerce Stream.

St. 44 (M.C.) No proceedings of a meeting of the Court shall be invalidated merely by reason that any member has not received a notice or agenda papers provided it has been duly issued.

Safeguard against invalidation of proceedings.

CHAPTER XI

THE STATUTES RELATING TO AFFILIATION OF COLLEGES

St. 1 (Affn.) (1) These Statutes may be called the Statutes relating to Affiliation of Colleges.

Short title and commencement

(2) They shall come into force from such date as the State Government may, under sub-section (5) of section 57 of the Act, appoint.

St. 2 (Affn.) (1) In these Statutes, unless the context otherwise requires, words and expressions used shall be interpreted to have the same meaning as they have in the Act.

Interpretation

(2) The provisions of the Statutes, the Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of these Statutes, shall stand modified by the Statutes under this Chapter.

St. 3 (Affn.) All colleges affiliated to the University before adoption of the Statutes under this Chapter shall be deemed to be affiliated to the University under the aforesaid Statutes.

Colleges affiliated by the Act.

St. 4 (Affn.) (1) Any college proposed to be established in any of the districts situated within the territorial jurisdiction of the University referred to in clause (5) of section 2 read with sub-section (4) of section 5 of the Act, may apply to the University for affiliation in any of the disciplines as may be consistent with the academic programmes of the University.

Application for affiliation

(2) In the case of a Government College or a college receiving aid from the State Government, the application shall be made through the Director of Public Instruction, West Bengal. In the case of any other college, the Governing Body/Organising Committee/Ad-hoc Committee of Management

shall make the application through such authority, if any, as the Executive Council may direct :

Provided that no application for affiliation shall ordinarily be entertained after December 31 of the year immediately preceding the academic session from which affiliation is sought.

St. 5 (Affn.) (1) The Executive council shall grant affiliation to a college in accordance with the provisions of the Statutes under this Chapter and subject to such conditions as may be imposed from time to time.

Grant and withdrawal of affiliation

(2) Affiliation shall be granted specially for each separate subject and for each separate course of study; i.e., Arts, Science, Commerce, Law, Fine Arts, Music, Engineering, Medicine and such other courses of studies as may be prescribed by the Executive Council from time to time.

(3) Subject to the provisions of the Statutes under this Chapter the Executive Council shall have the power to suspend or withdraw the affiliation of any college in any subject or course of study in case the Executive Council is satisfied that any of the conditions imposed under paragraph (1) or those prescribed by the Statutes and/or the Ordinances are not being observed :

Provided that no affiliation shall be suspended or withdrawn without affording the management of the college an opportunity of making such representation as it may desire to make under the provisions of St. 20 (Affn.).

St. 6 (Affn.) (1) Every college applying for affiliation shall satisfy the Executive Council—

Conditions of affiliation.

Governing Body (a) that the college which is not a Government College is to be, or is being, management by a Governing Body constituted duly in accordance with the provisions of the relevant Statutes in this regard.

(b) that the college has provided for adequate space for Class Rooms, Libraries, Laboratories, Common Rooms and such other accommodation as may be specified for the purpose of imparting instruction;

Space & Building

(c) that the college has made adequate provision for a properly equipped Library;

Library

(d) that the college has made adequate arrangements for the imparting of instruction in a properly equipped Laboratory or Museum when affiliation is sought in such subjects as would require practical tests;

Laboratory/ Museum

(e) that the college shall, in order to ensure the imparting of instruction properly, have a whole-time Principal and employ adequate number of teaching staff having qualifications conforming to the prescriptions made from time to time by the University or by the State Government, as the case may be :

Principal and Teaching Staff.

Provided that, if for any reason whatsoever, the office of the Principal remains vacant, or if the Principal is on leave or is not in a position to attend the office for the due discharge of his functions, the Governing Body shall appoint, in order of seniority, one of the whole-time teachers of the college, as the Teacher-in-Charge for discharging the functions of the Principal;

(f) that the college has the financial resources so as to ensure its efficient maintenance;

(g) that the college, when established, shall not be implicated in competition with neighbouring colleges as might adversely affect the interest of any of them;

(h) that the college shall not charge from the students fees other than those approved by the University.

(2) Every college shall also undertake that—

(a) any transfer of management or change in the teaching staff effected after affiliation has been granted shall be reported forthwith to the Executive Council;

(b) the number of students in a class shall be determined according to the size of the class room and shall not exceed one hundred :

Report to the Executive Council

Number of students in a class.

Provided that in case the number is likely to exceed the prescribed limit, prior permission of the Executive Council for admitting any such excess number of students, not more than fifty in any case, shall have to be obtained;

(c) the appointment of teachers shall be made in accordance with the provisions of—

(i) The West Bengal College Service Commission Act, 1978 (West Bengal Act LXII of 1978),

(ii) The West Bengal College Teachers (Security of Service) Act, 1975 (West Bengal Act XLIV of 1975), and

(iii) The provisions made in this behalf by the Statutes, the Ordinances or the Regulations, as the case may be;

(d) there shall be a Teachers' Council in the college constituted in accordance with the provisions made in this behalf by the Statutes, the Ordinances or the Regulations, as the case may be;

(e) there shall be a Students' Union, by whatever name called, in the college constituted in accordance with the provisions made in this behalf by the Statutes, the Ordinances or the Regulations, as the case may be; and

(f) there shall be a Mess Committee in the college having hostel accommodation for the students, constituted in accordance with the provisions made in this behalf by the Statutes, the Ordinances or the Regulations, as the case may be.

St. 7 (Affn.) On receipt of an application for affiliation the Vice-Chancellor shall cause necessary inspection to be made by the Inspector of Colleges with the help of such experts as may be nominated by the Vice-Chancellor with a view to ascertaining whether the proposed college satisfies the conditions set forth in St. 5 (Affn.) and St. 6 (Affn.).

St. 8 (Affn.) An application for affiliation may be withdrawn at any time before an order has been passed by the Executive Council :

Procedure Provided that a college shall not be permitted to apply for withdrawal of affiliation after it has started functioning.

St. 9 (Affn.) No student shall be admitted to any course of instruction in a college in anticipation of the affiliation of the college in respect of such course of study. Any violation of this provision may be a ground for refusal of granting affiliation.

St. 10 (Affn.) When a college proposes to add new subjects or courses of study to those in respect of which it has already been granted affiliation, the procedure prescribed by St. 6 (Affn.), St. 7 (Affn.), St. 8 (Affn.) and St. 9 (Affn.) shall, as far as they may apply, be followed.

St. 11 (Affn.) A college affiliated in a subject for any of the University examinations shall provide for the delivery of the minimum number of lectures as may be prescribed by the relevant Council for Under-graduate Studies from time to time.

St. 12 (Affn.) (1) If a college fails for two consecutive years to arrange for the delivery of the minimum number of lectures or the holding of the minimum number of tutorial classes in any subject, the Executive Council may refuse to permit the college to present students for the University examination concerned in that subject.

(2) At the end of each session, every college shall furnish to the University a statement showing the total number of lectures delivered and the total number of tutorial classes held in each subject during that session as also during the session immediately preceding the same.

St. 13 (Affn.) Every lecture or tutorial class shall cover a period of not less than 45 minutes.

Duration of lecture or tutorial classes **St. 14** (Affn.) For the purpose of the Statutes under this Chapter, a period of practical work or class exercises of not less than 45 minutes' duration shall be deemed to be a tutorial class.

St. 15 (Affn.) (1) A lecture or tutorial class shall not be treated as such within the meaning of the Statutes under this Chapter, unless it is delivered to or held in respect of a class or a permanent section or group thereof and unless it is reckoned in calculating the percentage of attendance of the students concerned offering the subject in which the lecture is delivered.

(2) Even if some of the students or all of them belonging to a class or a permanent section or a group thereof fail or refuse to attend a lecture or a tutorial class, such lecture or tutorial class shall, nevertheless, be deemed to have been duly delivered or held and all such students shall be marked absent.

St. 16 (Affn.) Notwithstanding anything contained in the Statutes under this Chapter, the Executive Council shall have the power, in an eventuality, such as an epidemic, famine, war or widespread civil disturbances, to suspend the operation of any of the provisions of the Statutes under this Chapter for such period or periods and for such college or colleges as the Executive Council may decide.

St. 17 (Affn.) (1) In the event the relevant Council for Under-graduate Studies is of the opinion that the Governing Body of a college has not been properly constituted or that the Governing Body has not been properly functioning,

it shall make its recommendation to the Executive Council in this regard and the Executive Council shall thereupon decide as to whether the Governing Body is to be freshly constituted in accordance with such directions as it may give as a condition of continuance of affiliation of college.

(2) In the event of failure of the college to comply with the direction given by the Executive Council under paragraph (1), it shall take appropriate action in terms of clause (xi) of section 21 of the Act.

St. 18 (Affn.) Every college shall furnish such returns, reports and other information as may be asked for by the Executive Council or by the Council for Under-graduate Studies in order to judge the efficiency of the college or for the compliance of the requirements of the University Grants Commission or the Central Government or the State Government.

St. 19 (Affn.) (1) As a condition of the continuance of its affiliation, every college shall be inspected in accordance with the provisions of the University Ordinances relating to Inspection of Colleges.

(2) The Council for Under-graduate Studies may direct any college so inspected to take, within such time as the Council may fix, such action as may appear to the Council to be necessary in respect of any matter referred to in St. 6 (Affn.) and in case the college fails to take such action, the Council may recommend suspension or withdrawal of affiliation of the college to the Executive Council subject to the provisions of paragraph (3) of St. 5 (Affn.).

St. 20 (Affn.) (1) If any college fails to comply with any of the provisions of the Statutes under this Chapter, the Council for Under-graduate Studies shall report the fact to the Executive Council with its recommendations.

(2) If, on receipt of such report or otherwise, it appears to the Executive Council that no sufficient grounds exist for such failure, it shall call upon the Governing Body of the college to show cause within such date as it may fix why the affiliation of the college in any subject or subjects shall not be withdrawn or suspended.

(3) On the receipt of any representation which the Governing Body may make, the Executive Council shall invite the opinion of the relevant Council for Under-graduate Studies thereon and after considering such representation and opinion, if any, shall decide whether the affiliation of the college in the subject or subjects in question should be allowed to continue or be withdrawn or suspended.

St. 21 (Affn.) If any doubt or difficulty arises in regard to the interpretation or application of this Chapter, or if any matter in relation to the affiliation of colleges which is not covered by this Chapter arises, the Vice-Chancellor may issue such directions as he may consider proper and shall report the matter to the Executive Council forthwith.

CHAPTER XII

STATUTES RELATING TO CONSTITUTION, POWERS AND FUNCTIONS OF THE GOVERNING BODIES OF AFFILIATED COLLEGES OTHER THAN GOVERNMENT COLLEGES

St. 1 (G.B.) (1) These Statutes may be called the Statutes relating to Constitution, Powers and Functions of the Governing Bodies of Affiliated Colleges other than Government Colleges;

(2) They shall come into force from such date as the State Government may, under sub-section (5) of section 57 of the Act, appoint.

St. 2 (G.B.) (1) In this Chapter, unless the context otherwise requires, words and expressions used shall be interpreted to have the same meaning as they have in the Act;

(2) The provisions of the Statutes, the Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of this Chapter, shall stand modified by the Statutes under this Chapter :

(3) “college” means a college affiliated to the University but shall not include a Government College;

* (4) “donor” in relation to a college means a person, or a Body or an Association who/which has made a donation to the college of a sum amounting to not less than rupees ten thousand or has made over to it a property which, in the estimation of the Executive Council, is of the said valuation.

St. 3 (G. B.) (1) Every college shall have a Governing Body consisting of the following members, namely—

Constitution of Governing Body (i) the President of the Governing Body, who shall be elected in the manner prescribed in paragraph (2) ;

* indicates the provisions of St. 2 (G. B.) (4) amended. [Amendment assented by the Chancellor on 08.12.94]

(ii) the Principal of the college, who shall be the Secretary to the Governing Body (ex-officio) :

Provided that in the case of a new college, at its initial stage, one of the promoters having academic or administrative experience, may, subject to the approval of the Executive Council, act as the Founder Secretary for a period not more than two years from the date of affiliation and in such a case the Principal of the college shall act as the Joint Secretary for the aforementioned period ;

(iii) three members to be elected by secret ballot by the whole-time teachers of the college from amongst themselves at a meeting of all such teachers convened for the purpose by the Principal of the college in the manner as may be determined by him. The meeting shall be presided over by the Principal, but he shall have no vote. Any decision at such a meeting shall be taken by simple majority of votes. In the case of an equality of votes, decision shall be taken by the drawing of lots in the manner as may be deemed fit by the Principal;

(iv) one member with administrative or teaching experience to be nominated by the State Government;

(v) three members not belonging to the concerned college in any capacity to be nominated by the concerned Council for Under-graduate Studies, of whom one shall be a woman in the case of a women's college or a co-educational college;

(vi) unless the terms and conditions of any donation accepted before coming into force of the former Ordinances relating to Governing Bodies of Affiliated Colleges framed under the Burdwan University Act, 1959, require otherwise—

(a) one representative of the donors in case their number does not exceed five, or

(b) two representatives of donors in the event their number exceeds five, to be elected by the donors from among themselves by secret ballot in the manner as may be determined by the Principal of the college concerned :

Provided that no teacher or librarian or member of the non-teaching staff or student of the college who may be a donor shall be eligible for election to the Governing Body thereof as donors' representative;

(vii) two representatives of the whole-time non-teaching employees of the college, to be elected by such employees from among themselves by secret ballot in the manner as may be determined by the Principal :

Provided that, for the purpose of this clause, 'non-teaching employee' shall include members of the 'non-teaching staff' as also 'Librarians' as defined in clauses 11 (b) and 13 (b) respectively of section 2 of the Act;

(viii) the General Secretary of the Students' Union of the college, ex-officio. In the event of there being no duly constituted Students' Union functioning at a college, one representative of the students thereof shall be elected by regular students from among themselves by secret ballot in the manner as may be determined by the Principal.

(2) (i) The President of the Governing Body of a college shall be elected by the members referred to in clauses (ii) to (viii) of paragraph (1) at a meeting of such members to be convened for the particular purpose by the Principal of the college and presided over by him;

(ii) Half of the total number of the said members plus one shall form a quorum for such a meeting. In case no consensus can be arrived at, the decision shall be taken by a majority of votes; and

(iii) The President of the Governing Body may or may not be elected from amongst the members specified under clauses (ii) to (viii) of paragraph (1).

St. 4 (G. B.) A report on the formation of the Governing Body containing the list of the members thereof including the President as also any changes effected subsequently shall be submitted by the Principal to the Inspector of Colleges forthwith.

St. 5 (G. B.) Any dispute arising in connection with the election or nomination of members of Governing Body of a college including the President shall be referred to by the Principal to the Inspector of Colleges who shall then place it before the Council for Under-graduate Studies and its decision thereon shall be final.

St. 6 (G. B.) (1) (i) The term of office of the representative of the students on the Governing Body shall be one year and in respect of other members it shall be three years, from the date of election of the President :

Provided that, in case of a duly constituted Students' Union functioning at a college, the General Secretary thereof shall hold office as a member of the Governing Body for a period of one year or till he ceases to be the General Secretary, whichever is earlier :

Provided further that during the period intervening between the expiry of the term of office of any out-going member and the filling up of the

vacancy, except in the case of the student representative, the out-going member shall continue as such :

Provided also that the Executive Council shall have the power to extend the life of the Governing Body of a college for such period as it may consider necessary.

(ii) At least three months before the expiry of the term of office of any elected or nominated member of the Governing Body of a college, the Secretary or, in his absence, the President of the Governing Body shall take necessary steps for filling up of the said vacancy.

(iii) A casual vacancy in the office of a member of the Governing Body shall be filled by the authority/body/electorate entitled to fill it in the same manner of election or nomination, as the case may be.

(iv) A member nominated or elected to fill a casual vacancy, shall hold office for the remaining period of the term of membership of the member in whose place the vacancy has occurred.

(v) If a member of the Governing Body ceases to hold the position by virtue of which he was elected or nominated on the Governing Body, he shall cease to be the President or the Secretary or a member of the Governing Body, as the case may be, with effect from the date he ceases to hold such position.

(2) Any action taken by the Governing Body shall not be called into

Action of Government Body not to be called into question or invalidated by reason of there being a vacancy in the office of any member thereof.

St. 7 (G. B.) (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 every college shall be responsible for ensuring—

(a) that the posts of teachers and non-teaching employees including Librarian are created and appointments made thereto for the imparting of instruction adequately and the operation of the college effectively;

(b) that the number of teachers, their qualifications and the method of recruitment as also the conditions of their service are in accordance with

- Recruitment of teachers* the relevant law and/or the Statutes, the Ordinances and the Regulations of the University as may be in force from time to time;
- (c) that the laboratory and other instructional facilities available are adequate for the instructional programme;
- Laboratory*
- (d) that the buildings in which the college is located are suitable for the purpose for which they are intended and are maintained at a satisfactory state of repairs and sanitation;
- Building*
- (e) that the library is properly equipped with text and reference books so as to cater to the requirements of the teachers and the taught;
- Library*
- (f) that efforts are made to procure adequate financial resources of the college necessary for efficient and effective operation of the college;
- Financial resources*
- (g) that all information, returns, reports and other materials as may be required by the University, the University Grants Commission and the State Government are promptly collected, prepared and made available to them;
- Returns and Reports*
- (h) that all ledgers, books of account, registers and all other records required to be maintained are always kept up-to-date;
- Records*
- (i) that due provision is made for the well-being of the students;
- Well being of students*
- (j) that discipline and cordial relation are maintained among the students, teachers and non-teaching employees;
- Discipline & cordial relation*
- (k) that proper assistance and facilities are provided to the Inspector of Colleges and other officials of the University as well as of the State Government while holding an inspection or enquiry or while collecting information and data as may be required;
- Assistance to Inspecting team*
- (l) that the directions issued by the University from time to time are carried out and compliance therewith is reported speedily to the University;
- Compliance of directions of the University*
- (m) that all properties and funds of the college and those donated for the benefit of the college are properly controlled and administered; and
- Properties and Funds*

(n) that review of results of the students presented by the college at the University examinations is made from time to time and that measures are adopted for the maintenance of proper academic standard and improvement in the performance of the students.

(3) The Governing Body may appoint a Sub-committee for financial affairs and other Advisory Committees as it may consider necessary for the efficient administration of the college. The Sub-committee for financial affairs shall be constituted from amongst the members of the Governing Body. In the case of an Advisory Committee, persons other than the members of the Governing Body may be included. The Principal shall be the Chairman of such Sub-committee or Advisory Committees.

St. 8 (G. B.) (1) A meeting of the Governing Body shall ordinarily be held in the college premises;

Meetings of Governing Body (2) The Governing Body shall ordinarily meet at least six times in a year;

(3) Half of the total number of members plus one shall form a quorum, provided that no quorum shall be required for an adjourned meeting;

(4) A meeting may not ordinarily be held during the Summer recess, the Winter recess or the Puja holidays;

(5) A meeting of the Governing Body shall normally be convened by the Secretary in consultation with the President. If at any time, there be no Secretary or in case of temporary absence of the Secretary, the President shall convene a meeting. In the case of an ordinary meeting not less than 7 days' notice shall be given to the members of the date fixed for such a meeting, while in the case of an extra ordinary meeting 24 hours' notice shall be given;

(6) The Secretary shall send copies of minutes of the previous meeting to the members along with the notice.

St. 9 (G.B.) If no meeting of the Governing Body is convened for a continuous period of four months, 50 percent of the total number of members on written requisition may require the President or the Secretary, as the case may be, to convene a meeting and such requisition shall be complied within a fortnight from the date of receipt of such requisition :

Requisition meeting.

Provided that while calculating 50 percent in the case of a Governing Body consisting of members of an odd number, the total number shall first be reduced by one.

St. 10 (G.B.) Notwithstanding anything contained elsewhere in *Special provision* the Statutes under this Chapter, the special provisions *regarding composition* regarding composition of Governing Bodies *of Governing Body* as enumerated hereunder shall apply to certain colleges.

(1) (a) In the case of a college established and administered by a Registered Educational Society or a Trust Body and already granted affiliation on that stipulation, the Governing Body shall be constituted in accordance with the terms of the Memorandum & Articles of Association or the Deed of Trust, as the case may be :

Provided that the Governing Body of such a college shall also include the members as envisaged in clauses (iii), (iv), (v), (vii) and (viii) of paragraph (1) of St. 3 (G.B.).

(b) Within three months from the date of coming into force of the Statutes under this Chapter, the Governing Body of a college, as envisaged in sub-paragraph (a), shall be reconstituted accordingly.

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

(d) If the Governing Body of the such a college is not reconstituted within the period referred to in sub-paragraph (b), the Executive Council may appoint an administrator to take over the management of the college. The administrator shall cause to be constituted a fresh Governing Body of the college within three months from the date of his appointment in accordance with the provisions of sub-paragraph (a).

(2) Notwithstanding anything contained in paragraph (1), in the case of a college established and administered by a minority based on religion or language and affiliated to the University under the stipulations as contained in the Memorandum & Articles of Association or the Deed of Trust, as the

St. 11 (G. B.) The Secretary to the Governing Body of every college shall—
Functions of the Secretary to the Governing Body shall—
 (a) Convene meetings, conduct the official correspondence and maintain the records including the minutes or proceedings of meetings of the Governing Body;
 (b) send to the University when called upon by the Executive Council to do so, originals or certified copies of such records, correspondence, minutes or proceedings referred to in clause (a), as may be required by the Executive Council; and
 (c) operate the college funds jointly with the President or another member of the Governing Body as may be authorised by the Governing Body of the college.

St. 12 (G. B.) Notwithstanding the special provisions in regard to the *Provisions to cover all colleges irrespective of character* composition of Governing Bodies in the case of certain colleges as envisaged in St. 10 (G.B.), the provisions of the Statutes under this Chapter, in so far as they are not inconsistent with the terms of the Memorandum & the Articles of Association or the Deed of Trust, as the case may be, shall apply to all colleges.

St. 13 (G. B.) Notwithstanding anything contained in the Statutes under this Chapter, in the event of failure on the part of the State Government or the Council for Under-graduate Studies to nominate any member or members to the Governing Body of a college in terms of the provisions contained in clause (iv) or (v), as the case may be, of St. 3 (G.B.), the Governing Body of the concerned college shall be deemed to have been duly constituted under the provisions of this Statute.

St. 14 (G.B.) If any doubt or dispute arises as to the interpretation or intention of any of the provisions of the Statutes under this Chapter, or if any difficulty arises on an issue not covered by the Statutes under this Chapter, the matter shall be referred by the Secretary or the President of the

Governing Body of the college to the Executive Council which shall take appropriate measures for resolving the difficulty or settling the dispute and the decision taken by the Executive Council in this regard shall be final and binding

STATUTES RELATING TO THE APPOINTMENT AND TERMS AND CONDITIONS OF
SERVICE OF LIBRARIANS AND NON-TEACHING STAFF OF COLLEGES,
OTHER THAN GOVERNMENT COLLEGES

In exercise of the power conferred upon it by clause (o) of section 47, read with section 48, of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981) the University makes the following Statutes :

The Statutes relating to Appointment and Terms and Conditions of Service of Librarians and Non-teaching staff of colleges affiliated to the University, other than Government colleges.

St. 1 (L & NT) (1) These Statutes may be called the Statutes relating to Appointment and Terms and Conditions of Service of Librarians and Non-teaching staff of colleges affiliated to the University, other than Government colleges.

(2) This Statute shall come into force at once; paragraphs (7) and (8) of Statute 12 shall be deemed to have come into force on the 1st Day of November, 1989; and the remaining provisions of these Statutes shall come into force on such date as may be notified by the Executive Council.

(3) They shall apply to all Librarians and Non-teaching staff of colleges affiliated to the University, other than Government colleges.

St. 2 (L & NT) For the purpose of these Statutes, the Librarians and the Non-teaching staff shall be classified as follows :

- Classification of employees*
- (a) Librarian, Deputy Librarian, Assistant Librarian and such other equivalent posts as may be sanctioned by the State Government;
- (b) (i) Office Superintendent, Cashier, Accountant, Head Clerk, Senior Assistant/Upper Division Clerk/Senior Clerk and such other equivalent posts as may be sanctioned by the State Government;
- (ii) Assistant/Office Assistant/Clerk/Lower Division Clerk, Library Assistant, Laboratory Assistant/Laboratory Instructor, Store Keeper, Caretaker, Stenographer, Typist, Record Keeper, Collection Clerk and such other equivalent posts as may be sanctioned by the State Government;
- (iii) Driver, Laboratory Attendant, Skilled Bearer, Electrician, Mechanic, Carpenter, Unskilled Bearer, Messenger Peon, Office Peon, Durwan, Night-Guard, Sweeper and such other equivalent posts as may be sanctioned by the State Government;
- (c) any other category of Non-teaching staff.

St. 3 (L & NT) In these Statutes, unless the context requires otherwise,

Interpretation and definition (a) the words and expressions used but not defined shall be interpreted to have the same meaning as they have in the Burdwan University Act, 1981

(West Bengal Act XXIII of 1981);

(b) "employee" in relation to the college means any person employed by the college as Librarian and Non-teaching staff, against regular sanctioned post;

(c) "year" means the period commencing from the first day of July and ending on the 30th of June following;

(d) "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 be calculated subsequently;

(e) "compensatory allowance" means an allowance granted to meet the personal expenditure necessitated by special circumstances in which duty is performed;

(f) "duty" means and includes what an employee is bound or required to do by the terms of his appointment and such other assignments as may be allotted to him from time to time by the Appointing Authority;

(g) "leave" means the privilege allowed to an employee of being absent from duty;

(h) "holiday" means (i) a Sunday, or (ii) a holiday prescribed and notified as such by the competent authority;

(i) "competent authority" means the Authority or Governing Body or Administrator or Principal or any other person authorised specifically for the purposes of these Statutes;

(j) "actual service" of an employee for the purpose of calculation of leave means the period which he spent on duty and also includes—

(i) the period covered by any Casual Leave and Compensatory Leave but no other leave granted to him;

(ii) the Puja holidays; and

(iii) the college holidays except such holidays as may fall within the Puja holidays and any other leave that may be granted to him;

(k) "lien" means the title of an employee to hold substantively, either immediately or on the termination of a period, or periods of absence, a

permanent post under the college to which he has been appointed substantively;

(l) "officiating to a post" means performing the duties of that post during temporary vacancy for any period caused by the non-availability of the permanent incumbent owing to some reason or other;

(m) "permanent post" means a post sanctioned without limit of time and declared as such, carrying a time scale of pay;

(n) "pay" means the amount drawn monthly by an employee as pay including Special Pay, Dearness Pay and Personal Pay in terms of his employment and conditions of service;

(o) "substantive pay" means the pay of the permanent post which an employee holds substantively but does not include Special Pay, Personal Pay or Dearness Pay which an employee is entitled to for his appointment to a permanent post substantively;

(p) "special pay" means an addition of the nature of pay to the emoluments of the employee in consideration of (i) the specially arduous nature of duties, or (ii) a specific addition to the work or responsibility;

(q) "subsistence grant" means a monthly grant to an employee who is not in receipt of pay or leave salary during the period of suspension;

(r) "personal pay" means an additional pay granted to an employee either to save him from loss of substantive pay or on the basis of individual and personal consideration on merits;

(s) "probationer" means a person appointed on probation against a substantive vacancy;

(t) "temporary post" means a post sanctioned for a limited period and declared as such;

(u) "medical certificate" means a certificate from a registered Medical Practitioner recognized by the State Government;

(v) "University" means the University of Burdwan.

St. 4 (L & NT) In these Statutes, the Appointing Authority means, the Governing Body/Adhoc Governing Body/
Appointing authority Administrator of affiliated colleges empowered to make appointment to posts referred to hereinabove or such other posts as may be created from time to time in accordance with the rules or orders as may be made and/or issued by the State Government in this behalf :

Provided that the Principal/Teacher-in-charge/Secretary to the Governing Body/Administrator of affiliated colleges shall sign and issue all

letters of appointment on behalf of the college on the recommendation of the concerned Standing Committee for selection, to be constituted by the Governing Body of the college in the manner laid down in clause (a) and (b) of paragraph (1) of St. 5 (L & NT).

St. 5 (L & NT) (1) The following shall be the Standing Committee for *Standing Committee* the purpose of selection of candidates for appointment *for selection* to the posts as mentioned in St. 2 (L & NT) :

- (a) in respect of the posts envisaged in clause (a) of St. 2 (L & NT),
 - (i) the Principal/Teacher-in-charge of the College—Convener;
 - (ii) one nominee of the Director of Public Instructions, West Bengal;
 - (iii) an expert in Library Science to be nominated by the Vice-Chancellor;
 - (iv) one Reader/Lecturer (Selection Grade) of the college to be nominated by the Governing Body;
- (b) in respect of the posts envisaged in sub-clauses (i) and (ii) of clause (b) of St. 2 (L & NT),—
 - (i) the President, Governing Body of the College—Chairman;
 - (ii) the nominee of the State Government on the Governing Body;
 - (iii) one nominee of the Executive Council of the University (hereinafter referred to as the Executive Council);
 - (iv) one teacher—nominee of the Governing Body of the college;
 - (v) the Principal/Teacher-in-charge of the college Member-Convener.

(2) In the matter of prescribing minimum qualifications, determining the manner of inviting applications through newspaper advertisement, and observing the procedure of marking the candidates in respect of the posts envisaged in clause (a) of St. 2 (L & NT), the orders of the State Government, as may be issued from time to time, shall be followed.

(3) In the case of a college where an Administrator has been appointed or an Adhoc Governing Body has been constituted by the University in place of the Governing Body, the Administrator/President of the Adhoc Governing Body shall be the Chairman-Convener of the Standing Committee and the Teacher-Member to serve on the said Committee shall be nominated by him and the Principal/Teacher-in-charge shall be a Member of the said Committee. There shall be one nominee of the State Government and one nominee of the Executive Council in such a Committee :

Provided that where no Teacher has been appointed substantively, inclusion of the Teacher-Member to the Standing Committee shall not be obligatory.

(4) In the absence of the President of the Governing Body of the college at a meeting, the members present shall elect a Chairman from amongst themselves.

(5) Three members of the Standing Committee shall form a quorum.

(6) The term of office of nominated members of the Standing Committee shall be two years from the date of nomination.

St. 6 (L & NT) (1) (a) Whenever a vacancy occurs in any post, not being a promotional one and other than the posts mentioned in clause (a) of St. 2 (L & NT), the Principal of the college shall arrange for getting such vacancy notified through newspaper advertisement and notification in the College Notice Board with intimation to the local Employment Exchange inviting applications in such form as may be prescribed by the appointing authority under Statute 4 (L & NT) :

Provided that in the case of a vacancy arising in a promotional post, the said vacancy shall be notified internally and circulated to all concerned.

(b) The necessary qualifications required for appointment to different non-teaching posts under these Statutes, other than the posts mentioned in clause (a) of St. 2 (L & NT) (a), shall be such as may be determined by the appointing authority, subject to such orders as may be issued by the University and the State Government in this behalf.

(2) (a) All matters pertaining to processing of applications, procedure and mode of selection shall be determined by the concerned Standing Committee at its meeting convened for the purpose :

Provided that in determining the procedure and mode of selection to the posts mentioned in clause (a) of St. 2 (L & NT), the provisions of paragraph 2 of St. 5 (L & NT) shall be followed.

(b) In the case of selection to the post(s) mentioned in sub-clauses (i) and (ii) of clause (b) of St. 2 (L & NT), and requiring specialised technical expertise in the field, the presence of the nominee of the Executive Council shall be necessary.

(c) All appointments to the permanent and regular vacancies shall be made on the basis of the recommendation of the concerned Standing Committee.

(d) The recommendation of the Standing Committee shall be placed before the Governing Body of the College for approval and on being approved by it, letter(s) of appointment shall be issued by the Appointing Authority.

(e) In the case of any dispute arising between the Standing Committee and the Governing Body of the College in regard to the recommendation made by the former, the Governing Body shall refer back the recommendations to the Standing Committee with its observations. If the Standing Committee reiterates its earlier recommendations and the Governing Body does not accept the same on reconsideration, the matter shall be referred to the University and the decision of the Executive Council in this regard shall be final and binding.

St. 7 (L & NT) (1) Whenever a permanent vacancy occurs in any of the posts referred to in sub-clause (i) of clause (b) of Statute 2, such vacancy shall normally be filled up by promotion from amongst the employees holding any of the posts referred to in sub-clause (ii) of clause (b) of the said Statute. In the matter of such promotion, efficiency, seniority including academic qualification, character rolls and attendance shall have to be taken into consideration :

Provided that 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 in Statute 5 and Statute 6.

(2) Whenever a permanent vacancy occurs in any of the posts referred to in sub-clause (iii) of clause (b) of Statute 2, in the matter of filling up of such vacancy, the procedure as laid down under Statute 5 and Statute 6 for direct recruitment shall be followed.

(3) (i) An employee appointed against a permanent vacancy shall be on probation ordinarily for a period of one year from the date of such appointment and the said period of probation may, at the discretion of the appropriate authority of the College, be extended for a further period not exceeding one year.

(ii) If, at any time during the period of probation, the probationer's work is not considered satisfactory, the probationer shall be discharged by the concerned authority.

(iii) On satisfactory completion of the period of probation to be supported by the report drawn in respect of the employee in Form No. 4

appended to these Statutes, the concerned employee shall be confirmed with effect from the date of his appointment on probation by an order in writing made by the Governing Body of the College in this behalf and the fact of such confirmation shall be communicated to the employee concerned :

Provided that if, on the completion of the period of probation, no such order of confirmation is made and communicated to the person concerned within a period of two months of the completion of the period of probation, the person concerned shall be deemed to have been confirmed with effect from the date of his appointment on probation.

St. 8 (L & NT) In observing the procedure of filling up the posts mentioned in Statute 2, either by direct recruitment or by promotion, the principal of reservation of post for Scheduled Caste and Scheduled Tribe candidates shall be followed, as far as practicable, as per orders issued by the State Government in this behalf from time to time.

St. 9 (L & NT) (1) An employee shall begin to draw the pay and allowances 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 the duties.

(2) Unless otherwise provided in a contract, in the case of first appointment to a post, the pay shall be fixed at the minimum of the time-scale applicable to that post :

Provided that an employee of the college who, while having a lien on a permanent post, is appointed to officiate to a higher post in that college, shall be eligible to draw in that higher post as initial pay, the 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 held substantively or officiated to the same post or to 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.

(3) An employee promoted to a post either substantively or in an officiating capacity 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 and until he vacates his post or ceases to draw pay in that time scale. The option once exercised shall be final and binding.

(4) An increment shall ordinarily be drawn unless withheld as a penal measure. When an efficiency bar has been prescribed in a time scale, the increment next above the said bar shall not be allowed without the specific sanction of the Appointing Authority.

(5) Officiating or temporary service in another post including leave, other than extraordinary leave without pay, shall count towards increment in the time scale applicable to the post on which the person concerned holds a lien.

(6) All kinds of leave with pay (full pay or half-pay) will count towards increment in the time-scale applicable to a post which an employee holds in a substantive, officiating or temporary capacity.

(7) 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 appointment, he shall draw an additional 1/5th of pay of the minimum of the scale of pay of that higher post, provided he carries on such duties for a period of not less than one month.

(8) An employee of a Department or Branch of a Department discharging the duties of another employee belonging to the same classification, shall not be entitled to any additional remuneration for such duties.

St. 10 (L & NT) 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.

St. 11 (L & NT) (1) Leave shall be admissible to an employee on the basis of his actual service only and leave of absence from duty cannot be claimed as a matter of right and may on application by an employee of the 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 except leave granted on medical ground or when such leave is granted revoke such leave or part thereof.

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

(3) Absence without leave shall render an employee subject to disciplinary action envisaged under Statute 30.

St. 12 (L & NT) (1) (a) Leave shall ordinarily commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption to duties :

Duration and general conditions of leave

Provided that Sundays and other holidays (not exceeding 3 days at a stretch) may be prefixed and/or affixed to leave. Prior sanction of the authority competent to grant leave shall have to be obtained in a case where the total number of holidays to be prefixed/affixed to the leave prayed for exceeds 3 days.

(b) When the day which immediately precedes the day on which an employee's leave commences or which immediately follows the day on which his leave is due to end is a holiday or is included in a series of holidays, such holidays may be combined with the leave and he may be permitted, as the case may be, to relinquish his duties and leave his station at the close of the days preceding such holidays or to return to his station and resume his duties on the forenoon of the day following such holiday(s).

(2) When an employee is permitted under sub-paragraph (b) of paragraph (1) to combine leave with any holiday(s), his leave shall be deemed to commence or end, as the case may be, on the date on which it would have commenced or ended, had it not been combined with such holiday(s).

(3) Except with the previous permission of the competent authority no employee on leave shall return to duty before the expiry of the period of leave granted to him.

(4) No employee who has been granted leave on medical ground shall return to duty until he produces a Medical Certificate of fitness, acceptable to the competent authority.

(5) Holiday(s) may be permitted to be combined with leave by the competent authority, but if any holiday falls between two periods of leave so as to result in a continuous period of absence from duty over the entire period, it shall be treated as part of the leave :

Provided that in the case of Casual Leave, the intervening Sunday(s) or holiday(s) shall not be part of the leave, but the total period of absence from duty of an employee including the intervening Sunday(s) or Holiday(s) shall not exceed consecutive five days.

(6) An employee, who remains absent from duty for any period after the end of the period of any leave granted to him, shall be deemed to be absent without leave during such period and shall not be entitled to any leave or other salary for the period of such absence unless his leave is extended by the competent authority so as to cover the total period of absence. Wilful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action.

* (7) An employee shall cease to earn 'Earned Leave' when the leave earned and due to his credit amounts to 240 days.

(8) *(a) Cash equivalent to leave salary subject to a maximum of 240 days' Earned Leave standing at the credit of an employee shall become payable in one lump sum as a one-time settlement to the employee on his attaining the age of retirement on superannuation, provided, however, that such leave may be availed of by the concerned employee either wholly or partly, as preparatory to retirement in lieu of encashment.

*(b) Cash equivalent to leave salary subject to a maximum of 240 days, Earned Leave at credit shall also become payable in the following cases :

(i) in the case of death of the employee while in service, to his nominee(s) of the Provident Fund or in the absence of any such nominee, to the legal heir(s) of the deceased;

(ii) in the case of termination of service of an employee by notice or otherwise, in accordance with the terms and conditions of his appointment;

(iii) in the case of retirement from service on invalidation;

(iv) in the case of voluntary retirement, as may be permitted by the competent authority;

*(v) in the case when an employee resigns or quits the services of the college before completing fifteen years of uninterrupted service, he shall be entitled to cash equivalent in respect of Earned Leave at his credit on the date of cessation of service to the extent of half of the amount of such leave at his credit, subject to a maximum of 120 days.

(c) For the purpose of calculating 'Leave Salary' on retirement, the basic pay, dearness pay, personal pay and dearness allowances as may be admissible on the date of retirement/superannuation/termination shall be taken into account.

(9) No wholetime employee shall, while on leave or enjoying holiday(s), accept any salaried appointment or undertake any remunerative work other than work in connection with any examination conducted at the college, unless the competent authority has permitted to do so.

* indicates the provisions of St. 12 (L & NT) (7), 8(a), 8(b), 8(b)(v) amended [Amendment assented to by the Chancellor on 30.10.2003]

(10) Unless in consideration of the special circumstances of any particular case, the Governing Body decides otherwise, an employee shall be deemed to have ceased to be in the service of the college after he has been continuously absent from duty for a period of five years.

(11) Subject to the provisions of Statute 22 and statute 23, the total period of continuous leave excluding extraordinary leave without pay granted to an employee other than on medical ground, shall not exceed twenty-four months.

(12) A leave account for other kinds of leave, except Casual Leave, shall be maintained in Form No. 1 appended to these Statutes and the leave account in respect of every employee shall be maintained according to the prescribed form. The Principal shall be responsible for its proper maintenance.

(13) In respect of Casual Leave, an account shall be maintained by the Principal in Form No. 2 appended to these Statutes.

(14) Every application for leave shall be made in writing.

(15) No leave shall be availed of before it has been granted by the competent authority :

Provided that when an employee is compelled by unavoidable circumstances to absent himself from duty before he has been granted leave, he shall forthwith report the full facts of the case to the competent authority and apply for leave if he has not done so already.

(16) If an employee is absent from duty without having been granted leave or without previous permission of the competent authority, or if he defaults without sufficient reason in reporting his absence from duty as required under paragraph (15), the competent authority may refuse him any leave he may have applied for or may treat the period of such absence of duty as extraordinary leave without pay.

(17) An employee, on his resumption to duties from any kind of leave, other than Casual Leave, shall report in writing the matter of resumption to duties forthwith to the leave sanctioning authority.

(18) If an employee deliberately violates any of the provisions of these Statutes providing for leave without sufficient reason, he shall be deemed to have committed an act of indiscipline and shall be liable for such penalties or punishment as the competent authority may prescribe.

St. 13 (L & NT) Subject to the general principles enunciated in the foregoing Statutes, the following kinds of leave may be granted to the employees :—

- (a) Casual Leave;
- (b) Earned Leave;
- (c) Half Pay Leave;
- (d) Extraordinary Leave (without pay);
- (e) Maternity Leave;
- (f) Quarantine Leave;
- (g) Leave Preparatory to Retirement;
- (h) Compensatory Leave;
- (i) Special Leave;

St. 14 (L & NT) (1) Casual Leave on full pay may be allowed to an employee upto a maximum of fourteen days in a year but subject to the provision of paragraph (5) of Statute 12, such leave shall not be granted for more than five days at a time. Such leave shall not also accumulate nor shall it be availed of in combination with the Puja Holidays or any other kind of leave.

(2) All Casual Leave to which an employee may be entitled during any year shall cease to be due to him at the end of the said year and shall not accumulate or be carried over to the year following.

St. 15 (L & NT) (1) Every employee of a college shall be treated as a non-vacation member of staff and such wholetime employee shall earn Earned Leave at the rate of one-eleventh (1/11th) of the period of his actual service rendered.

(2) Earned Leave may be accumulated and joined to any other Kind of leave except Casual Leave :

*Provided that when the Earned Leave standing at the credit of an employee amounts to 240 days, he shall cease to earn, or to have at his credit any further Earned Leave.

(3) The maximum amount of Earned Leave as may be granted at a time to an employee shall normally be restricted to 60 days.

* *indicates the provisions of proviso to cl. (2) of St. 15 (L & NT) amended.*

[Amendments assented to by the Chancellor on 30.10.2003]

(4) The Earned Leave accrued to an employee by dint of his services rendered in one position at the college shall be carried over to his Leave Account on his subsequent appointment/promotion to any other position in the said college, provided, there is continuity in his service.

(5) Earned Leave may be granted for such reasons as may be considered by the Authority competent to grant such leave which may include—

- (i) illness of the employee concerned,
- (ii) illness of a member of the family of such an employee,
- (iii) private affairs of emergency nature, or
- (iv) arrangement preparatory to retirement.

St. 16 (L & NT) (1) Every whole-time employee of a college shall be entitled to Half-Pay Leave which may be commuted on medical ground only.

(2) The amount of Half-Pay Leave admissible to a whole-time employee of the College shall be 15 days for each completed year of service.

(3) Half-Pay Leave may be accumulated without any ceiling and may be combined with any other kind of leave except Casual Leave.

(4) Half-Pay Leave may be availed of on private affairs as well as on medical grounds.

(5) Half-Pay Leave at the credit of an employee shall not lapse except on his attaining the age of retirement on superannuation.

(6) Half-Pay Leave may be commuted, and such Commuted Leave, not exceeding half the amount of Half Pay Leave due, may be granted, on medical ground only on submission of certificate in this behalf from a registered medical practitioner, subject to the following conditions :

- (a) Commuted Leave out of the total accumulation of Half-Pay Leave shall be limited to a maximum of 180 days during the entire period of service of an employee :
Provided that the maximum amount of such Commuted Leave as may be granted at a time, shall be 60 days.
- (b) When Commuted Leave is granted, twice the amount of Half-Pay Leave shall be debited against the Leave Account.

(c) An employee who is granted or avails of Commuted Leave for the maximum period of 180 days referred to in clause (a) shall be entitled to Half-Pay Leave, which remains due at his credit, on Half-Pay only.

(d) The maximum amount of Commuted Leave and Earned Leave combined and sanctioned shall not exceed 120 days on any one occasion.

(7) The Half-Pay Leave accrued to an employee by dint of his service rendered in one position at the college shall be carried over to his Leave Account on his subsequent appointment/promotion to any other position in the said college, provided there is continuity in his service.

St. 17 (L & NT) (1) Extraordinary Leave (without Pay) may be granted to a whole-time employee of the college when (i) no other leave is admissible to him, or (ii) although other leave is admissible, he applies in writing for the grant of such leave.

(2) Except in the case of a permanent employee, the duration of Extraordinary Leave as may be granted at a time, shall not exceed 90 days.

(3) The Governing Body of the college may commute retrospectively in the case of an employee any period of absence from duty without leave into Extraordinary Leave.

(4) Extraordinary Leave may be granted for such period and on such terms and conditions as the Governing Body of the college may deem fit :

Provided that unless in consideration of the special circumstances of any particular case, the Governing Body of the college decides otherwise, an employee shall be deemed to have ceased to be in the service of the college after he has been continuously absent from duty for a period of five years.

(5) Extraordinary Leave may be combined with any other kind of leave except Casual Leave.

St. 18 (L & NT) (1) (a) Maternity Leave may be granted to a whole-time female employee who has been in the service of the college for at least nine months preceding the actual date of her confinement.

- (b) The total period of such leave shall not exceed 90 days including the period of confinement.
- (c) The total period of 90 days shall be subject to such adjustment in phases as may be required in any particular case in consideration of the actual date of confinement.

(d) Any application for Maternity Leave shall be submitted alongwith a medical certificate from a registered medical practitioner preferably specialized in Gynaecology and Obstetrics.

(2) Subject to the provision of sub-paragraph (a) of paragraph (1), Maternity Leave may also be granted to a whole-time female employee in cases of miscarriage or abortion, provided that in such cases, such leave shall not exceed 45 days and that the application for leave shall be supported by a certificate from a registered medical practitioner preferably specialized in Gynaecology and Obstetrics.

(3) Maternity Leave granted under paragraphs (1) and (2) shall not be debited against the Leave Account of the employee concerned.

(4) Leave of any other kind, except Casual Leave, may be granted in combination with Maternity Leave, only if the application for the grant of such other kind of leave is supported by a medical certificate referred to above.

St. 19 (L & NT) (i) Quarantine Leave may be granted to an employee when he is ordered by the competent authority not to attend his duties at the college on account of occurrence of any infectious disease in his family or household. Such leave may be granted for a period, not exceeding 21 days or, in exceptional circumstances, 30 days on the basis of a certificate from a registered medical practitioner. The leave so granted shall not be debited against the Leave Account of the employee.

(2) The employee, in whose family or household there is a presence of any infectious disease referred to in paragraph (3), shall forthwith inform the Appointing Authority through the Head of the Department concerned stating such facts in writing alongwith a medical certificate in this behalf from a registered medical practitioner.

(3) In order to determine infectious disease for the purpose of granting Quarantine Leave, the list maintained by the State Government indicating such diseases shall be followed :

Provided that 'chicken-pox' shall not be treated as an infectious disease for the purpose of granting Quarantine Leave.

(4) Quarantine Leave may be combined with any other kind of leave except Casual Leave.

St. 20 (L & NT) An employee desiring to avail of Earned Leave preparatory to retirement shall apply at least one month in advance.

St. 21 (L & NT) (1) Compensatory Leave may be granted to a whole-time employee when he is detained to perform duties during holiday(s), Sunday(s) and rest day(s) on being duly ordered by the competent authority.

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

(3) No overtime or holiday allowance shall be admissible for the period for which Compensatory Leave is granted.

(4) Such leave shall be granted by the competent authority.

(5) Compensatory Leave shall be availed of within a period of one year of performance of duties on detention, unless otherwise decided by the Governing Body of the college.

St. 22 (L & NT) (1) An employee who is disabled to perform his duty due to injury accidentally sustained in course 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.

(2) The Governing Body of the college shall be competent to grant such leave in terms of the provisions of Statute 23.

St. 23 (L & NT) The Governing Body of the college shall be competent to sanction any kind of leave envisaged in these Statutes on such terms as it may deem fit to any employee. It shall be competent, for reasons which it may consider, adequate, to vary, revise or cancel any kind of leave sanctioned either by itself or by any appropriate authority.

St. 24 (L & NT) (1) Subject to the provision of Statute 23 the Principal of the college shall be competent to sanction leave of the following categories to the extent specified against each,—

	NATURE OF LEAVE	EXTENT OF POWER
(a)	Casual Leave	To the full extent
(b)	Earned Leave	To the extent of 30 days
(c)	Half-Pay Leave	To the extent of 10 days
(d)	Compensatory Leave	To the extent of 10 days

(2) The Governing Body of the college shall be competent to sanction admissible leave beyond the extent specified in paragraph (1).

(3) In respect of other kinds of leave not mentioned in paragraph (1), the Governing Body of the college shall be competent to sanction the same.

St. 25 (L & NT) (1) An employee appointed on substantive basis to
Lien any permanent post shall acquire a lien on that post and shall cease to hold any lien previously acquired on any other post.

(2) The lien of an employee on a permanent post which he holds substantively shall be terminated if he is appointed in a substantive capacity—

- (a) to a tenure post, or
- (b) to a permanent post outside the cadre on which he is borne.

(3) If an employee holding a substantive appointment to a post and having confirmed therein, is subsequently confirmed to another permanent post, either at the college or in some other establishment, his lien on the permanent post held earlier in the college shall be terminated, unless the employee indicates in writing not to accept the appointment so made substantively to another permanent post. In such an event, the employee shall revert immediately to the post on which he holds lien.

(4) A confirmed employee shall not be left without a lien on any permanent post.

(5)(a) An employee holding a substantive appointment may be granted lien on his permanent post under the college, if he applies for grant of lien consequent upon his obtaining an appointment in any establishment outside the college :

Provided that such employee shall have to submit the letter of appointment showing the nature of appointment offered to him and the other terms and conditions of service in the new establishment.

Provided further that such employee shall be permitted to retain his lien for a period of one year initially which may be extended by another year if the employee concerned is not confirmed within a period of one year in the post in which he was appointed in the new establishment or if the employee is likely to be left without a lien on any permanent post.

(b) The lien on the permanent post held by an employee under the college shall be terminated immediately on his confirmation to any other permanent post he joined with the approval of the college.

St. 26 (L & NT) Every employee of the college shall be entitled to
Pay and allowances pay and allowances conforming to the time scale of pay and rates of allowances as may be determined by the State Government in this behalf from time to time.

St. 27 (L & NT) Subject to the terms of contract in any particular case and the orders as may be issued by the State Government
Retirement from time to time, every employee of the college shall retire from service with effect from the afternoon of the last day of the month in which he completes the 60th year of age.

St. 28 (L & NT) No whole time salaried employee of the college shall
Extraneous employment accept any employment with or without remuneration other than that of his office.

Explanation :

If any question arises whether any arrangement entered into by an employee amounts to employment within the meaning of this Statute, the matter shall be decided by the Governing Body of the College.

St. 29 (L & NT) (1) The normal working period shall be of seven
Working hours and attendance hours' duration with recess for half an hour on all working days. The commencement of duty hours is normally to be based on fixed routine, subject to such variations as may be made in case of exigencies.

(2) Every employee, while reporting for duty, shall sign the Attendance Register. No employee shall be allowed to attend duties if he is late by one hour or more, unless permitted to do so by the appropriate authority.

(3) 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.

(4) If an employee, being present at the place of his duties, abstains or absents himself from work without permission of the appropriate authority 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 allowances for such day.

St. 30 (L & T) (1) (a) Every employee of the college shall be subject Discipline and conduct of the employees of college to disciplinary measure(s) for reason of—

- (i) violation of any term or condition of service,
- (ii) neglect of duty,
- (iii) violation of orders regarding attendance and office discipline,
- (iv) misappropriation and defalcation of funds,
- (v) insubordination or disregard or violation of the orders of the superior authority,
- (vi) conviction by a court of law for an offence involving moral turpitude,
- (vii) taking of illegal gratification,
- (viii) tampering with official records, and
- (ix) any other misconduct which, in the opinion of the Governing Body of the college, calls for disciplinary action.

(b) The Governing Body of the college shall be competent to impose such penalties upon the employee as it may deem fit in consideration of the gravity of the case mentioned in sub-paragraph (a) with any or more of the following,—

- (i) suspension,
- (ii) censure,
- (iii) with holding of increment(s) or promotion,
- (iv) recovery from pay of the whole or part of any pecuniary loss caused to the college by the employee,
- (v) reduction to a lower stage in the time scale of pay for a specified period with further direction whether or not the employee will earn increment(s) or pay during the period of such reduction,
- (vi) reduction to a lower time-scale of pay, grade, post or service with or without further directions regarding conditions of restoration, including protection of his seniority and pay on such restoration, to the grade, post or service from which the employee was reduced,
- (vii) premature retirement,
- (viii) removal or dismissal from service.

Explanation : I

The termination of employment shall not in the following cases be treated as removal or dismissal from service of—

- (a) a person appointed on probation during or at the end 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.

Explanation : II

Premature retirement means that the Appointing Authority may get the employee retired compulsorily as a measure of punishment before he has attained the age of sixty years.

Explanation : 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 shall not amount withholding of increments or promotion within the meaning of this Statute.

- (2) (a) In all cases of imposition of penalties the grounds on which it is proposed shall be reduced in the form of definite charge or charges and communicated to the employee concerned together with a statement of the facts considered while passing orders on the cases. The employee charged may put in a written statement of his defence for which he shall be given thirty days' time from the date of receipt of charge-sheet alongwith 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 on consideration of the 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 thereof, 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 the penalty, other than what was communicated to the

employee at the stage of the formal enquiry, another opportunity shall be given to him to submit a written statement against imposition of the other penalty/penalties within fifteen days from the date of receipt of the above communication by him in this respect and if considered necessary, a fresh enquiry shall 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 opportunities 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.

- (b) An employee who is removed or dismissed from service shall not draw any pay or allowances from the date of such removal or dismissal is ordered to be effective.
- (c) The order of removal or dismissal from service shall not be given retrospective effect with referenee to the date of the orders.
- (d) An employee under suspension shall be entitled to get subsistence grant as prescribed by the State Government in this behalf for their employees.
- (e) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable, or when an employee who had been suspended, removed or dismissed from service is reinstated, the competent authority shall grant to him for the period of his absence from duty—
 - (i) if he is honorably acquitted, all financial benefit including promotion due, if any, as if he had not been suspended, dismissed or removed.
 - (ii) if otherwise, such proportion of pay and allowances as the authority concerned may prescribe.
- (f) In a case falling under clause (i) of sub-paragraph (e), the entire period of absence from duty shall be treated as the period spent on duty. In a case falling under clause (ii) of that sub-paragraph, the relevant period may be treated as on duty or leave as the authority concerned may direct.
- (g) The amount of subsistence grant or proportion thereof if any, already drawn shall be deducted from the pay and allowances which may be granted under this Statute.

- (3) An employee aggrieved by an order imposing upon him any penalty or penalties specified in sub-paragraph (b) of paragraph (1) may prefer an appeal to the Governing Body of the college within thirty days from the date of receipt of the order imposing the penalty or penalties, The Governing Body shall, on receipt of the appeal, examine it threadbare and take a decision in the matter :

Provided that if the concerned employee is not satisfied with the decision taken by the Governing Body, he may prefer an appeal to the Vice-Chancellor of the University within thirty days from the date of communication to him of the decision taken by the Governing Body. The appeal shall be decided and disposed of by the Executive Council of the University within ninety days in the manner as it may consider expedient and the decision taken by it shall be final.

St. 31 (L & NT) The Principal shall maintain and keep an up-to-date Age Register Age Register in respect of all employees of the college in which he shall enter—

- (a) the name and designation of every employee,
- (b) the date of his birth,
- (c) the date of his first appointment under the college,
- (d) his age on the date of such appointment,
- (e) the date on which he is due to retire, and
- (f) remarks, if any.

Explanation :

All entries relating to the age of an employee of the college shall be made on the basis of his age as recorded in his Matriculation, School Final, Higher Secondary or Madhyamik Examination Certificate or the certificate of any such First Public Examination, as the case may be, passed by him :

Provided that where an employee has not passed any of the aforesaid examinations, the Governing Body of the college shall decide in each particular case the basis on which the date of birth of the concerned employee is to be recorded.

St. 32 (L & NT) With a view to maintaining uniformity, the Executive Council shall prescribe the annual list of holidays to be followed by the colleges, other than the Government colleges.

List of holidays to be uniform

St. 33 (L & NT) A Service Book containing the service records in respect of every employee of the college shall be maintained in Form No. 3 appended to these Statutes and the Principal of the college shall be responsible for its up-dating and proper maintenance.

St. 34 (L & NT) (1) In any case not expressly provided for in these Statutes, the Governing Body of the college may obtain such directions from the University as may be deemed necessary in the special circumstances of the case.

(2) If any controversy arises in interpreting any of the provisions of these Statutes, the matter shall be referred to the University for interpretation and the decision of the Executive Council in this regard shall be binding on all concerned.

In exercise of the power conferred by section 48, read with section 47, and section 21, of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), the Executive Council of the University of Burdwan hereby makes the following amendment in the Statutes relating to the election procedure to the Court, the Executive Council, the Faculty Councils for Post-graduate Studies, the Councils for Under-graduate Studies and other Authorities of the University (hereinafter referred to as the said Statutes) :

Amendments/Incorporation of certain provisions in the Burdwan University First Statutes

- I Amendment of clause (i) of Statutes 8 (Const.) of the Statutes Relating to Election Procedure to the Court, etc. (vide Chancellor's Secretariat Letter No. 1726-Edn(U) dated 5/6.8.83) :

“Notwithstanding anything contained in these Statutes, for the purpose of constituting the Electoral College which shall elect two regular students of affiliated colleges to the Court in pursuance of clause (xxi) under the heading ‘(b) elected members’ of sub-section (1) of Section 17 of the Act read with paragraph (3) of Statute 6 (Const.), each college or institution shall be a unit which shall elect the proportionate number of electors on the basis of one elector for every one hundred regular students or part thereof numbering not less than 50; provided that a college or institution having on its roll students less than 100 in number but not less than 30 shall also be deemed a unit and shall elect one representative on the Electoral College”.

- I Amendment of paragraph (4) of Statute 19 (Const.) of the Statutes Relating to Election Procedure to the Court, etc. (vide Chancellor's Secretariat Letter No. 1078-Edn (U) dated 25.6.85) :

“(4) The term of office of the Dean of a Faculty Council for Post-graduate Studies shall be two years from the date of his election as Dean ;

Provided that in the case of election of a Dean for the first time for each of the Faculty Councils for Post-graduate Studies under the provisions of the Act, the said period of two years shall be computed from the appointment date as referred to in sub-section (5) of Section 57 of the Act ;

Provided further that till a new Dean is elected the outgoing Dean shall continue to function as such.”

- I In Chapter VI of the said Statutes, after Statute 15 (Const.), insert the following Statute :

St. 15A (Const.) For the purposes of constitution of, and election to, the Faculty Council for Post-graduate Studies in Medicine in terms of sub-section. (3A), read with sub-section (1), of section 22 of the Act, the procedure laid down in Statute 13 (Const.) and Statute 14 (Const.), read with Statute 10 (Const.) and Statute 12 (Const.), shall be followed.”

Sd/- K. V. Raghunatha Reddy

8.12.94

Chancellor

University of Burdwan

In exercise of the power conferred by section 48 read with section 47, and section 21, of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), the Executive Council of the University of Burdwan hereby makes the following amendments in the Statutes relating to constitution of the Boards of Research Studies, the Boards of Post-graduate Studies and the Boards of Under-graduate Studies (hereinafter referred to as the said Statutes) :

Amendments

In the said Statutes,—

(1) in Statute 3 (B. S.), in paragraph (2),—

(a) in clause (B), after the words “not pertaining to”, *insert* the words “Medicine, and”;

(b) after clause (D), *insert* the following clause :

“(E) In respect of the subjects of studies pertaining to Medicine as enumerated in clause (D) of paragraph (1) of Statute 4 (B.S), there shall be a separate Board of Research Studies for. each such subject :

(1) the Dean of the Faculty concerned, who shall be the Chairman (ex-officio) ;

(2) the Head of the relevant Department of Burdwan Medical College, Burdwan ;

(3) all Professors of the relevant Department of Burdwan Medical College, Burdwan ;

(4) two Teachers, other than Professors, of the subject concerned nominated by the Vice-Chancellor in consultation with the Dean; and

(5) three external experts in the subject or subjects concerned appointed by the Vice-Chancellor on the recommendation of the relevant Board of Post-graduate Studies”;

(2) in Statute 4 (B. S.),—

(1) in paragraph (1), after clause (C), *insert* the following clause :

“(D) THE FACULTY COUNCIL FOR POST-GRADUATE STUDIES IN MEDICINE :

(i) Anatomy, (ii) Bio-Chemistry, (iii) Ophthalmology, (iv) Gynaecology and Obstetrics, and (v) such other subjects in other branches of Medicine as may be introduced under the authority of the Executive Council” ;

(2) in paragraph (2), after clause (B), *insert* the following clause :

“(C) In respect of a subject belonging to the Faculty Council for Post-graduate Studies in Medicine :

(1) the Principal, Burdwan Medical College, Burdwan who shall be the Chairman (ex-officio) ;

(2) the Head of the relevant Department(s) of Studies of the Burdwan Medical College, Burdwan ;

(3) all whole-time Teachers, not below the rank of Lecturer, of the relevant Department(s) of Studies of the Burdwan Medical College, Burdwan and

(4) three external experts in the subject or subjects concerned to be co-opted by the members as specified in sub-clauses (1), (2) and (3) at a meeting convened for the purpose :

Provided that such Board of Studies shall not be deemed to have been constituted until the co-option of the external expert members is completed”.

Sd/- K. V. Raghunatha Reddy

8.12.94

Chancellor

University of Burdwan

In exercise of the power conferred by section 48, read with section 47, and section 21, of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), the Executive Council of the University of Burdwan hereby makes the following amendment in the Statutes relating to Constitution, Powers and Functions of the Governing Bodies of Affiliated Colleges other than Government Colleges (hereinafter referred to as the said Statutes) :

Amendment

In Statute 2 (G. B.) of the said Statutes, for paragraph (4), *substitute* the following paragraph :

“(4) “donor”, in relation to a college, means a person, or a body or/ an association who/which has made a donation to the college of a sum amounting to not less than rupees twenty-five thousand or such amount as may be determined by the Executive Council from time to time or has made over to it a property which, in the estimation of the Executive Council, is of the said valuation:

Provided that the Executive Council shall be competent to frame rules to determine the conditions under which a person, or a body or an association shall become eligible to be a “donor” as also the procedure of election of donor representative on the Governing Bodies of the affiliated colleges envisaged in clause (vi) paragraph (1) of Statute 3 (G. B.)’.

Sd/- K. V. Raghunatha Reddy

8.12.94

Chancellor

University of Burdwan

Provided further that, if any such student offers a Science subject at the examination, he/she shall also produce a certificate from the Principal or some other competent authority approved by the Executive Council to the effect that he/she has undertaken adequately the course of practical work in that subject :

(2) A student who is permitted to take part in an Inter-University Athletic contest shall be deemed to have attended all the lectures delivered and all the tutorial classes held in each of the subjects offered by him/her at the examination during his/her absence from such lectures or classes in connection with such contests subjects of a maximum of ten lectures and ten tutorial classes in each subjects.

(3) The connection referred to in paragraph (2) shall not be available in respect of any trial or practice matches or exercises in connection with such contests.

PART III

SPECIAL HONOURS STUDIES ON ADMISSION TO COLLEGES

U. Ord. 22 (Adm.) (1) Subject to availability of opportunity in a particular college, a candidate who had already passed the B.A., B.Com., or B. Sc., examination in the pass course of study, may be granted admission to a college for pursuing a course of study for the 'Honours' Degree, to be described as the 'Special Honours' degree in a subject which he/she had offered at his/her Degree examination as a combination (Pass) subject and secured qualifying marks therein :

Provided that a candidate who had obtained at least 45 percent marks in the aggregate at the Degree (Pass Course) examination, may be admitted to Part I (Honours) examination after attending classes of the second year only; whereas, a candidate securing marks below 45 percent in the aggregate, may be admitted to the Part I (Honours) examination after attending classes of the first and second years :

Provided further that in both the cases a candidate may be admitted to the Part II (Honours) examination on his/her attending classes of the third year.

(2) A student admitted to a college in pursuance of the provisions contained in the foregoing paragraph (1) shall be described as a 'Special Honours Student' and the examination he/she takes shall be described as the 'Special Honours Examination' in the relevant subject.

(3) Notwithstanding the provisions of the foregoing paragraphs (1) and (2), such a student shall not be entitled to all the facilities and privileges and may be extended to those granted admission in terms of U. Ord. 3 (Adm.) and U. Ord. 4 (Adm.)

(4) A student as envisaged in the foregoing paragraph (2) shall be awarded 'class' but he/she shall not have his/her position indicated in the merit list of the University on the basis of his/her performances at the Honours Examination; nor shall he/she entitled to any medal or prize.

PART IV

NON-COLLEGIATE STUDENTS

U. Ord. 23 (Adm.) A student, who has been an enrolled member of a college for undergoing a regular course of study leading to a Degree, Diploma or Certificate of the University, and in whose case the percentage of attendance at lectures including practicals and tutorials fell below the prescribed level but such shortage in attendance was within the condonable limit and has been condoned in accordance with the provisions made in these Ordinances or elsewhere, shall be deemed to have prosecuted a regular course of study and shall be admitted to the relevant examination of the University as a non-collegiate student, as if he/she has been a regular student.

Provided that, such a student shall be awarded the appropriate Division or Class as also have his/her position indicated in the merit list of the University on the basis of his/her performances at the relevant examination and shall be awarded the medals and prizes of the University subject to the conditions of such entitlement.

U. Ord. 24 (Adm.) A student who, after prosecuting a regular course of study in a college, fails to register himself/herself for the relevant University examination or has been unsuccessful thereat, may subject to attendance at practical classes for such duration as may be prescribed for students offering subjects involving practicals be admitted to the relevant University examinations of the succeeding two years as a non-collegiate student :

Provided that such a student shall be awarded the appropriate Division or Class as also have his/her positions indicated in the merit list the University on the basis of his/her performances at the relevant examination; but shall not be entitled to any medals or prizes.

PART V**EXTERNAL STUDENTS**

U. Ord. 25 (Adm.) Save as provided hereinafter, no candidate shall be admitted to any University examination as an external student.

U. Ord. 26 (Adm.) Subject to obtaining of permission for appearing at the relevant University examination from the Registrar in the manner as may be notified from time to time, a candidate may be admitted to the following University examinations on fulfilment of conditions enumerated hereunder :

THE M.A./M.COM./M.SC. (MATHEMATICS) EXAMINATION

(i) A candidate who had passed the first Degree examination in Arts, Commerce or Science from Burdwan University or from any other Statutory University in India or abroad under the Three-year Degree Course (Pass or Honours) at least three years before, may be admitted to the M.A. or M. Com. examination in a subject in which the candidate had secured qualifying marks at his/her Degree examination and which requires no practical training at the Post-graduate level.

(ii) A candidate who had passed the first Degree examination in Arts, Commerce or Science conducted by Burdwan University or any other Statutory University in India or abroad under the Two-year Degree Course (Pass or Honours), at least four years before, may be admitted to the M.A., or M. Com. examination in a subject in which the candidate had secured qualifying marks at his/her Degree examination and which requires no practical training at the Post-graduate level.

(iii) Subject to other stipulations contained in foregoing clauses (i) and (ii) a candidate may be admitted to the M.A./M.Sc. examination in Mathematics, provided such a candidate had passed the Degree examination with Honours in Mathematics; or had secured 50 percent marks in Mathematics offered as a combination (Pass) subject.

(iv) Subject to other stipulations as contained in foregoing clauses (i) and (ii), a candidate who has passed the B. Com. or B. Sc. examination without offering the relevant subject as indicated, inter alia, may be admitted to the M.A. examination in a subject requiring no practical training at the Post-graduate level :

Provided that such a candidate has in the meantime secured qualifying marks at the Degree level in the subject he/she intends to offer at the M.A. examination.

Explanation : (a) Supposing a candidate intends to appear at the M.A./M.Com./M.Sc. examination of the year 1983, he/she must have passed the Degree examination (Pass or Honours) of the year 1980 under the Three-year Degree Course; or

(b) Supposing a candidate intends to appear at the M.A./M.Com./M.Sc. examination of the year 1984, he/she must have passed the Degree examination (Pass) of the year 1980 under the Two-year Degree Course.

THE B.A./B.COM./B.SC. EXAMINATION

(v) A candidate who has passed, at least three year before, the Higher Secondary examination conducted by the West Bengal Council of Higher Secondary Education or the public examination conducted by any other Council or Board or examining body constituted by law in India or abroad and requiring at least twelve years' regular study at the secondary level or the secondary and collegiate levels taken together, may be admitted to the B.A. or B. Com, examination in the pass course offering subjects requiring no practical training.

(vi) A candidate who had passed, at least three years before the Higher Secondary Examination conducted by the West Bengal Council of Higher Secondary Education, or the public examination conducted by any other Council or Board or examining body constituted by law in India or abroad and requiring at least twelve years' regular study at the secondary level or the secondary and collegiate levels taken together, may be admitted to the B.A. or B. Com examination in the Honours Course offering subjects requiring no practical training, provided such a candidate had obtained 50 percent marks in the aggregate at the previous qualifying examination.

(vii) Subject to the restriction envisaged in U. Ord. 5 (Adm.) in the matter of admission as a regular student, a candidate who had passed the Degree examination in Commerce or Science conducted by Burdwan University or any other Statutory University in India or abroad may be admitted to the B.A. or B. Com. examination as an external student.

(viii) A candidate who had passed the B. Sc. or B. Com. examination conducted by Burdwan University or any other Statutory University, may be

admitted to the B.A. examination in one or two subjects requiring no practical training, and not as a whole; and in such a case the examination(s) he/she takes shall be described as 'Special B.A.'.

(ix) A candidate who had passed the B.A., B. Com. or B. Sc. examination conducted by Burdwan University or any other Statutory University in the 'Pass Course' of study, may be admitted to the B.A., B. Com. or B. Sc. examination of the 'Honours Course' in a subject which he/she had offered at his/her Degree (Pass Course) examination and which requires no practical training, leaving a gap of two years at least reckoned from the year of his/her original graduation, and in such a case the examination he/she takes shall be described as 'Special Honours' :

Provided that such a candidate shall not be granted permission for appearing at the Special Honours examination in Mathematics unless he/she furnishes a certificate from the Principal of the college concerned to the effect that he/she would be allowed the necessary facility of the required

practical training in the subject; further, he/she shall not be admitted to that part of the examination, the curriculum pertaining to which contains the provision for practical training, unless he/she has furnished a certificate to the effect that he/she has undergone the required practical training.

U. Ord. 27 (Adm.) If any doubt or difficulty arises in regard to the interpretation or application of the provisions of these Ordinances, the Vice-Chancellor may issue such direction as he/she may consider proper and shall report the fact before the next meeting of the Authority which would have normally dealt with the matter.

Vice-Chancellor to issue directions in cases of doubts, difficulties etc.

THE UNIVERSITY OF BURDWAN

WHEREAS the first Vice-Chancellor of the University of Burdwan within the meaning of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), hereafter in these ordinances referred to as the Act, considers it necessary to amend the University Ordinances relating to Admission and Enrolment of Students :

NOW, THEREFORE, the first Vice-Chancellor of the University, in exercise of the powers conferred upon him by sub-section (2) of section 57 read with clauses (f), (g) and (h) of section 49 of the Act and with the approval of the Chancellor, hereby makes the following Ordinances, namely :

THE UNIVERSITY ORDINANCES RELATING TO RESIDENCE AND DISCIPLINE OF STUDENTS

U. Ord. 1 (R & D) (1) These Ordinances may be called the Admission and Enrolment of Students of the Burdwan University Ordinances, 1984.

*Short title
and
Commencement*

(2) They shall come into force from such date as the State Government, in terms of sub-section (5) of section 57 of the Act, may appoint.

U. Ord. 2 (R. & D) In these Ordinances, unless the context requires otherwise—

Interpretation

(1) words and expressions used shall be interpreted to have the same meaning as they have in the Act and as defined in St. 2 (B. R. D.) of the Statutes relating to Constitution, Powers and Functions of the Board of Residence and Discipline;

(2) the provisions of the previous Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of these Ordinances, shall stand modified in the light of these Ordinances.

U. Ord. 3 (R & D) (1) Every student of a college or the University who does not reside with his/her parents or other legal guardian or with a guardian approved by the Principal of the college or the Inspector of Colleges shall, subject to availability of accommodation, ordinarily reside

*Residence of
students*

either in a hall or a hostel or in any other private accommodation within the knowledge of the authority concerned.

