

THE CALCUTTA UNIVERSITY  
FIRST ORDINANCE, 1979



UNIVERSITY OF CALCUTTA  
1986

*Price Rs. 5/-*

## THE CALCUTTA UNIVERSITY

### FIRST ORDINANCES, 1979.

#### NOTIFICATION

In exercise of the power conferred by the Sub-Section (2) of Section 59 of the Calcutta University Act, 1979 (West Bengal Act XXXVIII of 1979), I, Ramendra Kumar Poddar, the first Vice-Chancellor of the University of Calcutta, hereby cause, with the approval of the Chancellor and with the assistance of the Committee nominated by the Chancellor by Notification No. 365-Edn. (U) dated 7.3.1980, under Sub-Section (2) of the said Section, the Calcutta University First Ordinances, 1966 (hereinafter referred to as the *First Ordinances*) to be amended as follows :—

RCU 367

GS 4405

# THE CALCUTTA UNIVERSITY FIRST ORDINANCES, 1979.

## CHAPTER I

### PRELIMINARY

#### Short title.

1. These Ordinances may be called The Calcutta University First Ordinances, 1979.

#### Definitions.

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

- (1) "academic year" means a period of twelve months commencing on the first day of June ;
- (2) "Chapter" means a Chapter of these Ordinances ;
- (3) "examiner" includes a convener, a head examiner, a paper-setter and a moderator ;
- (4) "Ordinance" means an Ordinance of these Ordinances ;
- (5) "Post-Graduate Studies" means studies for admission to which necessary qualification is a Bachelor's degree or its equivalent ;
- (6) "Section" means a Section of the Act ;
- (7) "The Act" means The Calcutta University Act, 1979 ; (West-Bengal Act XXXVIII of 1979)
- (8) "Undergraduate Studies" means studies which lead to a certificate or degree of the University and are not Post-Graduate Studies ; and
- (9) Words and expressions used but not otherwise defined shall have the same meaning as in the Act.

## CHAPTER II

### PROCEDURE IN FINANCIAL MATTERS

3. (1) In considering—

#### **Finance Committee.**

- (a) the Annual Statement of Accounts for the previous financial year, or
- (b) the Annual Financial Estimates of the ensuing financial year, or
- (c) any other financial matter which may be referred to the Finance Committee by any other authority or body of the University,

the Finance Committee may call for such papers as it may consider necessary from the relevant department of the University and shall consider the matter concerned at a meeting which shall be presided over by the Chairman or, in his absence, by the Vice-Chairman of the Committee.

(2) If the Finance Committee so considers it necessary in connection with any matter under its consideration, it may, by resolution, appoint a Sub-Committee and refer the matter concerned to such Sub-Committee for consideration and report to be submitted to the Finance Committee within such time as may be specified in the resolution.

(3) On receipt of the report of the Sub-Committee submitted under Paragraph (2), the Finance Committee shall consider the matter in the manner referred to in Paragraph (1).

(4) All matters shall be decided by the Finance Committee by the votes of the majority of the members present at a meeting.

(5) For the transaction of its business the Finance Committee may, from time to time, frame such rules or procedure as it thinks fit, not inconsistent with the Act, the Statutes and these Ordinances.

### **Delegation by Finance Committee.**

4. (1) The Finance Committee may delegate any of its powers or duties under Section 56 by a resolution. Such resolution shall be reported to the Syndicate at the earliest opportunity for information and record.

(2) Any resolution of the Finance Committee delegating any of its powers or duties under Paragraph (1) may be revoked or modified by a similar resolution of the Committee which shall be reported to the Syndicate at the earliest opportunity for information and record.

### **Meetings of the Finance Committee.**

5. The Finance Committee shall ordinarily meet twice every month on such dates and at such times and places as the Chairman may fix. Not less than three days' notice shall be given of every such meeting, except that in cases of emergency, the Chairman may convene a meeting of the Committee at shorter notice.

### **Procedure in General.**

6. The Finance Committee shall, subject to the approval of the Syndicate, make rules, not inconsistent with the Act, the Statutes and these Ordinances, providing for the procedure in financial matters generally and in particular the procedure with respect to the preparation of Budget, including the form and contents thereof, and administration of Budget.

### **Special Funds.**

7. (1) There shall be special funds to which shall be credited all resources of the University from :—

(a) trusts or endowments to provide for Professorship, Readership and Lectureship ;

(b) trusts or endowments to provide for special prizes, medals, memorials, awards, memorial lectureship, research fellowship, scholarship, travelling fellowship and similar other matters;

(c) welfare grants for the benefit of teachers, officers, employees or students of the University from any source.

(2) For each of these special funds there shall be prepared annually separate Financial Estimates showing the estimated Income and Expenditure and the Budget of the University shall include special heads under which shall be shown resources from such special funds.

### CHAPTER III

#### APPOINTMENT OF TEACHERS, OFFICERS AND OTHER EMPLOYEES OF THE UNIVERSITY, THEIR DUTIES, EMOLUMENTS AND OTHER TERMS AND CONDITIONS OF SERVICE.

##### **Appointment of Teachers.**

8. (1) Omitted

(2) Temporary, part-time or honorary appointments to the posts of University Professors, University Readers or University Lecturers, for any period not exceeding one year, shall be made by the Syndicate on the recommendation of the Vice-Chancellor.

##### **Appointment of Officers.**

9. (1) All officers referred to in Clause (5) of Section 6, shall, except as may otherwise be directed by the Syndicate, be whole-time officers and shall be appointed by the Syndicate on the recommendation of a Standing Committee consisting of the Vice-Chancellor as Chairman, the two Pro-Vice-Chancellors, and two persons not holding any post of profit in the University nominated by the Syndicate in this behalf from amongst its own members :

Provided that in the case of temporary appointments for any period not exceeding six months, appointments in

the posts of such officers may be made by the Vice-Chancellor in his discretion without any recommendation referred to above.

(2) Qualifications necessary for appointment to the posts of officers shall be such as may be determined by the State Government from time to time in consultation with the University.

#### **Appointment of other Employees.**

10. (1) Appointment shall be made to posts of,
- (a) Superintendents, employees ranking between senior assistants and superintendents and senior assistants, research assistants, laboratory assistants, library assistants and other academic or non-academic posts below the rank of officers, by the Syndicate on the recommendation of the Establishment Committee ;
  - (b) Junior assistants and permanent posts of lower subordinate staff of any category by the Establishment Committee, subject to delegation of such powers by the Syndicate and reported to the Syndicate for record ;
  - (c) Omitted.
  - (d) Omitted.

*Explanation*—In this Ordinance “assistant” includes a technical assistant, a stenographer, a typist, a mechanic and a skilled labourer, whether in the University Press or elsewhere.

(2) Qualifications necessary for appointment to post of different categories of employees referred to in Paragraph (1) shall be determined by the Syndicate.

11. Omitted.

#### **Report of appointments to Pro-Vice-Chancellor for Business Affairs and Finance.**

12. All appointments to posts of teachers, officers or other employees of the University shall be forthwith reported, in such form as may be approved by the Vice-Chancellor in this behalf, by the appointing authority concerned to the Pro-Vice-Chancellor for Business Affairs and Finance.



**Probation.**

13. Permanent appointments to posts of whole-time teachers, officers referred to in Ordinance 9 and other employees of the University shall ordinarily be made on probation for a period of one year and shall be subject to confirmation on approved service on the expiry of the period of probation :

Provided that the appointing authority may, for special reasons, waive or reduce the period of probation, in any case.

**Scales of pay of Teachers.**

14. Scales of pay of different categories of teachers of the University shall be such as may be determined by the Syndicate from time to time with the approval of the State Government.

**Scales of pay of Officers and Employees.**

15. Save as otherwise provided elsewhere in the Act, the Statutes or the Ordinances the scales of pay of the officers and different categories of employees referred to in Ordinance 10 shall be such as may be determined by the Syndicate from time to time with the approval of the State Government.

16. Omitted.

**Higher initial pay in certain cases.**

17. If, in special circumstances to be recorded, the appointing authority considers it necessary so to do, it may grant to any teacher, officer referred to in Ordinance 9 or other employees of the University, a higher initial pay within the relevant scale :

Provided that in no case shall a higher initial pay be granted without considering the views of the Finance Committee.

### **Allowance.**

18. Teachers, Officers and other Employees of the University shall be entitled, in addition to their salary including special pay, if any, to such allowances as the Syndicate may, from time to time, determine.

### **Retirement of Teachers.**

19. A whole-time Teacher of the University enjoying University Grants Commission scale of pay introduced since 1st April, 1973 shall retire after the completion of 60 years of age, provided that the Syndicate may give re-employment to a talented Teacher of the University for a limited period beyond the age of 60 years considering his/her academic activities particularly during the last 5 years preceding the date of his/her superannuation, supported by relevant documents ; on receipt of such documents etc. the Syndicate shall form a Screening Committee with the following members and consider the relevant documents and the service record of the Teacher concerned :—

- (a) the Vice-Chancellor,
- (b) the Dean of the Faculty Council for Post-Graduate Studies concerned, if any,
- (c) One expert in the field of specialisation of the Teacher concerned, to be nominated by the Chancellor, and
- (d) two experts in the field of specialisation of the Teacher concerned to be nominated by the Syndicate :

Provided that—

- (i) such period of re-employment shall initially be for a period of two years and subsequently for a period of one year or less.

In no case such re-employment shall be given if the Teacher concerned has attained 65 years of age ;

- (ii) the recommendations of the Screening Committee regarding re-employment shall be made on the basis of the performance of the Teacher concerned as a Teacher and/or quality or research papers or books produced by him. (The recommenda-

tions should also justify that he/she cannot be replaced immediately of his/her continued availability which will be indispensable for existing research programme) ;

- (iii) pay shall be fixed in accordance with the normal rule applicable to the employees of the State Government under which such pay plus pension and other benefits do not exceed the last pay drawn at any stage ;
- (iv) re-employment shall not be offered as a matter of course but only in exceptional cases with sufficient justification as indicated in Clause (ii) and subject to any law in force.

#### **Retirement of Teachers not opting for University Grants Commission scale of pay.**

19A. A whole-time Teacher of the University who has not opted for University Grants Commission scale of pay introduced since 1st April, 1973 shall ordinarily retire after the completion of 62 years of age :

Provided that the Vice-Chancellor shall grant extension of service to such Teacher until he completes 65 years of age, provided he is physically fit and mentally alert and subject to the condition that no extension shall be granted for more than two years at a time.

#### **Retirement of Part-time Teacher.**

19B. A part-time Teacher of the University shall ordinarily retire after the completion of 60 years of age :

Provided that the Vice-Chancellor may re-appoint such Teacher till he completes 65 years of age, subject to the condition that no such reappointment shall be granted for more than one year at a time.

#### **Retirement of Officers and Employees of the University.**

20. The Registrar and the other officers and employees of the University shall retire on the completion of 60 years of age.

### **Terms and conditions of service.**

21. The terms and conditions of service, including leave, of all teachers, officers and other employees of the University, shall be such as may be prescribed by Ordinances :

Provided that when the terms and conditions of service governing any permanent appointee are altered, amended or repealed such an appointee shall be given the option to come under the new rules or to remain under the old rules.

### **Disciplinary action.**

22. Teachers, officers and other employees of the University shall be subject to such "Disciplinary Rules" as may be prescribed by separate Ordinances for the purpose.

### **Application for outside appointments, Scholarships etc.**

23. Application of Teachers, Officers or other employees of the University for any appointment, scholarship, fellowship or research grant outside the University shall be submitted to the Head of the Department and shall be forwarded before due date by :

- (a) Vice-Chancellor, in the case of Teachers and Officers of the University, or
- (b) the Head of the Office concerned, in the case of other employees :

Provided, in case any such application is withheld by the authority concerned, this should be submitted to the Syndicate for a decision.

### **Supplementary employment.**

24. (1) Save as hereinafter otherwise provided, no whole-time teacher, officer or other employee of the University shall be entitled to accept, with or without remuneration, any employment, engagement or continuing commitment involving his services, in addition to his normal work in the University, except with the previous permission in writing of the appointing authority.

(2) A teacher of the University may, with the written permission of the Pro-Vice-Chancellor for Academic Affairs, undertake any work pertaining to the sphere of his special branch of learning where such work is of a nature likely to add to his experience as a specialist in such branch of learning and to bring credit to the University :

Provided that—

- (i) application for permission to engage in such work shall be made in writing indicating the time supposed to be involved in the work and the terms and conditions under which it is to be carried out and shall be addressed to the Head of the Department concerned who shall forward the application with his observations to the Pro-Vice-Chancellor for Academic Affairs ;
  - (ii) such work shall not interfere with the regular performance of the responsibilities of the teacher concerned in the University ;
  - (iii) the maximum time to be devoted by the teacher concerned in such work shall not exceed one third of the time covered by his hours of duty in connection with his regular work in the University ;
  - (iv) when such work carries with it any remuneration, such part, not exceeding 30 per cent., thereof as may be fixed by the University shall be paid by the teacher concerned to the University.
- (3) Any person contravening the provisions of Paragraph (1) or Paragraph (2) shall be liable to disciplinary action.

#### **Inventions and discoveries by Teachers of the University.**

25. (1) If any teacher of the University makes any invention or discovery of any process in the laboratory or workshop of the University and the University is of opinion that the Government should be moved for the grant of patent of such invention or process, the University shall, after getting an assignment from the teacher concerned, take steps for securing such grant of patent and the cost involved therein shall be borne by the University.

(2) Any royalty, emolument, remuneration or income accrued from the sale or commercial exploitation of any such grant or patent shall be received by the University and the University shall pay 50 per cent thereof to the teacher concerned :

Provided that where the expenditure incurred in regard to such invention or process is, in the opinion of the Pro-Vice-Chancellor for Business Affairs and Finance, high, the University shall be entitled to recover the entire cost involved before paying any portion of the royalty, emolument, remuneration or income, as the case may be, to the teacher concerned.

(3) If in any such case, the University does not intend to move the Government for the grant of a patent, the teacher concerned may, with the permission of the Syndicate, apply for a patent solely in his own name :

Provided that before doing so he shall pay to the University the entire sum spent by the University in connection with the invention or process.

#### **Establishment Committee.**

26. (1) There shall be an Establishment Committee consisting of the following members :

- (a) The Vice-Chancellor—*Chairman* ;
- (b) The Pro-Vice-Chancellor for Business Affairs and Finance ;
- (c) The Pro-Vice-Chancellor for Academic Affairs ;
- (d) A nominee of the State Government ;
- (e) Three members of the Syndicate other than the Non-teaching staff and Student nominated by the Syndicate ;
- (f) The Registrar—Member-Secretary.

(2) The Secretary of the Establishment Committee shall maintain a record of its proceedings and shall perform for the Committee such functions as may be assigned to him.

(3) Nominated members of the Establishment Committee shall hold office for a term of two years from the date of nomination :

Provided that if any such member ceases to be a member of the Syndicate, he shall cease to be a member of the Establishment Committee.

### Functions of the Establishment Committee.

27. The functions of the Establishment Committee shall be,—

- (a) to recommend to the Syndicate qualified persons for appointment as superintendents, employees ranking between senior assistants and superintendents and senior assistants, research assistants, laboratory assistants, and library assistants and for appointment to other academic or non-academic posts below the rank of officers ;
- (b) to make appointments of junior assistants and permanent posts of lower subordinate staff of any category and report to such appointments to the Syndicate for record ;
- (c) to advise the Syndicate in the matter of formulating policies to govern conditions of employment, pay, increment of pay, promotion, retirement, extension of service, leave and other matters related to employment in the University ;
- (d) to advise the Syndicate regarding minimum qualifications for appointment to various posts of employees other than Professors, Readers, Lecturers and Officers of the University ; and
- (e) to recommend to the Syndicate plans and procedure for increasing the efficiency of service in the University :

Provided that the Establishment Committee may delegate such of its powers and functions as it deems fit to the Registrar of the University.

28. (1A) The Establishment Committee shall also obtain names from the Employment Exchanges of Calcutta, Howrah, 24-Parganas, Nadia and Murshidabad for consideration for appointment in the posts of junior assistants and those of lower subordinate staff of any category, when the case is not for promotion.

### Meetings of Establishment Committee.

(1) The Establishment Committee shall ordinarily meet once a month. Meetings of the Committee shall be

convened by the Secretary of the Committee on such dates and at such times and places as may be determined by the Chairman or, in his absence, by the Vice-Chairman.

(2) Not less than three days' notice shall be given of a meeting of the Committee.

(3) Four members shall be a quorum.

#### **Duties of Officers and other Employees.**

29. Subject to the provisions of the Act and the Statutes, the duties of Officers and other employees, not being teachers, of the University shall be such as may be assigned to them by their immediate superiors in office, from time to time.

### **CHAPTER—IV**

#### **DUTIES AND FUNCTIONS OF TEACHERS OF THE UNIVERSITY INCLUDING HEADS OF THE DEPARTMENTS.**

##### **General Functions.**

30. The general functions of a teacher (either whole-time or part-time) of the University shall be,—

- (a) to give instruction in accordance with the curriculum and time-table for the time being in force ;
- (b) to advise students in matters relating to their courses of study and other matters relevant thereto ;
- (c) to work co-operatively with the department concerned in the conduct of instruction and research so as to enhance the good name and reputation of the University as an outstanding centre for teaching and advancement of learning ;
- (d) to keep abreast of the current literature in his sphere of learning and to impart knowledge to, and guide, students in accordance therewith ;



- (e) to give to the Board of Studies and the Faculty Council for Post-Graduate Studies concerned, or the Syndicate, such advice as may be required by them with regard to any matter relating to his sphere of learning ;
- (f) to give to the Librarian advice and suggestion regarding purchase and preservation in the Library of books, manuscripts, maps or other resources pertaining to his sphere of learning ;
- (g) to serve the University in connection with the conduct of examinations including supervision and invigilation ;
- (h) to take such part in the administrative and organisational work of the University by serving on Committees or Bodies or by individual consultation as may be required by the competent authority.

#### **Duties of Professors, Readers and Lecturers.**

31. It shall be the duty and responsibility of every Professor, Reader or Lecturer to deliver lectures to conduct classes, to engage in research work, to supervise and assist students who are engaged in research work in his sphere of learning, to undertake such tutorial work as may be required by the Head of the Department concerned and to do such other things, consistent with his status, as he may, from time to time, be required to do.

#### **Special provision relating to endowed posts.**

32. In the case of teachers of the University holding endowed posts any special condition or agreement relating to their duties which may specifically form a part of the endowment shall, notwithstanding anything to the contrary contained in the provisions of Ordinance 31, be adhered to.

#### **Lecture and Tutorial work.**

33. (1) A Professor, who is the Head of the Department, shall deliver at least four lectures a week and a Pro-

essor, who is not the Head of the Department, shall deliver at least six lectures a week.

(2) A Reader or a Lecturer shall deliver at least eight lectures a week.

(3) Part-time Lecturers shall deliver at least four lectures a week.

(4) The tutorial work may be distributed by the Head of the Department concerned among the Professors, Readers and Lecturers in such manner as he may consider fit.

### **Synopsis of Lectures.**

34. Every teacher of the University shall, at the beginning of each session, prepare for his students a synopsis of the lectures to be delivered by him during the session together with a bibliography relating to it, and shall forward a copy thereof to the Vice-Chancellor.

### **Head of the Department.**

35. (1) (a) In every teaching department of the University there shall be a head of the department who shall be appointed by the Vice-Chancellor by rotation in order of seniority from amongst the whole-time permanent University teachers not below the rank of a Reader ;

Provided that in a teaching department where there are no Professors or Readers, the Head of the Department shall be appointed from amongst the Lecturers by rotation according to seniority.

(b) In a University teaching department where there are both Professors and Readers, all Professors shall be deemed to be senior in rank to Readers ;

(c) The appointment of a Head of the Department by the Vice-Chancellor shall be reported to the Syndicate.

(2) A Head of the Department shall hold office for the term of two years from the date of his appointment ;

(3) A Head of the Department may resign his office by writing under his hand to the Vice-Chancellor ;

(4) The principle of rotation as embodied in paragraph (1) above shall apply equally in the case of a vacancy in the

office of the Head of the Department caused by the resignation or release of an incumbent from the service of the University or by the grant of long term leave in his favour.

(5) If there is a temporary vacancy in the office of the Head of the Department, the next seniormost teacher in a department shall be appointed to act as the Head of the Department for the period of such vacancy.

#### **Duties and functions of the Heads of the Departments.**

36. (1) The Head of every Department shall act under the general supervision and control of the Vice-Chancellor, subject to delegation of such power to an officer of the University and his duties and functions shall be to administer the academic affairs of the Department concerned in accordance with the provisions of the Act, the Statutes, the Ordinances and the Regulations so that the decisions which may be relevant to his Department are promptly complied with. He shall perform such other duties as may be assigned to him by the Vice-Chancellor or any other competent authority of the University.

(2) The Head of the Department shall act as link between the University and the Department so far as management of academic affairs of the Department is concerned in consultation with the Departmental Committee.

(3) The Departmental Committee shall meet at least once in a month which shall be convened by the Head of the Department in the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice need be circulated. Resolutions of the Departmental Committee, which shall ordinarily be arrived at through consensus, shall be kept under the custody of the Head of the Department and the same shall be submitted to the concerned Faculty Council for Post-Graduate Studies as and when called for. If the decisions of the Departmental Committee are not implemented by any teacher, the matter shall be referred to the relevant Faculty Council for Post-Graduate Studies.

(4) In case the Head of the Department disagrees with the Departmental Committee with regard to any matter, it shall be referred to the relevant Faculty Council for Post-Graduate Studies.

## CHAPTER—V

### CONTRIBUTORY PROVIDENT FUND

#### **Provident Fund.**

37. (1) For the benefit of teachers, officers and other employees of the University, there shall be a Contributory Provident Fund called the University Provident Fund. A separate rule shall be framed for the purpose by the competent authority.

(2) Save as otherwise specifically provided in the Statutes, these Ordinances or the Regulations, the provisions relating to the "Contributory Provident Fund Rules" applicable in respect of the former University established under the Calcutta University Act, 1951 and in force immediately before the appointed day shall, in so far as such provisions are not repugnant to the provisions of the Act, the Statutes, these Ordinances or the Regulations, apply in respect of the University and be deemed to be provisions of these Ordinances as if herein made and shall continue in force as such until altered, amended or repealed.

## CHAPTER—VI

### ESTABLISHMENT, MAINTENANCE AND MANAGEMENT OF UNIVERSITY COLLEGES, UNIVERSITY LIBRARIES, UNIVERSITY LABORATORIES, UNIVERSITY MUSEUMS, HALLS AND OTHER UNIVERSITY INSTITUTIONS.

#### **Establishment.**

38. University Colleges, University Libraries, University Laboratories and University Museums shall be established by the Senate on the recommendation of the Syndi-

cate, made after consultation with the relevant Faculty Council for Post-Graduate Studies :

Provided that, before making a recommendation to the Senate for the establishment of a College, Library, Laboratory or Museum, the Syndicate shall—

(a) in the case of a College, initiate a survey in co-ordination with the relevant Faculty Council for Post-Graduate Studies and decide that—

(i) the establishment of such a college is necessary to meet the educational needs ;

(ii) there are sufficient financial and other resources to ensure the effective and efficient functioning of the college ;

(iii) adequate resources for necessary libraries, laboratories or museums are available ;

(iv) proper syllabuses for the proposed courses of study have been drawn up ;

(v) properly qualified and competent teachers will be available to provide necessary instruction or research ;

(b) in the case of a library, consider the views of the Committee referred to in Ordinance 41 (hereinafter called the Library Committee) which shall, initiate a survey and procure all facts and information as it may consider useful or necessary and submit the same to the Syndicate along with its recommendation,

(c) in the case of a Laboratory or Museum, initiate a survey and shall decide that—

(i) the establishment of such laboratory or museum is necessary to meet the existing educational needs ;

(ii) sufficient financial and other resources are available for the effective and efficient maintenance of the laboratory or museum so as to serve the purposes for which it is established.

### **Maintenance and management of University Colleges.**

39. (1) University Colleges shall be maintained by the Syndicate in consultation—

(a) in the case of colleges for Post-Graduate Studies, with the relevant Faculty Council for Post-Graduate Studies, and

(b) in the case of colleges for Undergraduate Studies, with the Governing Body consisting of the following members, namely :

(i) the Pro-Vice-Chancellor for Academic Affairs, who shall be the Chairman,

(ii) the Pro-Vice-Chancellor for Business Affairs and Finance, who shall be the Vice-Chairman.

(iii) the Principal of the college concerned, who shall be the Secretary,

(iv) the Secretary to the Councils for Undergraduate Studies,

(v) two whole-time teachers of the college concerned elected by the teachers of the college,

(vi) three members of the Syndicate nominated by the Vice-Chancellor :

Provided that if in any University College offering courses for Post-Graduate Studies, there are departments for Undergraduate Studies, the entire college shall be maintained in accordance with the provisions of Clause (a) and those of Clause (b) shall not apply.

(2) The elected or nominated members of the Governing Body referred to in Clause (b) of Paragraph (1) shall hold office for a term of four years with effect from the date of their election or nomination and shall be eligible for re-election or re-nomination, as the case may be :

Provided that if any such member ceases to hold the office by virtue of which he was elected or nominated, he shall cease to be a member of the Governing Body.

(3) Subject to the direction and control of the Syndicate, the management of University Colleges for Post-Graduate Studies shall vest in the relevant Faculty Council for Post-Graduate Studies and the management of University Colleges for Undergraduate Studies shall vest in the Governing Body referred to in Clause (b) of Paragraph (1):

Provided that if in any University College offering courses in Post-Graduate Studies there are departments for Undergraduate Studies the management of the entire

college shall be vested in the Faculty Council for Post-Graduate Studies concerned.

*Specialised Research Institute etc.*

39 (2) (a) To encourage multi-disciplinary research—especially those involving expertise of more than one post graduate Department and/or establishment of costly and sophisticated experimental facilities the Syndicate may establish for such purposes Specialised Research Institute/Centre/Unit with teachers and staff of one or more department.

(b) Such Institute/Centre/Unit shall have separate budgets and be established for a term of five years, which may be continued, subject to satisfactory performance Certified by an Expert Committee appointed by the Syndicate.

(c) The Vice-Chancellor in consultation with the Pro-Vice-Chancellor (Academic) shall appoint a University Professor/Reader as Director/In-Charge for such Institute/Centre/Unit for a period of two years and his duties and functions shall be as provided in the Ordinances 35 and 36 of the First Ordinances, 1966.

(d) Such Institute/Centre/Unit shall be maintained by the Syndicate in consultation with the Governing Body consisting of the following members :—

1. The Vice-Chancellor... *Chairman.*
2. The Pro-Vice-Chancellor for Academic Affairs...  
*Vice-Chairman.*
3. The Pro-Vice-Chancellor for Business Affairs & Finance.
4. The Director/In-Charge.
5. The Head of the Department to which the Director/In-Charge belongs, if he is not already a member.
6. Not more than four Experts to be nominated by the Vice-Chancellor of whom one shall be a Research Staff and one Research Scholar/Fellow attached to such Institute/Centre/Unit.
7. Secretary/Secretaries of the appropriate University College(s)/ one of whom shall be appointed Secretary to the Governing Body by the Vice-Chancellor.

(e) Appointment of staff specifically earmarked only for such Institute/Centre/Unit shall be made according to the recommendation of a Selection Committee consisting of Vice-Chancellor, Pro-Vice-Chancellor of Academic Affairs, Pro-Vice-Chancellor for Business Affairs and Finance and three experts nominated by the Governing Body.

(f) The Syndicate may, at its discretion, assign teaching duties in an appropriate department to the Academic Staff of such Institute/Centre/Unit who are not already University Teachers.

### **Maintenance and Management of University Libraries.**

40. (1) University Libraries shall be maintained by the Syndicate in consultation with the Library Committee.

(2) The Library Committee shall be responsible for the management of University Libraries in consultation with the Heads of Departments ; and the University Librarian in the case of the Central Library, and the Secretaries of the Faculty Councils for Post-Graduate Studies concerned in the case of departmental libraries, shall act Liaison Officer between the Library Committee and the Heads of Departments.

### **Library Committee**

41. (1) For the purpose of maintenance and management of University Libraries, there shall be a Library Committee which shall consist of the following members, namely :—

- (a) the Vice-Chancellor, who shall be the Chairman, *ex-officio* ;
- (b) the Pro-Vice-Chancellor for Academic Affairs, *ex-Officio* ;
- (c) the Pro-Vice-Chancellor for Buisness Affairs and Finance, *ex-officio* ;
- (d) one nominee of the Calcutta University Students' union ;
- (e) not more than five University Professors nominated by the Vice-Chancellor ;



- (f) the University Librarian, who shall be the Secretary of the Committee, *ex-officio*.
- (2) The nominated member of the Library Committee shall hold office for a term of four years with effect from the date of his nomination and shall be eligible for re-nomination :
- Provided that if he ceases to be a University Professor he shall cease to be a member of the Library Committee.
- (3) The duties and responsibilities of the Library Committee shall be—
- (a) to advise the Syndicate on general policies in term of which the University libraries may be used and to make recommendation in regard to such use ;
- (b) to make recommendations for general policies guiding and governing the purchase of books and manuscripts and other related library materials within the budgetary provisions and also the receipt of gifts of books, manuscripts and other library materials ;
- (c) to advise on plans and procedure for the purchase, management and cataloguing of books and the manuscripts and other library materials ;
- (d) to advise the University Librarian on such matters as may be referred to it by him regarding the functioning of the libraries ;
- (e) to consider reports from the University Librarian concerning the needs of the libraries for more effective use and development of the resources thereof ;
- (f) to consider and advise with respect to the procedure and periodical inspection of the libraries ; and
- (g) to advise with respect to the annual budget estimates as framed by the appropriate administrative officer prior to submission to the Pro-Vice-Chancellor for Business Affairs and Finance and to the Finance Committee.
- (4) The Library Committee shall ordinarily meet once in every month and more often when so directed by the Chairman.
- (5) The Secretary shall keep a record of the proceedings of the Committee.
- (6) Five members of the Committee shall be a quorum.

### **Maintenance and management of University Laboratories and/or University Museums.**

42. (1) University Laboratories and University Museums shall be maintained by the Syndicate and the relevant Heads of Departments.

(2) The management of a University Laboratory for a University museum shall vest in the Head of the Department concerned subject to the supervision and control of the Pro-Vice-Chancellor for Academic Affairs :

Provided that the Pro-Vice-Chancellor for Academic Affairs may, if he considers it necessary so to do, appoint a committee to advise him or the Head of the Department concerned on any matter relating to the management of the laboratory or the museum which may be referred to the committee.

(3) The committee appointed by the Pro-Vice-Chancellor for Academic Affairs under Paragraph (2) shall ordinarily consist of the teachers of the department concerned and may, if the Pro-Vice-Chancellor for Academic Affairs thinks fit, include specialists or other persons interested in the subject or subjects concerned.

(4) Rules and procedure relating to day-to-day functioning of a laboratory or a museum shall be framed by the Head of the Department concerned after considering the views of the Committee, if any, appointed under Paragraph (3) in respect of the laboratory or museum. All such rules and procedure shall be subject to the approval of the Pro-Vice-Chancellor for Academic Affairs.

### **Halls and Hostels.**

43. (1) Subject to the general control and supervision of the Syndicate, Halls and Hostels of Undergraduate colleges shall be established, maintained and managed by the respective Council for Undergraduate Studies but other Halls and Hostels shall be established, maintained and managed by the respective Faculty Council for Post-Graduate Studies, provided that before establishing any Hall or Hostel, the relevant Faculty Council for Post-Graduate Studies or the concerned Council for Under-

graduate Studies, as the case may be, shall initiate a survey and shall decide that—

(a) the establishment of the Hall or Hostel is necessary to meet the existing needs ;

(b) suitable plans for establishment/construction of Hall or Hostel have been drawn up ; and

(c) sufficient financial and other resources are available for the establishment/construction or maintenance of Hall or Hostel.

(2) Halls or Hostels shall be maintained and managed in accordance with such standards as may be laid down by the relevant Faculty Council for Post-Graduate Studies or the concerned Council for Undergraduate Studies, as the case may be.

(3) In the matter of maintenance and management of Halls or Hostels, the relevant Faculty Council for Post-Graduate Studies or the respective Council for Undergraduate Studies shall consult the Advisory Bodies of the University concerned with residence, discipline and health of students residing in Halls and Hostels.

#### **Other University Institutions for study and research.**

44. (1) Other institutions for study and research as may be necessary shall be established by the Senate on the recommendation of the Syndicate made after consultation with the concerned Faculty Council for Post-Graduate Studies.

(2) For the establishment, maintenance and management of any such institution, provisions of Ordinances 38 to 43 shall, as far as may be, apply :

Provided that, if in any case, the Syndicate thinks fit so to do, it may after considering the views of the concerned Faculty Council for Post-Graduate Studies—

(a) formulate any other procedure for making its recommendation to the Senate for the establishment of an institution ; or

(b) frame rules that may be necessary and appropriate in regard to the maintenance and management thereof.

## CHAPTER—VII

### RECOGNITION OF LIBRARIES, LABORATORIES, MUSEUMS AND OTHER INSTITUTIONS FOR STUDY AND RESEARCH AND HOSTELS OTHER THAN THOSE ESTABLISHED, MAINTAINED AND MANAGED BY THE UNIVERSITY.

#### **Recognition of institutions.**

45. If the Syndicate is satisfied that an institution seeking recognition of the University conform to the standard, aims and objectives of the University and its programmes of teaching and research, it may grant recognition to such institution in accordance with, and subject to, the provisions of these Ordinances.

#### **Application for recognition of institutions.**

46. (1) An institution seeking recognition referred to in Ordinance 45 shall submit to the Vice-Chancellor an application in a form approved for the purpose by the Vice-Chancellor.

(2) Every such application shall contain the following particulars, namely :—

- (a) the name of the institution and its location,
- (b) the date of its establishment,
- (c) a statement of its aims and objectives,
- (d) a statement of its financial resources together with the sources of its income,
- (e) a general inventory of its properties and the materials in terms of which its programme is carried out, such as, books, laboratory equipment, exhibition materials and similar other materials,
- (f) the number and qualifications of the members of the staff engaged in educational functions of

the institution in respect of which recognition is sought,

- (g) whether recognition is sought for the institution as a whole or only for some part of its activities or programmes and if the latter, for what part of its activities or its programmes,
- (h) the constitution, organisation and other particulars of and regarding the Governing Body of the Institution, and
- (i) such other information as may be pertinent to or helpful in determining whether recognition should be granted.

#### **Enquiry and grant of recognition to institutions.**

47. (1) Where an application for recognition of any institution complies with the requirements of Paragraph (2) of Ordinance 46 and the Syndicate considers it fit so to do, it may, after considering the views of the Vice-Chancellor, call for such further information as it may deem necessary from the applicant and appoint a Committee for making an enquiry into all matters relevant to the application by visiting the institution and conferring with its officers or other individuals possessing relevant information concerning the institution.

(2) If, upon receipt of the further information and the report of the enquiry, if any, referred to in Paragraph (1), the Syndicate thinks fit so to do, it may, by order, grant, subject to the provisions of these Ordinances, the application, either wholly or in part, on such terms and conditions and for such period as may be specified in the order.

#### **Recognition of institutions in special cases.**

48. Notwithstanding anything contained in Ordinances 46 and 47, the Syndicate may, under special circumstances to be recorded, grant recognition to an institution of its own motion, under such terms and conditions as the Syndicate may deem fit.

### **Inspection of recognised institutions.**

49. On the recommendation of the Vice-Chancellor, the Syndicate may, from time to time, cause an inspection to be made of a recognised institution by such person or persons as it may authorise in this behalf.

### **Withdrawal of recognition from institutions.**

50. If at any time the Syndicate is satisfied, either on receipt of a report of inspection referred to in Ordinance 49 or otherwise that any of the terms and conditions imposed on a recognised institution at the time of granting recognition to it, is not fulfilled or complied with or that the institution is otherwise unfit to be continued as a recognised institution, the Syndicate may, by order, withdraw recognition from such institution :

Provided that, before making such order of withdrawal of recognition, the Syndicate shall afford the institution an opportunity of making its representation, if any, within such period as the Syndicate may deem fit and shall record its opinion on any representation so made.

### **Recognition of Halls and Hostels.**

51. The Faculty Council for Post-Graduate Studies or the Council for Undergraduate Studies, as the case may be, may recognise a Hall or Hostel as such on application made in this behalf by the person or persons maintaining or managing such Hall or Hostel, subject to satisfactory maintenance and management of the Hall or Hostel concerned in conformity with the standards of maintenance and management of Halls and Hostels.

### **Application for recognition of Hostels.**

52. Every such application shall be made to the Secretary of Students' Services in a form approved for the purpose

by the Vice-Chancellor and shall contain the following particulars, namely :—

- (a) the location of the hostel and a description of its neighbourhood,
- (b) the type of construction of the hostel, its capacity and the floor-space available per student,
- (c) the number of students housed or proposed to be housed in the hostel,
- (d) facilities available in the hostel involving water supply, lighting, sanitation, ventilation, disposal of rubbish and waste,
- (e) arrangement relating to the health and recreation of the resident students,
- (f) costs to be borne by the resident students,
- (g) rules and regulations regarding conduct, discipline and related matters for the resident students,
- (h) the management of the hostel, including its accounting and other procedure,
- (i) financial report,
- (j) number of members of the staff, their duties, their salaries and allowances and other related matters, and
- (k) such other information as may be considered necessary and helpful in determining the question of recognition of the hostel under Ordinance 51.

#### **Enquiry and grant of recognition to Hostels.**

53. (1) Where an application for recognition of a Hostel complies with the requirements of Ordinance 52 it shall be referred to the Board of Residence for consideration and recommendation and the Board of Residence may, of its own initiative, and shall, when so required by the relevant Council for Undergraduate Studies, institute an enquiry into the affairs of the hostel by such person or persons as it may appoint in this behalf and call for such further information, if any, from the applicant as it may deem necessary.

(2) On receipt of a report of enquiry and of the further information, if any, referred to in Paragraph (1), the Board of Residence shall make its recommendation to the relevant Council for Undergraduate Studies :

Provided that in making its recommendation the Board of Residence shall consult the Advisory Body of the University concerning the students' health and welfare.

(3) On receipt of the recommendation of the Board of Residence referred to in Paragraph (2) the relevant Council for Undergraduate Studies may, if it so thinks fit, grant the application subject to such terms and conditions as it may think fit.

*Explanation* :—In this Ordinance, "Board of Residence" means the Advisory Body of the University concerned with the residence of students.

#### **Recognition of Hostels in special cases.**

54. Notwithstanding anything contained in Ordinances 52 and 53 the Syndicate may, in special circumstances to be recorded, grant recognition to a hostel of its own motion under such terms and conditions as the Syndicate may deem fit.

#### **Report and inspection of recognised Hostels.**

55. (1) As soon as may be after the close of each academic year a person or persons managing every recognised hostel shall submit to the Inspector of Colleges a report in the form as may be approved for the purpose by the Pro-Vice-Chancellor for Academic Affairs. The respective Councils for Undergraduate Studies or the Board of Residence may also, from time to time, require the person or persons managing any recognised hostel to submit to it such report or other information as it may desire so as to ensure that the hostel is properly maintained and managed.

(2) The Board of Residence shall arrange for inspection of hostels at least once a year which shall be carried out under the direction of the Secretary of Students' Services



by such person or persons as the Board of Residence may appoint.

#### **Withdrawal of recognition from hostels.**

56. If at any time the relevant Council for Undergraduate Studies is satisfied either on receipt of a report of inspection referred to in Ordinance 55 or otherwise that any of the terms or conditions imposed on a recognised hostel at the time of granting recognition to it is not fulfilled or complied with or that the hostel is otherwise unfit to be continued as a recognised hostel, the relevant Council for Undergraduate Studies may, by order, withdraw recognition from such hostel :

Provided that, before making such order of withdrawal of recognition, the relevant Council for Undergraduate Studies shall afford the person or persons maintaining or managing the hostel an opportunity of making a representation, if any, within such period as the relevant Council for Undergraduate Studies may deem fit and shall record its opinion on any representation so made.

## **CHAPTER—VIII**

### **RESIDENCE AND DISCIPLINE OF STUDENTS**

#### **Board of Residence.**

57. (1) There shall be an Advisory Body of the University concerned with residence of students, called the Board of Residence which shall consist of the following members, namely :—

- (a) the Vice-Chancellor—Chairman, *Ex-officio*,
- (a1) the Pro-Vice-Chancellor for Academic Affairs—Vice-Chairman, *Ex-Officio*,

- (b) the Pro-Vice-Chancellor for Business Affairs and Finance—*Ex-Officio*,
  - (c) the Director of Public Instruction, West Bengal or his nominee not below the rank of a Deputy Director of Public Instruction—*Ex-officio*,
  - (d) the Inspector of Colleges—*Ex-officio*,
  - (e) the Secretaries to the Councils for Undergraduate Studies—*Ex-officio*,
  - (f) the Medical Adviser of the University—*Ex-Officio*,
  - (g) four persons nominated by the Syndicate, of whom one shall be the Secretary of a University College and one each, the Principal, of an affiliated, a professional and a constituent college,
  - (h) two Principals of women's colleges nominated by the Syndicate, of whom one shall be from a Government College, and other from a non-Government college, and
  - (i) the Deputy Inspector of Colleges who shall be the Secretary—*Ex-officio*.
- (2) A nominated member of the Board shall hold office for a term of four years :

Provided that, if any such member ceases to hold office by virtue of which he was nominated, he shall cease to be such member.

- (3) Five members of the Board shall be a quorum.

### Meetings of the Board of Residence.

58. (1) Meetings of the Board of Residence shall be convened by the Secretary on such dates and at such time and places as may be fixed by the Chairman and at least five days' notice shall be given of a meeting of the Board :

Provided that the Board shall meet at least once in every three months.

(2) The Secretary shall maintain a record of the proceedings of the meeting of the Board.

### Functions and responsibilities of the Board of Residence.

59. (1) The functions and responsibilities of the Board of Residence shall be such as the concerned Council for Undergraduate Studies may, from time to time, determine.

(2) All decisions of the Board shall be taken at a meeting of the Board and shall be subject to confirmation by the Syndicate.

### Board of Discipline of students.

60. (1) There shall be an Advisory Board of the University concerned with discipline of students, called the Board of Discipline, which shall consist of the following members :—

- (a) the Vice-Chancellor—Chairman, *Ex-Officio*,
- (b) the Pro-Vice-Chancellor for Academic Affairs—Vice-Chairman, *Ex-officio*,
- (c) the Inspector of Colleges, who shall be the Secretary—*Ex-officio*,
- (d) the Secretaries of the Faculty Councils for Post-Graduate Studies—*Ex-officio*,
- (e) Secretaries of the Councils for Undergraduate Studies—*Ex-officio*,
- (f) Five Principals of colleges, including two Principals of women's colleges nominated by the Vice-Chancellor.

(2) A nominated member of the Board of Discipline shall hold office for a term of four years :

Provided that, if any such member ceases to hold office by virtue of which he was nominated, he shall cease to be such member.

(3) Five members of the Board shall be a quorum.

### Meetings of the Board of Discipline.

61. (1) Meetings of the Board of Discipline shall be convened by the Secretary of the Board on such dates and at such times and places as may be fixed by the Chairman and at least three days' notice shall be given of a meeting of the Board.

(2) The Secretary of the Board shall keep a record of the proceedings of the meeting of the Board.

### **Functions and responsibilities of the Board of Discipline.**

62. (1) The functions and responsibilities of the Board of Discipline shall be such as may be determined by the relevant Council for Undergraduate Studies.

(2) All cases of breaches of discipline in connection with the University examinations shall forthwith be reported with relevant documents and details to the Secretary of the Board of Discipline by the Presiding Officer at the Examination Centres for such action as the Board may consider necessary and where the Presiding Officer suspends or expels an offending student from the examination hall, the order of such suspension or expulsion shall forthwith be reported to the Secretary of the Board together with circumstances of the case leading to such suspension or expulsion :

Provided that the cases of breaches of discipline committed by any examinee before or after or during the examinations which may not be covered by the report of the Presiding Officer at any examination centre as mentioned above shall be reported by the person or persons connected with the University examinations detecting the same or complaining of the same to the Secretary, Board of Discipline.

(3) On receipt of reports of cases of breaches of discipline the Secretary of the Board shall inform the student concerned of the charges against him and ask him to appear before the Board and furnish an explanation, verbally or in writing, with regard to the charge made against him. The student shall also be informed that in case he fails to appear before the Board and explain his conduct on the date fixed for the purpose his case may be decided *ex parte* without further reference to him.

(4) If the Board holds that the charges referred to in Paragraph (3) have been proved, it may recommend cancellation of the examination of the candidate concerned, or his debarment from appearing at a University examination for such period as it may deem fit, or both.

(5) All matters to be decided by the Board of Discipline shall be decided at a meeting of the Board :

Provided that the Board may appoint one or more Sub-Committees consisting of three members who may not necessarily be the members of the Board. The Sub-Committee or Sub-Committees shall at the first instance scrutinise all the cases of breach of discipline and exonerate from the charges those students whom they may consider eligible for such exoneration after preliminary enquiry and recommend suitable disciplinary measures including cancellation of examination or debarment from appearing at any University examination for such period as it deems fit or both against whom there are prima facie cases. Such students against whom disciplinary measures have been recommended shall be given an opportunity to defend their cases, if they so desire, after they are intimated about the punishment imposed on them. In such cases the Sub-Committee shall further investigate, interrogate and give them an opportunity to place their grievances before the Sub-Committee. In case such students fail to appear before the Sub-Committee on the fixed date and furnish any explanation, in writing with regard to the charges made against them, their cases shall be decided *ex parte* by the Sub-Committee concerned without further reference to them. Any such decision relating to disciplinary action so recommended by the Sub-Committee concerned shall be referred to the Board of Discipline for approval :

Provided further that two members shall form the quorum for a meeting of the Sub-Committee.

(6) Decisions of the Board of Discipline shall be subject to confirmation by the Syndicate.

(7) Omitted.

## CHAPTER IX

### TAKING OVER THE MANAGEMENT OF COLLEGES OR INSTITUTIONS

#### **Taking over of management by agreement.**

63. (1) The Syndicate may enter into an agreement with the Government or with any person, body or authority for the taking over by the University of the management of any college or institution, including its assets and liabilities :

Provided that, before entering into any such agreement, the Syndicate shall make a proposal to the Senate in that behalf and obtain its consent thereto.

(2) A college or an institution, the management where of is taken over by the University under an agreement referred to in Paragraph (1), shall be maintained and managed by the University in accordance with the rules for maintenance and management of colleges or institutions established by the University.

#### **Temporary taking over of management.**

64. (1) If at any time the Syndicate is satisfied after considering the recommendation of relevant Council for Undergraduate Studies in respect of any college or institution by enquiries made in this behalf or otherwise that—

- (a) proper standards of teaching, training or instruction are not being maintained therein ; or
- (b) the affairs of the college or institution are being managed improperly and to the detriment of the college or institution as an educational institution, the Syndicate may issue to the Governing Body of the college or institution such directions as it may think fit, including directions for reconstitution of the Governing Body of the college or institution, appointment of properly qualified teaching staff, removal of under-qualified teachers, improvement of libraries or laboratories or proper provision

for students' residence, health and discipline, specifying the period within which such directions are to be complied with.

(2) If any direction of the Council for Undergraduate Studies concerned issued under Paragraph (1) are not complied with within the specified period, the Syndicate may call upon the Governing Body of the college or institution on whom such directions were issued to show cause on or before such date as the Syndicate may specify why the Governing Body should not be dissolved and the management of the college or institution taken over by the University.

(3) If, after considering the cause, if any, shown by the Governing Body of the college or institution under Paragraph (2), the Syndicate thinks fit so to do, it may, by order, temporarily take over the management of the college or institution and for that purpose appoint an administrator or an ad-hoc Governing Body consisting of such number of members as it may deem fit.

(4) The administrator or ad-hoc Governing Body appointed under paragraph (3) shall take over charge on such date as the Syndicate may appoint and thereupon the existing Governing Body of the college or institution shall stand dissolved.

(5) The administrator or ad-hoc Governing Body appointed under paragraph (3) taking over charge of any college or institution shall continue in office until the Governing Body of the college or institution is re-constituted in accordance with the provisions of the Statutes under such directions as may be issued by the Syndicate in this behalf.

Explanation :—In this Ordinance, "college" does not include a Government College.

## CHAPTER X

### CONTROL AND SUPERVISION OVER AN INSPECTION AND INVESTIGATION INTO THE AFFAIRS OF COLLEGES AND FINANCIAL AID TO CERTAIN COLLEGES

**The council for Undergraduate Studies concerned to exercise Control and Supervision.**

65. (1) It shall be the responsibility of the Council for Undergraduate Studies concerned, acting through the Pro-Vice-Chancellor for Academic Affairs to exercise control and supervision over every college and for that purpose to issue directions so as to ensure that—

- (a) the provisions of the Act, the Statutes, the Ordinances and the Regulations are regularly and faithfully implemented by the college ;
- (b) nothing is done by the college either in the administrative or in the academic sphere affecting or tending to affect adversely the functioning of the college as an educational institution ;
- (c) the resources of the college, including library resources and laboratory equipment, are made available to the students for their instruction ;
- (d) the financial stability of the college is maintained.

(2) The Council for Undergraduate Studies concerned may also issue to a college through the Pro-Vice-Chancellor for Academic Affairs such other directions relating to administrative, academic or financial matters, as it may, from time to time, consider necessary and proper.

**Colleges to comply with directions and submit reports etc.**

66. Every college shall comply with the directions issued under Ordinance 65 and submit to the respective Council for Undergraduate Studies, through the Pro-Vice-Chancellor for Academic Affairs, reports relating to appointment to teaching posts and changes in the constitution and



membership of the Governing Body and such other reports and returns, copies of documents and other papers and information about its affairs and activities as the respective Council for Undergraduate Studies may, from time to time, require.

**Certain books and records to be maintained by every college.**

67. Every college shall keep and maintain in proper order the following books and records, namely :—

- (a) admission register in such form as the respective Council for Undergraduate Studies may, from time to time, require,
- (b) attendance registers of students, teachers and other employees,
- (c) students' conduct register showing fines and other punishment imposed, and activities involving breaches of discipline,
- (d) register of results of periodical examinations and exercises,
- (e) register of transfer certificates issued and received,
- (f) cash book and other account books,
- (g) service books and character rolls for all employees,
- (h) service books and character rolls for all teachers,
- (i) a book containing the proceedings of the meetings of the Governing Body of the college, and
- (j) such other books and records as may, from time to time, be specified by the respective Council for Undergraduate Studies.

**Inspection.**

68. (1) Every college shall be inspected on behalf of the University ordinarily once a year and more often when so directed by the Council for Undergraduate Studies concerned.

(2) Such inspection shall be carried out through the Inspecting officers of the university and such other person or persons as may be appointed by the respective council for Undergraduate Studies for the purpose.

(3) Every college shall keep all books referred to in Ordinance 67 and all other records of the college, including reports of previous inspection, open at all time in the college premises for inspection referred to in Paragraph (1).

### **Report of Inspection.**

69. (1) Any person carrying out an inspection referred to in Ordinance 68 shall prepare and submit to the Pro-Vice-Chancellor for Academic Affairs a report of such inspection and the Pro-Vice-Chancellor for Academic Affairs shall, after considering the same, forward such report to the Syndicate with his suggestion and recommendation, if any.

(2) A report of inspection of a college under Paragraph (1) shall relate to the following, among other matters, namely :—

- (a) the constitution and the names of the members of the Governing Body of the college,
- (b) the financial resources of the college and the rates of tuition and other fees charged by the college,
- (c) the names and qualifications of the teaching staff of the college, the conditions governing their appointment and tenure of office and the changes in such staff during the preceding year.
- (d) adequacy or otherwise of the teaching staff of the college,
- (e) the courses of study, subjects taught, the number of lectures delivered in each subject, the routine of work and the arrangement of exercises and tutorial assistance and the facilities given to students in using the library of the college,
- (f) adequacy of the library, laboratory, scientific apparatus and other teaching appliances of the college,
- (g) the results of the college at University examinations,
- (h) the suitability of the buildings of the college and their neighbourhood, the lighting, ventilation of rooms, drainage and other sanitary arrangements of the college,

- (i) maintenance of discipline in college, hostels and other residences for students of the college and their supervision,
- (j) the college club and other institutions for fostering college life,
- (k) provisions made in the college for physical exercises of students,
- (l) regularity as to the maintenance of college registers and the observance of rules for transfer,
- (m) monthly average of roll-strength and the daily attendance of students during the preceding twelve months as compared with the previous year,
- (n) regularity as to payment of salary to teachers and other employees of the college, and
- (o) any other matter relevant to the inspection.

The report of inspection should also indicate whether books, records and registers referred to in Ordinance 67 are properly kept and maintained.

#### **Investigation into the affairs of colleges.**

70. (1) If at any time the respective Council for Undergraduate Studies has reasons to believe that proper standards of teaching, training or research are not being maintained in any college or institution, it shall cause an investigation to be made into the affairs of that college or institution by such person or persons as it may appoint for the purpose after consulting the views of the Pro-Vice-Chancellor for Academic Affairs.

(2) The Governing Body of the college or institution to the affairs of which such investigation is being made shall—

- (a) provide all reasonable facilities for making the investigation to the person or persons appointed for the purpose, and
- (b) submit to such person or persons all registers, records, documents and other papers, including reports and returns, concerning the affairs of the college or institution.

(3) The person or persons appointed to make the investigation shall, after completion of the investigation, make a report to the respective Council for Undergraduate Studies as to the results of the investigation and the respective Council for Undergraduate Studies may, if it thinks fit so to do, after considering such report and the views of the Pro-Vice-Chancellor for Academic Affairs in respect thereof :—

- (a) either take steps in accordance with the Statutes for disaffiliation of the college or institution, or
- (b) proceed under Ordinance 64 for temporarily taking over the management of the college or institution.

#### **Financial Aid.**

71.(1) The Syndicate may make grants or advances to a college from the University fund or special funds maintained by the University subject to such conditions as it may deem necessary.

(2) Such grants or advances shall be made on the basis of proposals submitted by the Pro-Vice-Chancellor for Academic Affairs and recommended by the Finance Committee.

(3) Such grants or advances shall be made by the Syndicate for specific purposes, such as improvement of library, laboratory, students' residence, amenities to students and other like matters and shall not ordinarily be made for the normal maintenance of a college.

## CHAPTER XI

### APPOINTMENT, DUTIES AND REMUNERATION OF EXAMINERS ETC.

#### **Board of Examiners.**

72. (1) Subject to the general control and supervision of the Syndicate, there shall be a Board of Examiners consisting of such number of examiners and other members as the Faculty Council for Post-Graduate Studies concerned may appoint in respect of every examination for a degree, diploma or certificate in a course of Post-Graduate Studies.

(2) Examiners and other members of the Board shall be appointed on the recommendation of the Board of Studies concerned. In case there is no such Board of Studies, such examiners and other members of the Board shall be appointed by the Vice-Chancellor.

(3) The Head of the Department concerned or, where there is no Head of the Department, such person as may be appointed by the Vice-Chancellor, shall be the Chairman of the Board, and shall preside at every meeting of the Board.

(4) The Board shall meet on such dates and at such times and places as may be fixed by the Chairman. The Board shall consider the results of the examination for which it is appointed and make recommendation in respect of the examination to the Faculty Council for Post-Graduate Studies concerned.

#### **Head Examiners, Paper-setters, etc.**

73. In respect of every examination for a degree, diploma or certificate in a course of undergraduate studies, there shall be Head Examiners, Examiners, Paper-setters, Scrutineers, Co-ordinators, Conveners, Moderators, Tabulators and such other persons as may be required during the process of examination, who shall, on the recommendation of the Board of Studies concerned and subject to general supervision of the Syndicate, be appointed by the respective Council for Undergraduate Studies.

**Number of examiners and cancellation of appointment of examiners.**

74. (1) The number of examiners, scrutinisers or members of the Board of Examiners to be appointed in each instance shall be determined by the appointing authority concerned.

(2) The appointment of any examiner or other member of a Board of Examiners referred to in Ordinance 72 or of an examiner or scrutiniser referred to in Ordinance 73 may, at any time, be cancelled by the appointing authority, if it thinks fit so to do.

**Special provision in the case of inordinate delay.**

75. Subject to delegation of such power by the Syndicate as it may consider fit, and notwithstanding anything contained elsewhere in these Ordinances, in the cases where, in the opinion of the Vice-Chancellor or the Pro-Vice-Chancellor for Academic Affairs, as the case may be, there is inordinate delay on the part of any Examiner, Head Examiner or Scrutiniser to complete the work assigned to him, the Vice-Chancellor or the Pro-Vice-Chancellor for Academic Affairs may without prejudice to the provisions of Paragraph(2) of Ordinance 74,—

- (a) in the case of Paper-Setter or Moderator, cancel his appointment as such and appoint another person as the Paper-Setter or Moderator in his place ;
- (b) in the case of any other Head Examiner, Examiner or Scrutiniser, cancel his appointment and take back from him the answer-papers assigned to him and appoint another Examiner or Scrutiniser in his place and reassign such answer-papers to such freshly appointed Examiner or Scrutiniser, as the case may be.

**List of persons eligible for appointment as examiners.**

76. (1) The Controller of Examinations shall annually prepare and maintain lists of persons eligible for serving

as examiners in respect of different examinations of the University referred to in Ordinance 73 :

Provided that persons with less than three years' teaching experience in a college or colleges shall not ordinarily be eligible for inclusion in any such list.

(2) Any person intending to have his name included in a list of examiners shall submit, through the Head of the college or institution to which he is attached, an application in such a form as may be approved for the purpose by the Vice-Chancellor and shall contain the following particulars, namely :—

- (a) Name of the applicant—
- (b) Age—
- (c) Qualifications including degrees, diplomas or certificates and dates thereof—
- (d) Present post and the date of appointment—
- (e) The Class and the subject in which the applicant imparts instruction or guides research—
- (f) Years of experience, if any, as a teacher of a college or colleges—
- (g) Previous appointment, if any, as examiner with year of appointment and other particulars—
- (h) Any other special qualifications—

(3) The Boards of Studies concerned or, where there is no Board of Studies, the Vice-Chancellor, shall review the lists referred to in Paragraph (1) in respect of relevant fields of studies and make, to the appropriate appointing authorities, recommendations for appointment.

#### **Duties and responsibilities of Examiners and Scrutinisers.**

77. (1) Examiners shall ordinarily have the following duties and responsibilities, namely :—

- (a) in the case of paper-setters, to set the papers for the respective examinations in accordance with the regulations and with the syllabus and the text-books prescribed and the established standards ;
- (b) in the case of moderators, to moderate the respective question papers so that they conform to

regulations, particularly, to the syllabus and the text-books prescribed and the established standards ;

- (c) in the case of a Head Examiner, where there is one—
- (i) to set the standard of valuation of answer-papers,
  - (ii) to supervise the valuation of answer-papers and ensure uniformity of the standard of marking, by issuing written instructions in detail to examiners working under him and by systematic sampling of at least 5 per cent of the answer-papers and by revising the markings where necessary,
  - (iii) to arrange for scrutiny of answer-papers so to ensure that each question is marked and that the totals are correctly calculated and entered into the mark-sheets,
  - (iv) to report to the Faculty Council for Post-Graduate Studies or the Council for Undergraduate Studies concerned, the results of examination and the work of examiners and scrutinisers,
  - (v) to report about the performance of candidates and similar other matters connected with the examinations,
  - (vi) to do such other work in connection with the conduct of examination as may be assigned to him from time to time by the Faculty Council for Post-Graduate Studies or the Council for Undergraduate Studies concerned.
- (d) in the case of examiners other than those referred to in Clauses (a), (b) and (c) to evaluate the answer-papers in accordance with the instructions of the Head Examiner, if any, and where there is no Head Examiner, in accordance with such standard and system of marking as may be decided upon at a meeting of all examiners including Paper-Setters and Moderators, to be convened for the purpose by the Controller of Examinations.

(2) The duties and responsibilities of scrutinisers shall be to check each answer-paper and ensure that each question has been marked and that the totals are correctly calculated and entered into the mark-sheets and to perform



such other duties as may be assigned to them by the Head Examiner, if any, or the Vice-Chancellor or the Pro-Vice-Chancellor for Academic Affairs.

#### **Adjudicators for thesis for Doctors' Degrees.**

78. For the purpose of adjudicating on every thesis or published work submitted by a candidate for a Doctor's Degree or a research degree there shall be three examiners (herein-after referred to as adjudicators) appointed by the Faculty Council for Post-Graduate Studies concerned ; subject to delegation of such powers by the Syndicate :

Provided that in the case of a thesis for Ph.D. Degree the appointment of adjudicators shall be made after considering the suggestions of the relevant Ph.D. Degree Committee and where the candidate has worked under any teacher, such teacher shall ordinarily be appointed as one of the adjudicators.

#### **Remuneration.**

79. Scrutinisers, Examiners and other members of Board of Examiners and adjudicators shall be paid remuneration at such rates as the Syndicate may, from time to time, determine in this behalf :

Provided that if any examiner or scrutiniser fails to complete the work assigned to him within the period fixed in this behalf the remuneration to which he may otherwise be entitled shall be reduced by such amount not exceeding 10 per cent of that remuneration as the Vice-Chancellor may determine.

#### **Supplemental provision.**

80. If in any matter relating to the appointment, duties or remuneration of any scrutiniser, examiner or other member of a Board of Examiners or an adjudicator there arises any difficulty, the Vice-Chancellor may pass such orders and take such steps as he may consider necessary to remove the difficulty, and his decision in any such matter shall be final.

## CHAPTER—XII

### ADMINISTRATION OF GIFTS, ENDOWMENTS AND BENEFACTIONS AND INSTITUTION AND AWARD OF FELLOWSHIPS, TRAVELLING FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, STIPENDS, BURSARIES, EXHIBITIONS, MEDALS AND PRIZES.

#### **Administration of gifts, endowments and benefactions.**

81. The Syndicate shall administer all gifts, endowments and benefactions to the University in such manner as it may decide on the advice of the Committee on Trusts and Gifts :

Provided that where the terms and conditions attached to any gift, endowment or benefaction lay down any particular procedure for the administration thereof such procedure shall be followed.

#### **Institution and award of Fellowships, etc.**

82. (1) Recommendations to the Senate for the Institution of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals or prizes shall be made by the Syndicate after consulting the Faculty Council for Post-Graduate Studies or the Council for Undergraduate Studies concerned and such consultation with the Faculty Council for Post-Graduate Studies or the Council for Undergraduate Studies concerned shall be made after obtaining the views of the Committee on Trusts and Gifts.

(2) Subject to the terms and conditions attached to any gift, endowment or benefaction relating to any fellowship, scholarship, studentship, stipend, bursary, exhibition, medal or prize, the procedure for selection of the recipient thereof and the conditions governing its award shall be such as may be formulated by the Committee on Trusts and Gifts and approved by the Syndicate.

### **Committee on Trusts and Gifts.**

83. (1) For the purposes of advising the Syndicate regarding administration of gifts, endowments and benefactions and the institution and award of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes there shall be a body of the University called "Committee on Trusts and Gifts" which shall consist of the following members, namely :—

- (a) the Vice-Chancellor, who shall be the Chairman,
  - (b) the Pro-Vice-Chancellor for Business Affairs and Finance, who shall be the Vice-Chairman,
  - (c) the Pro-Vice-Chancellor for Academic Affairs,
  - (d) one member of the Senate nominated by the Vice-Chancellor,
  - (e) two members of the Syndicate nominated by the Vice-Chancellor,
  - (f) one member of the Faculty Council for Post-Graduate Studies nominated by the Vice-Chancellor,
  - (g) one member of the Council for Undergraduate Studies nominated by the Vice-Chancellor.
- (2) The Estate and Trust Officer shall be the Secretary of the Committee.

(3) Nominated members of the Committee shall hold office for a term of four years and shall be eligible for re-nomination :

Provided that if any such member ceases to be a member of the authority of the University in which capacity he was nominated, he shall cease to be a member of the Committee.

### **Meetings of the Committee on Trusts and Gifts.**

84. (1) All decisions of the Committee on Trusts and Gifts shall be made at a meeting of the Committee. The Committee shall meet at least twice a year and oftener when so required by the Chairman.

(2) Meetings of the Committee shall be convened by the Secretary on such dates and at such times and places as the Chairman may direct.

(3) At least five days' notice shall be given for a meeting of the Committee :

Provided that in cases of urgency the meeting of the Committee may be convened at such shorter notice as the Chairman, or in his absence, the Vice-Chairman, may direct.

(4) Four members of the Committee shall be a quorum.

(5) The Secretary shall maintain a record of the proceedings of the meeting of the Committee.

### **Functions and responsibilities of the Committee on Trusts and Gifts.**

85. The functions and responsibilities of the Committee on Trusts and Gifts shall be to

- (a) advise the Syndicate regarding administration of all gifts, endowments and benefactions with particular reference to the terms and conditions attached to such gift, endowment and benefaction regarding administration thereof ;
- (b) advise the Syndicate regarding the institution of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes and to formulate the procedure for selecting recipients thereof and the conditions for their award ;
- (c) consider any matter relating to gift, endowment for prize referred to it by the Syndicate and make to the Syndicate its recommendation pertaining thereto ;
- (d) consider proposals for gifts, endowments and benefactions to the University and make to the Syndicate its recommendations in respect thereof :

Provided that where any such proposal involves expenditure from, or a future commitment on, the University fund its recommendation shall before being submitted to the Syndicate, be referred to the Finance Committee for its comments.

## CHAPTER XIII

### ACCEPTANCE OF GRANTS AND RAISING [OR ACCEPTANCE OF LOANS

#### **Finance Committee to be consulted in accepting grants or in raising or accepting loans.**

86. (1) In all matters relating to acceptance of grants or the raising or acceptance of loans the Syndicate shall act through the Pro-Vice-Chancellor for Business Affairs and Finance or such other officer as the Vice-Chancellor may specify in any particular case, and only after considering the views of the Finance Committee :

Provided that no grant or loan from any source other than the Central Government, the State Government or the University Grants Commission, shall be accepted without the prior approval of the State Government.

(2) Before making its recommendation to the Syndicate in respect of any proposed grant or of any loan proposed to be raised or accepted the Finance Committee shall consider their terms and conditions of such grant or loan, and may for the purpose of facilitating a detailed consideration of such terms and conditions and the implications thereof in respect of any such grant or loan, appoint a Sub-Committee constituted from among its own members and call for and consider the report of such Sub-Committee in respect of such grant or loan.

#### **Annual Report of grant accepted and loans raised or accepted.**

87. As soon as may be after the close of every financial year the Pro-Vice-Chancellor for Business Affairs and Finance shall submit to the Syndicate a report stating therein the particulars of all grants accepted and those of all loans raised or accepted during such financial year and also the particulars of loans previously accepted or raised which are still outstanding.

**CHAPTER—XIV**  
**MISCELLANEOUS**

**Centres of Examinations at affiliated colleges.**

88. (1) The Pro-Vice-Chancellor for Academic Affairs may require the Principal of an affiliated college to provide, within the precincts of such college, accommodation for such number of candidates appearing at any examination held by the University as he may specify together with all other facilities for holding the examination in respect of those candidates.

(2) At the centre of an examination held by the University in any affiliated college the Principal of the college or such other teacher of the college as the Principal may appoint for the purpose, shall be the Presiding Officer, and Supervisors and Invigilators at the centre of such examination shall be appointed by the Principal of the college :

Provided that Supervisors shall be appointed from the teaching staff of the college.

**Age Register of persons employed in the University.**

89. (1) The Pro-Vice-Chancellor for Business Affairs and Finance shall maintain a register to be called the "Age Register" in which there shall be recorded in respect of every person employed in the University, being a teacher, Officer or any other employee of the University, in a form approved in this behalf by the Vice-Chancellor, all particulars regarding the age, education, experience and such other matters as may be included in the form.

(2) For any purpose of the University for which determination of the question of age of any person employed in the University is relevant, the entry regarding the age of such person in the age register shall be final and conclusive.

(3) Entries in the age register regarding the age any person employed in the University shall be made :

- (a) on the basis of the age recorded in the certificate, where available, of the Entrance, Matriculation, School Final, Madhyamik or Higher Secondary Examination or an equivalent examination passed by the person concerned ; or
- (b) where no certificate referred to in clause (a) is available, on the basis of the age of the person concerned recorded in an affidavit and accepted by the appointing authority ; or
- (c) where no certificate referred to in clause (a) is available and no affidavit referred to in clause (b) is acceptable by the appointing authority, on the basis of a decision arrived at by the appointing authority in respect of the age of the person concerned.

#### **Fees for registration of graduates.**

90. (1) The fee payable for registration of a graduate under Statute 71—O of the Calcutta University First Statutes, 1979, shall be rupee one.

(2) The fee payable by a graduate so registered for the continuance of such registration from year to year referred to in Statute 71—Q of the said First Statutes, shall be rupee one per annum.

(3) Omit.

#### **Continuance of certain provisions of orders, rules, regulations, etc. applicable to the former University.**

91. Save as otherwise specifically provided in the Statutes, these Ordinances or the Regulations, the provisions relating to :

- (a) the admission of students to the University and to colleges affiliated to or recognised by it and their enrolment as such,
- (b) registration of students,
- (c) conditions of residence and rules of discipline of students of the University and of colleges affiliated to or recognised by it,

- (d) the levy, imposition and collection of all fees, fines and other dues payable to the University, including fees in University Colleges and in University laboratories, fees for residence in halls, fees or charges for registration of students and their admission to the courses of study organised by the University, for holding examinations for the grant of degrees, diplomas and certificates and other like purposes and the scales or rates thereof, contained in any orders, rules or regulations, by whatever name called, applicable in respect of the former University established under the Calcutta University Act, 1951 and in force immediately before the appointed day shall, in so far as such provisions are not repugnant to the provisions of the Act, the Statutes, these Ordinances or the Regulations, apply in respect of the University and be deemed to be provisions of these Ordinances as if herein made and shall continue in force as such until altered, amended or repealed :

Provided that references in any such provisions to the Board of Residence and Discipline shall be construed as references :

- (a) in respect of any matter concerning residence of students, to the Board of Residence referred to in Ordinance 57, and
- (b) in respect of any matter concerning discipline of students, to the Board of Discipline referred to in Ordinance 60.

### **Interpretation.**

92. In the case of any doubt or difficulty as to the interpretation of these Ordinances, the matter shall be referred to the Vice-Chancellor and his decision thereon shall, subject to the provisions of the Act, be final.



(2) Ordinances passed after 18.9.68 (appointed day).

## CHAPTER XV

### ORDINANCES RELATING TO THE TERMS AND CONDITIONS OF SERVICES OF OFFICERS AND EMPLOYEES OF THE UNIVERSITY

#### CHAPTER (i)

##### PREAMBLE

Ord. 1. These Ordinances may be called the Ordinances relating to the terms and conditions of services of Officers and employees of the University, including rules of conduct and discipline. These Ordinances apply to all employees of the University except in so far as otherwise specifically provided for by the Act or by the Statutes, and subject to provisions of contract in individual cases.

#### CHAPTER (ii)

##### CLASSIFICATION OF THE EMPLOYEES

Ord. 2. For the purpose of these Ordinances the employees of the University are classified as follows :

- (1) Officers of the University ;
- (2) Employees ranking between Officers and Superintendents ;
- (3) Superintendents ;
- (4) Employees ranking between Superintendents and Senior Assistants ;
- (5) Assistants ;
- (6) Industrial Employees ;
- (7) Lower Subordinate Staff.

##### **Explanation**

1. Officers of the University are those mentioned in or declared under Section 6 of the Calcutta University Act,

966, and any other person declared as such by the Syndicate excepting the Chancellor, the Vice-Chancellor and the Pro-Vice-Chancellors, for the purposes of these Ordinances.

2. "Employees ranking between Officers and Superintendents" include Dy. Librarian, Keeper of Herbarium, and persons drawing scales of pay in between the scales of pay of Officers and Superintendents and those who are not declared as Officers in the Act/Statutes/Ordinances but enjoy pay scale similar to those of Officers.

3. The term 'Superintendents' includes other employees belonging to the same scale of pay.

4. "Employees ranking between Superintendents and Senior Assistants" include Research Assistants, Manager of the University Sales Counter and other persons enjoying similar scales of pay.

5. The term 'Assistants' includes Technical Assistants, Library Assistants, Laboratory Assistants, Caretaker, Departmental Librarians, Telephone Operators, Electricians, Overseers, Draftsmen and Mechanics.

6. 'Industrial employees' include Compositors, Distributors and other persons employed in the Calcutta University Press including members of the machine staff.

7. All other employees are Lower Subordinate Staff.

*Note* :—(1) Daily rated employees and other similar staff paid from contingencies are not classified.

(2) If any doubt arises as to the proper classification of any employee, the matter shall be referred to the Syndicate and the decision of the Syndicate in this regard shall be final. It shall also be open to the Syndicate to introduce any new category of employees, as and when found necessary.

## CHAPTER (iii)

### DEFINITIONS

Ord. 3. The terms used in these Ordinances lend the same meaning as in the Act and the Statutes. Subject to above, unless there be anything repugnant in the subject or context, the following terms are used in the Ordinances in the sense here explained :

1. 'Grade' means sanctioned strength of a service or part of a service sanctioned as a separate unit.

2. 'Compensatory allowance' means an allowance granted to meet personal expenditure necessitated by the circumstances in which duty is performed. It includes travelling allowance and dearness allowance. It is not intended to be a source of profit.

3. 'Duty' includes—

- (a) service as a probationer provided such service is followed by confirmation ;
- (b) attendance in Law Courts as Juror or Assessor ; or Witness in a criminal or civil case in which the University is a party ;
- (c) duty in the Territorial Army.

*Note* :—(1) Leave, other than casual and quarantine leaves, is not duty.

(2) An employee may, with the previous sanction of the Syndicate, be considered to be on duty while delivering lectures, conducting examinations or inspecting academic institutions of any recognised University or Government or Statutory Board or attending meetings of any Committee and annual session of any academic conference duly recognised by the University, provided that the total period of such absence does not exceed 30 days in any one academic year. Such duty shall not be combined with any kind of leave.

(3) Absence on leave of any employee for participation in any All India or Regional Sports or Games shall be treated as absence on duty and such leave shall not be debited to leave account provided that prior permission of the Syndicate is obtained for participation in such activities and the Syndicate recognises the bodies sponsoring such activities.

(4) 'Holiday' means—

- (a) a holiday declared as such by the Syndicate and includes a Sunday.
- (b) In relation to any particular office or branch, a day on which such office or branch is ordered by competent authority to be closed for the transaction of the University business without reserve or qualification.

(5) 'Lien' means the title of an employee to hold a post substantively, either immediately or on the termination of a period or periods of authorised absence from the post.

(6) 'Medical certificate' means the certificate from a Registered medical Practitioner. The Syndicate may however ask an employee to obtain certificate of fitness from a Medical Officer attached to University Clinics/Hospitals.

(7) '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 months, irrespective of the number of days in each, should first be calculated and the odd number of days calculated subsequently.

*Note* :—In calculating a period of 3 months and 20 days from 25th January, three months should be taken as ending on 24th April and twenty days on 14th May. In the same way, the period from 30th January to 2nd March is 1 month and 2 days because one month from 30th January ends on the last day of February.

(8) Officiate—A person officiates in a post when he performs the duties of that post, either vacant or one on which another person has a lien.

(9) Pay includes an employee's monthly pay, special pay and personal pay and other emoluments declared as pay.

10. Permanent post means a post sanctioned without limit of time and declared as such.

(11) 'Personal pay' means additional pay granted to an employee—

(a) to save him from loss of substantive pay,

*or*

(b) other personal consideration.

(12) Probationer means a person appointed on probation against a substantive vacancy.

(13) Special pay is an addition of the nature of pay to the emoluments of a post or a person in consideration of—

(a) the specially arduous nature of the duties,

*or*

(b) a specific addition to the work or responsibility.

(14) 'Subsistence Grant' means a monthly grant made to an employee who is not in receipt of pay or leave salary.

(15) 'Substantive pay' means the pay which an employee is entitled to on account of a permanent post to which he has been appointed substantively.

(16) Temporary post means a post declared as such and sanctioned for a limited period.

## CHAPTER (IV)

### APPOINTMENT, PROMOTION AND GENERAL CONDITIONS OF SERVICE

Ord. 4. No one who has not passed the H.S. or P.U. Examination or its equivalent examination will be eligible for appointment to posts of Assistants. No one who has not passed a degree examination or its equivalent should be appointed an Office Superintendent or directly to any post ranking between the posts of Office Superintendent and Junior Assistant. Provided that these rules shall not apply in the case of promotion from the Lower Subordinate Staff to the lower grade Assistant or from the lower grade Assistant to the higher grade Assistant.

The Establishment Committee shall prescribe the qualification necessary for appointment to other posts in the University subject to the provisions of the Statutes/Ordinances.

Ord. 5. (i) Whenever a permanent vacancy occurs in the cadre of Lower Subordinate Staff the appointing authority shall issue notifications in the University Notice Boards requiring the candidates to register their names in the manner to be prescribed, for being considered for appointment to any such post. Appointment shall be made on the basis of an interview by the appointing authority.

(ii) Whenever a permanent vacancy occurs in the cadre of lower grade Assistants the appointing authority shall likewise issue notifications in the University Notice

Board and/or in the Press requiring the candidates to register their names in the manner to be prescribed. Appointments shall ordinarily be made on the basis of a written examination and an interview.

(iii) Appointments to vacancies in the grade of Senior Assistants shall ordinarily be filled up by promotion from amongst the Assistants in the lower grade in accordance with principles laid down hereinafter provided that the appointing authority may fill up not more than 25% of the vacancies in the senior grade through an open competitive examination, which will be open to graduates only. Persons working in a lower post or in any other capacity will not be debarred from registering their names for appointment directly to a post in the higher grade of Assistants, provided they possess the necessary qualification.

(iv) The provisions of para. (iii) above shall remain in operation for a period of five years for the present.

(v) The above provisions will also apply in the case of Industrial Employees of the Calcutta University Press, as far as applicable.

Nothing in clauses (i) and (ii) above shall however affect temporary appointment to posts.

Ord. 6. Except in the case of contract appointments, no person may be substantively appointed to the University service without a medical certificate of physical fitness which must be affixed to the employee's first pay bill. The Syndicate may make subsidiary rules in this connection.

Ord. 7. (i) Promotion to the upper grade of Assistants will ordinarily be made on consideration of seniority, efficiency, attendance and on confidential report of the Head of the Department concerned.

(ii) A permanent member of the Lower Subordinate Staff shall be eligible for promotion to the post of lower grade Assistant provided he has passed S. F. Examination or its equivalent and such promotion will ordinarily be granted within 2 years from the date of passing the S. F. Examination on consideration of seniority among such eligible persons, attendance and recommendation of the Head of the Department concerned subject to the availability of vacancies.

(iii) In cases of the members of the Lower Subordinate Staff promotion to the senior grade will ordinarily be made on consideration of seniority and attendance provided he is recommended by the Head of the Department concerned.

*Note* :—Any adverse remark or an 'E' marking is to be communicated by the Head of the Department to the employee concerned. The employee concerned shall be required to sign and return to the Head of the Department intimation of such adverse remark or 'E' marking and the employee may if he so desires send his own observations.

Ord. 8. The wholtime of an employee is at the disposal of the University and he may be employed in such hours by the Head of the Department on any day including Sundays and holidays subject to the provisions of Ordinances 12 and 59.

Ord. 9. An employce on substantive appointment to a permanent post acquires a lien on that post.

Ord. 10. All employee must join the appropriate Provident Fund instituted by the University for the benefit of its employees and shall be governed by the Rules of the Fund. No eligible person may opt out of the Fund.

Ord. 11. Unless the Syndicate, in view of the special circumstances of a case, shall otherwise determine, after two years of continuous absence from duty with or without leave, a person ceases to be in the employ of the University.

#### RULES RE : OVERTIME AND HOLIDAY WORK

Ord. 12. Every employee of the University should try to finish his allotted duty within office hours and no one shall be allowed to work beyond office hours or during holidays except under special circumstances when the Head of the Department concerned thinks that the accumulation of work is such that it cannot be managed within the working hours of the office.

Ord. 13. Whenever there is necessity for doing overtime or holiday work, the Head of the Office/Department concerned shall assess the number of persons required for working extra hours and also the number of hours for which such persons should be asked to work beyond office hours

or to attend office during holidays. He will then make a requisition to the Pro-Vice-Chancellor for Business Affairs and Finance explaining the circumstances why the overtime/holiday work could not be avoided and obtain his prior approval before undertaking such holiday or overtime work. No employee shall ordinarily be allowed to work beyond office hours for more than two hours a day and 120 hours in a year, provided that no person drawing a basic salary exceeding Rs. 500 per month shall be entitled to any holiday or overtime allowance for working beyond office hours or attending office during holidays. Provided further that the above rule shall not apply in cases of employees who are in receipt of any allowance in lieu of duties beyond office hours.

#### RULES RE : TRANSFER OF STAFF FROM ONE DEPARTMENT TO ANOTHER

Ord. 14. Any person under the employment of the University of Calcutta may be posted in any of the Offices of the University or may be transferred from one office to another in the interest of the University service provided, however, that transfers of any person should not ordinarily be so frequent as to cause his hardship. Such posting or transfer orders shall be passed by the Vice-Chancellor.

#### CHAPTER (v)

#### PAY AND ALLOWANCES

Ord. 15. An employee shall begin to draw the pay and allowance attached to a post to which he has been appointed with effect from the date he assumes the duties of that post and shall cease to draw the same when he ceases to discharge those duties.

Ord. 16. Unless otherwise provided in a Contract, on first appointment to a post, pay is fixed at the minimum of the time-scale applicable to that post provided that if he already holds a lien on any post, he draws, in the new scale, pay at the stage next above his present substantive pay ; provided further that if he has previously held substantively



or officiated in the same post or a post in the same or identical time-scale, then his initial pay shall not be less than the pay, other than special pay or personal pay, which he drew on last such occasion.

Ord. 17. The holder of a post, the scale of pay of which is changed, shall be treated as if transferred to the new scale of pay.

Ord. 18. An increment shall ordinarily be drawn unless withheld as a punishment. When an efficiency bar has been prescribed in a time-scale, the increment next above shall not be allowed without the specific sanction of the appointing authority on the recommendation of the Head of the Department and in the case of the Heads of Departments themselves on the recommendation of the Officer under whose direct administrative control they work.

Ord. 19. The following provisions prescribe the conditions or earning of an increment in a time-scale :—

(a) All duty in a post on a time-scale counts for increment in that time-scale.

(b) Officiating or temporary service in another post and leave other than extraordinary leave count for increments in the time-scale applicable to the post on which the person concerned holds a lien.

(c) Earned leave counts towards increment in the time scale applicable to a post which the person concerned holds in an officiating or temporary capacity.

(d) Extraordinary leave does not count towards increment, but the Syndicate may, in any case in which they are satisfied that the extraordinary leave was taken on account of illness or for any other reason beyond the person's control, direct that the whole or any portion of such leave shall count for increment in the time-scale of the post on which the person concerned holds a lien.

Ord. 20. Save in exceptional circumstances and under general and specific sanction of the Syndicate, no employee of the University on a time-scale of pay may be allowed a premature increment.

Ord. 21. When an employee carries on, in addition to his own duties, the duties of a post belonging to a category (as classified in Ordinance 2) higher than that on which he

holds a substantive appointment, he draws as additional pay 1/5th of the minimum of the scale of pay of that post, provided that he carries on such duties for a period not less than one month.

Ord. 22. A building owned or leased by the University or any portion thereof may, by general or special order of the Syndicate, be allowed as a residence of the incumbent of any post.

Ord. 23. Unless otherwise sanctioned, an allottee shall pay fair rent of the residence as apporved by the Syndicate, or 10 per cent. (5 per cent in the case of persons whose basic pay does not exceed Rs. 150) of his basic pay, whichever is less.

*Note.*—Fair rent means the monthly rent which the residence may be reasonably expected to fetch if let out.

Ord. 24. An employee of a Department or Branch discharging the duties of another employee belonging to the same classification will not be entitled to any additional remuneration for such duties.

- (a) All categories of the employees of the University shall be granted—
- (i) House Rent Allowance,
  - (ii) Dearness Allowance, and
  - (iii) Medical Allowance according to the rates and rules of the Government of West Bengal as adopted from time to time,  
Provided that employees registered under the E.S.I. scheme shall not be entitled to above medical allowance.
  - (iv) Such other allowances as may be granted by the University from time to time.
- (b) The employees of the University other than those classified under (1) and (2) in Ordinance 2 may be granted a Tiffin Allowance at the end of each month for the days they attend office excepting holidays and Saturdays at such rate as the Syndicate may from time to time determine, provided that persons drawing a basic salary exceeding Rs. 500 per month shall not be paid Tiffin Allowance.

*Note.*—Durwans and Night Watchmen, etc, who may

work in shifts will be eligible for Tiffin Allowance on Sunday and other holidays.

## CHAPTER (vi)

### LEAVE AND LEAVE SALARY

Ord. 25. Leave cannot be claimed as of right—when the exigencies of service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant it.

Ord. 26. Leave ordinarily begins on the day on which the transfer of charge is effected and ends on the day preceding that on which duty is resumed. Sundays and holidays may be prefixed and/or affixed to leave.

Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot both be prefixed and affixed to holidays. When leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.

Ord. 27. An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave.

Ord. 28. No person who has been granted leave on medical certificate for infectious diseases shall return to duty without producing a medical certificate of fitness.

Ord. 29. A person who remains absent after the end of his leave is entitled to no leave salary for the period of such absence and that period should be debited to leave, as though it were leave on full pay. Wilful absence from duty after the expiry of leave may be treated as misconduct calling for disciplinary action.

Ord. 30. Subject to the foregoing general principles, the following kinds of leave may be earned by and granted to the employees according to the Ordinances in this Chapter :—

- (a) Casual Leave
- (b) Earned Leave

- (c) Half pay Leave
- (d) Commuted Leave
- (e) Study Leave
- (f) Medical Leave
- (g) Leave in extraordinary circumstances
- (h) Maternity Leave
- (i) Hospital Leave
- (j) Quarantine Leave
- (k) Leave preparatory to Retirement
- (l) Special Disability Leave

Ord. 31. Casual leave for short periods, not exceeding five days at a time or twelve days in a financial year, may be sanctioned by the Head of the Department, or if the applicant is himself the Head of the Department by the Pro-Vice-Chancellor concerned. Casual leave cannot be combined with any other kind of leave or vacation or Puja holidays and the balance is not carried from one year to another.

An employee on casual leave will be treated as on duty.

Ord. 32. All whole-time employees as classified under 1 to 7 in Ordinance 2 including the Lower Subordinate Staff in the Calcutta University Press shall earn as Earned Leave one-eleventh of the period spent on duty provided that a person shall cease to earn such leave when the earned leave due amounts to 120 days.

Ord. 33. All whole-time employees may be granted leave on half-pay for twenty days for each completed year of service subject to a maximum period of two years during the whole period of service on medical ground on production of medical certificate.

Ord. 34. A permanent employee will be entitled to commute the half-pay leave that he has earned to full-pay leave for half that period and such full-pay leave shall not exceed six months in the whole period of service.

Ord. 35. Study leave for advanced study and Research may be granted to whole-time permanent employee by the Syndicate provided such an employee has put in at least two years' service, and there shall be a gap of at least three years between two period of such leave. The Syndicate may grant any allowance during study leave, subject to a maximum of pay an employee has been drawing just before proceeding on study leave on his furnishing

an undertaking that he will serve the University for at least three years on his return from study leave on such terms and conditions as the Syndicate may decide, failing which he will be required to refund the amount paid to him as leave salary for the study leave and it will be open to the University to deduct the same from the provident fund contribution of the employer :

Provided that if any employee is receiving any pay, allowances, stipend, scholarship, fellowship from any other source leave salary shall be reduced to that extent.

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

Ord. 36. An employee may be granted leave for a period not exceeding 180 days as special leave during the whole period of service for medical treatment of the employee concerned.

Ord. 37. A permanent employee in extraordinary circumstances may be granted leave without pay for such period as may be determined by the Syndicate but an employee shall not be allowed to enjoy leave (including other kinds of leave) for more than 2 years at a stretch.

Ord. 38. An employee who is disabled by injury accidentally incurred in consequence of the due performance of his official duties or by illness incurred on the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave for a maximum period of twenty four months.

Ord. 39. Maternity leave may be granted to a female employee for a period up to the end of three months from the date of its commencement or to the end of six weeks from the date of confinement whichever is earlier.

Ord. 40. An employee may be allowed Hospital Leave while undergoing medical treatment for illness or injury if it is directly due to risks incurred in the course of his official duties for a period up to three months in any period of three years on production of proper medical certificates.

Ord. 41. Quarantine leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the residence of an employee. Such leave may be granted by the Head of the Department on the certificate of a Public or Municipal Health Officer or a registered medical practitioner for a period not exceeding 21 days, or in exceptional circumstances 30 days. Any leave necessary for quarantine in excess of these limits will be treated as ordinary leave. Quarantine leave, which is not debited to leave account, may be combined with other kinds of leave. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

Ord. 42. (a) Leave at the credit of an employee in his leave account shall lapse on the date he compulsorily retires. An employee, if he applies in time, may be granted leave preparatory to retirement for a maximum period of 120 days provided that he has at his credit in his leave account earned leave for such a period.

(b) An employee retained in service after the date of compulsory retirement shall earn 'earned leave' during the extended period at the rate applicable to him under Ordinance 32.

Ord. 43. (a) Part-time employees shall earn as earned leave one-sixteenth of the period spent on duty provided that a person shall cease to earn such leave when the earned leave amounts to 60 days.

(b) Part-time employees may be granted leave on half-pay for 15 days for each completed year of service subject to a maximum period of 2 years during the whole period of service on medical ground on production of medical certificate.

Ord. 44. An employee on earned leave is entitled to leave salary equal to the greater of the amount specified below :—

- (i) the substantive pay on the day before the leave commences ; or
- (ii) (a) in respect of the first 60 days of the earned leave the average monthly pay earned during the 12 complete months preceding the month in which the leave commences ; and

(b) thereafter the average monthly pay earned during the 36 complete months preceding the month in which the leave commences.

Ord. 45. An employee on half pay is entitled to leave salary equal to—

- (i) half the substantive pay on the day before the leave commences ; or
- (ii) half the average monthly pay earned during the 36 complete months preceding the month in which the leave commences, whichever amount is greater, subject in either cases to—
  - (a) a maximum of Rs. 750 per month ; and
  - (b) for any portion of the leave which is spent outside Asia in expensive countries such as U. K, U.S.A, or the continent of Europe, a minimum of £30 or the amount of average pay for the last 36 complete months, whichever is smaller.

Ord. 46. An employee on commuted leave is entitled to leave salary equal to twice the amount admissible on half pay leave.

Ord. 47. An employee on medical leave is entitled to leave salary at the same rates as admissible on half pay leave.

Ord. 48. An employee on extraordinary leave is not entitled to any leave salary.

Ord. 49. (a) An employee on special disability leave is entitled to leave salary for the first four months at average pay ; and

(b) for the remaining period at half average pay or at the employee's option, for a period not exceeding the period of average pay which would otherwise be admissible to him, to average pay.

Ord. 50. A female employee on maternity leave is entitled to draw full pay at the rate she was drawing at the time of proceeding on such leave and the said leave is not debitable against the leave account.

Ord. 51. An employee on hospital leave shall be allowed to draw leave salary equal to either average or half average pay, as the authority granting it may consider necessary.

Ord. 52. An employee on quarantine leave is not treated as absent from duty and his pay is not intermitted.

Ord. 53. An employee on leave preparatory to retirement is entitled to leave salary as admissible in the case of earned leave.

Ord. 54. If any employee applies for leave preparatory to retirement sufficiently in time before the date of his compulsory retirement and is refused by the Syndicate in the interest of the University service, he may be granted, after the date of his actual retirement, leave salary for a maximum period of 120 days at the rate as admissible in the case of earned leave.

Ord. 55. For each employee, a leave account in the prescribed form shall be maintained.

Ord. 56. A compensatory allowance should ordinarily be drawn by an employee on duty, but the Syndicate may prescribe the conditions under which an employee on leave may draw such an allowance.

Note.—Dearness allowance is drawn during the first four months of earned leave.

Ord. 57. The Syndicate is competent to sanction leave and leave salary within the compass of these rules to any employee of the University, subject to delegations noted below :

Name and extent of leave	Sanctioning Authority
(a) Casual and Quarantine leave.	<ul style="list-style-type: none"> <li data-bbox="486 1037 878 1133">(i) The Vice-Chancellor in the case of the Registrar and the Pro-Vice-Chancellors.</li> <li data-bbox="486 1133 878 1228">(ii) Pro-Vice-Chancellors in the case of Officers and teachers serving under them.</li> <li data-bbox="486 1228 878 1324">(iii) The Registrar in the case of the Deputy Registrar and the Assistant Registrar.</li> <li data-bbox="486 1324 878 1434">(iv) Head of the relevant Department in the case of all other employees serving under him.</li> </ul>



(b) Other kinds of leave, except study leave, if the period of leave does not exceed one month and no acting arrangement is necessary as indicated in (a) above. In all other cases the sanctioning authority is the Syndicate.

(c) Study leave... ..The Syndicate

Ord. 58. The Syndicate may, for reasons which it may consider adequate, vary, revise or cancel any leave order issued by itself or by an Officer under Ordinance 57.

## CHAPTER (VII)

### RULES REGARDING ATTENDANCE AT OFFICE FOR EMPLOYEES UNDER CATEGORIES (3) TO (7) UNDER ORDINANCE 2

Ord. 59. Unless otherwise decided by the Syndicate the normal office hours shall be from 10-30 A.M. to 5-30 P.M. with a recess of half-an-hour from 2 P.M. to 2-30 P.M. on weekdays and from 10-30 A.M. to 2 P.M. on Saturday ; provided that the members of the Lower Sub-ordinate Staff shall be required to attend office 15 minutes earlier. The Establishment Committee shall have the power to alter the hours of work of any employee of the University whenever necessary. The Head of the Office concerned shall also have the power to require an employee to attend office earlier or late if exigency arises. Drivers and Cleaners will work in the morning, day, afternoon or during such hours as may be determined by the Establishment Committee. Likewise Forashes, Sweepers, Malies, Plumbing mistries, Durwans and such other employees as may be decided by the Establishment Committee shall be required to work in the morning, mid-day, afternoon or during such hours as may be determined by the said Committee :

Provided, however, in no case shall the total number of working hours of an employee exceed the total number of normal working hours per day.

Provided also that in the case of the Industrial Employees of the Calcutta University Press the present card punching system shall continue until further orders.

**Note.**—The above rules may be relaxed in case an em-

ployee is required to work, on over-time or holiday basis on prior requisition.

Ord. 60. Each employee, on arrival at office, should sign the register kept for the purpose.

A red line should be drawn by the Office Superintendent or the Head of the Office/Department across the place provided for initial of those employees who are not present at office at 10-45 A.M. The attendance register shall then be sent to the Officer concerned and any employee arriving thereafter shall sign the attendance register putting the time of his arrival before the Officer concerned.

Five days' late attendance after 10-45 A.M. and before 1 P.M. within one month shall entail forfeiture of one day's leave. No one will be allowed to attend office after 1 P.M.

No employee should leave office during office hours except on official business.

Note.—(a) The rules regarding the late attendance shall not apply in cases where employees have to attend in the morning or in the afternoon.

(b) The rules regarding late attendance will not apply to such employees as may have obtained previous permission of the Head of the Office/Department concerned to attend office at late hours in view of the special circumstances.

(c) In special cases the above rules may be relaxed at the discretion of the Head of the Department.

Ord. 61. No employee shall be allowed to absent himself from office without prior permission from the Head of the Department concerned on application submitted to him the previous day or earlier ; and leave cannot be claimed as a matter of right.

Ord. 62. If under unavoidable circumstances previous sanction cannot be obtained the employee shall write to the Head of the Department concerned on the day on which he absents himself explaining the reasons which prevent him from attending office. An employee is liable to have his pay forfeited for such period for which he is absent without leave or immediate report.

## CHAPTER VIII

### COMPULSORY RETIREMENT

Ord. 63. The date on which an officer or any employee attains the age of compulsory retirement shall mean the last date of the month in which he attains such age.

Ord. 64. A permanent employee must be given at least three months' notice before his appointment is terminated by abolition of his post. Similarly, a permanent employee must give the University at least three months' notice if he wants to resign his appointment in the University.

## CHAPTER IX

### DISCIPLINE AND CONDUCT

Ord. 65. All Officers and employees must employ themselves to the duties of their office with the utmost diligence and implied obedience to orders and directions as may be issued by the Vice-Chancellor and the Syndicate.

Ord. 66. Every employee of the University shall at all time—

- (i) maintain absolute integrity, and
- (ii) do nothing which is unbecoming of an employee of the University.

Ord. 67. No University Officer or employee shall, in the performance of his official duties or exercise of power conferred on him, act otherwise than in his best judgement except when he is acting under the direction of his official superior which direction should, whenever possible, be recorded in writing.

Ord. 68. No employee of the University shall join or continue to be a member of an association the objects of which are prejudicial to the interest of the University or public order or morality. If a question arises whether the provision of this Ordinance has been contravened in a parti-

cular case, the matter shall be referred to the Chancellor whose decision on the point shall be final.

Nothing in this Ordinance will affect the Trade Union rights of an employee.

Ord. 69. Save in cases mentioned below no employee of the University shall serve in, or give evidence before, any committee or commission without obtaining prior permission of the Syndicate :—

- (i) Committee or Commission appointed by the Government, Central or State, the Parliament or the State Legislature ;
- (ii) a Judicial enquiry ;
- (iii) a departmental enquiry ordered by the Chancellor, the Vice-Chancellor or any authority of the University.

Ord. 70. No employee of the University shall divulge, either directly or indirectly, any official secrecy concerning the University to the Press or an outsider.

Ord. 71. No employee of the University shall, without the previous permission of the Syndicate, take part in the registration, promotion or management of any bank or other company.

Ord. 72. An employee of the University shall so manage his private affairs as to avoid habitual indebtedness or insolvency. An employee against whom any legal proceeding is instituted for the recovery for any debt due from him or for adjudging him as an insolvent shall forthwith report the full facts to the Vice-Chancellor.

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

Ord. 73. No employee of the University shall, except with the previous sanction of the Syndicate, have recourse to any court of law or to the Press for the vindication of any official act which has been the subject-matter of adverse criticism or attack of a defamatory character.

Note.—Nothing in this Ordinance prohibits an employee

of the University from vindicating his private character or any act done in his private capacity. Where any action is taken in such a case by an employee of the University, he shall forthwith report the same to the Syndicate.

Ord. 74. The following may for good and sufficient reasons, such as, (a) neglect of duty, (b) want of due diligence in the performance of duties, (c) violation of orders regarding attendance and office discipline, (d) in-subordination or disregard or violation of the orders of the superior Officers, (e) violation of any of the provisions of this Ordinance, (f) conviction by a criminal court for moral turpitude, or performance of an offence such as theft, (g) sufficient proof to justify the charge of obtaining bribe, (h) proof of tampering with official records with definite motive, etc, be imposed upon an employee, namely,

- (i) Censure ;
- (ii) Withholding of increments not affecting promotion ;
- (iii) Recovery of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders ;
- (iv) Removal or dismissal from service for offences number (f) to (h)

*Explanations :*

I. The termination of employment of

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

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

Ord. 75. All appeals in disciplinary matters not provided

for in Section 35 of the Act shall be decided and disposed of by the Vice-Chancellor except as may be otherwise provided in a contract.

## CHAPTER X

### DISMISSAL, REMOVAL AND SUSPENSION

Ord. 76. The pay and allowances of an employee who is dismissed or removed from service cease from the date such dismissal or removal is ordered to be effective.

§“Ordinance 77 (a) An employee under suspension is entitled to subsistence grant at one half of his basic pay plus one half of his Dearness pay plus one half of his Dearness Allowances plus the House Rent allowance he was in receipt on the date prior to suspension plus the Medical Allowance provided he is not engaged in any other employment, business, profession or vocation.

(b) The following recoveries shall be made from the subsistence grant to the suspended employees in the same way as from his salary :

- (i) Income Tax, Super Tax, House Rent etc.,
- (ii) Loans and Advances taken from the University,
- (iii) Over payments made to the person concerned,
- (iv) Loss to the University for which the person has been held responsible.

Provided the total amount of recoveries to be made under Clauses (i) to (iv) above shall not exceed one third of the subsistence grant.”

Ord. 78. When the suspension of an employee is held to have been unjustifiable or not wholly justifiable ; or when an employee who had been dismissed or removed or suspended from service is reinstated the punishing or appellate authority shall grant to him for the period of his absence from duty—

(a) If he is honourably acquitted the full pay and allowances to which he would have been entitled if he had not been dismissed, removed or suspended :

(b) If otherwise, such proportion of pay and allowance as the punishing or appellate authority may prescribe.

In a case falling under clause (a) the entire period of absence from duty shall be treated as a period spent on duty. In a case falling under clause (b) the period may be treated as duty or leave unless the punishing or appellate authority directs otherwise.

**Note**—The amount of subsistence grant, if any, already drawn shall be deducted from the pay and allowances or proportion thereof which may be granted under this Ordinance.

Ord. 79. Leave may not be granted to an employee under suspension or committed to prison.

## CHAPTER XI

### GENERAL

Ord. 80. In any case not expressly provided for in these Ordinances, the Syndicate shall give such directions as may be necessary in the special circumstances of the case.

Ord. 81. The power of interpreting these Ordinances is reserved to the Syndicate.

Ord. 82. (i) The existing permanent employees of the University will continue to enjoy the privileges of leave and other benefits they have been enjoying before the above Ordinances come into force unless they opt for coming under the provisions of these Ordinances.

(ii) Employees appointed before 1st April, 1948, shall however continue to enjoy the privileges of leave rules in vogue at the time.

## CHAPTER XII

### RULES REGARDING ELECTION TO LEGISLATURES

Ord. 83. No employee of the University mentioned in Ordinance 2 shall seek election to Central or State Legislature without the previous sanction of the Syndicate.

## CHAPTER XIII

Ordinance relating to the pension payable to the whole-time members of the University staff including Teachers and Officers.

1. These Ordinances may be called the Ordinances relating to pension payable to the whole time members of the University Staff including Teachers and Officers and will take effect from the 1st April, 1970.

2. In addition to existing retirement benefits, pension equivalent to one-fourth of the last 36 months' average pay will be admissible monthly till death to every whole time member of the University staff on retirement or resignation provided he rendered at least 15 years' wholetime continuous service to the University.

3. If a person becomes disabled either in the course of performing his duties or on his way to and from place of official duty or attending official assignment and thereby becomes incapable of earning livelihood, the pension mentioned in clause 2 will be admissible irrespective of the period of service rendered by him.

4. A person re-employed after retirement from elsewhere and getting pension therefrom shall have the option of enjoying it from either source provided he becomes entitled to pension here.

5. If a person dies before retirement his widow will be entitled to a monthly pension on the following basis so long she remains widow and does not engage herself in any remunerative employment.

- (a) Pension will be equivalent to such percentage of last 36 months' average pay as the number of completed years a person served the University, subject to a minimum of Rs. 25 per month and maximum of 15% of the last 36 months' average pay of the deceased.
- (b) This pension will be limited to 10 years from the date of death of the husband or till completion of 70th year by the husband whichever is earlier, provided, however, that the Syndicate, in special cases, may extend this period.



6. If a person enjoying pension dies before attainment of the age of 70, his widow will be entitled to get the pension as stated in Ordinance 5 above.

7. There should be a pension fund built up by annual contribution from the general revenue fund and all payments of pension will be charged to this fund.

*Explanation :*

In these Ordinances 'Pay' means that portion of employee's remuneration on which the subscription to the Provident Fund is deducted.

## CHAPTER XVI

### FEEES PRESCRIBED

**M.A. Course in Journalism :**

Tuition Fee .. Rs. 12 per month

**B.Lib. Science Course :**

- (i) Admission fee .. Rs. 15  
 (ii) Worship fee .. Rs. 15 (Payable once and at the time of admission)  
 (iii) Tuition fee .. Rs. 180 for the entire session of one academic year to be paid in 4 equal instalments of Rs. 45 each as follows :
- (a) 1st instalment .. Rs. 45 at the time of admission  
 (b) 2nd instalment .. Rs. 45 in September  
 (c) 3rd instalment .. Rs. 45 in December  
 (d) 4th instalment .. Rs. 45 in March

**B. Tech. Parts I, II and III/M. Tech./P. G. Diploma Course in Applied Physics/Computer Course in Radio-Physics and Electronics :**

- B. Tech. Part I .. Rs. 60  
 B.Tech. Part II .. Rs. 60  
 B.Tech. Part III .. Rs. 60  
 M.Tech. .. Rs. 100

(Common to Radio-Physics and Electronics, Applied  
Physics and Chemical Engineering and Chemical  
Technology)

B.Tech. Part I (Plastic & Rubber Technology)	Rs. 80
B.Tech. Final (Plastic & Rubber Technology)	Rs. 60
Post-Graduate Diploma Course in Applied Physics.	Rs. 75
Computer Course in Radio-Physics and Elec- tronics.	Rs. 75

In addition to the above, students shall have to pay a practical Examination Fee of Rs. 10, and Mark-Sheet of Rs. 5.

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