

THE BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR

FIRST STATUTES, 2007



Bengal Engineering and Science University, Shibpur

Howrah 711 103

Government of West Bengal

Higher Education Department

NOTIFICATION

In exercise of the power conferred by sub-section (2) of section 53 of the Bengal Engineering and Science University, Shibpur Act, 2004 (West Ben. Act XIII of 2004), I, Nikhil Ranjan Banerjea, the First Vice-Chancellor of the Bengal Engineering and Science University, Shibpur, hereby cause, with the approval of the Chancellor and with the assistance of the committee consisting of the members nominated by the State Government by order No. 850-Edn.(U) / 1U(BE)-19/ 2004 dated the 15th December, 2004 under sub-section (2) of the said section, the Bengal Engineering and Science University, Shibpur First Statutes, 2007 (hereinafter referred to as the First Statutes) to be framed as follows:

CHAPTER I

PRELIMINARY

SHORT TITLE

1. These Statutes may be called the Bengal Engineering and Science University, Shibpur First Statutes, 2007.

DEFINITIONS

3. In these Statutes, unless there is anything repugnant in the subject or context, -
 - (1) (a) "Chapter" means a Chapter of these Statutes;
 - (b) "Faculty" means Faculty Council for Post-graduate and Under-graduate Studies;
 - (c) "section" means a section of the Act;
 - (d) "statute" means a statute of these statutes;
 - (e) "the Act" means the Bengal Engineering and Science University, Shibpur Act, 2004 (West Ben. Act XIII of 2004).
- (2) Words and expressions used but not otherwise defined shall have the same meaning as in the Act.

CHAPTER II

Election Matters

Election to the Court, the Executive Council, the Faculty Councils for Post-graduate and Undergraduate Studies, and Deans of the faculty Councils for postgraduate and undergraduate studies.

PART I

A. Election of Members of (1) the Court under clauses (xv) to (xx) in sub-section (1) (b) of section 14, (2) the Executive Council under clauses (iii) to (ix) of sub-section (1) (b) of section 17, (3) the Faculty Councils for Post-graduate and Undergraduate studies under clause (vi) of Sub-section (2) of section 19 (4) Deans of the Faculty Councils for postgraduate and undergraduate studies under sub-section (2) of section 21.

Fixation of dates for application for enrolment of voters, nominations, scrutiny of nominations, withdrawal of candidature and poll:

3. (1) The Vice Chancellor shall, by an order in writing fix a date or dates -
 - (a) on or before which applications for enrolment as voters shall be submitted, which shall not be earlier than fifteen days from the date of the order;
 - (b) on or before which nominations for election shall be submitted, which shall not be earlier than fifteen days from the date of publication of the final electoral rolls for the constituency concerned after the last date of application for enrolment as voters fixed under sub-clause (a);
 - (c) on which scrutiny of nominations shall be made, which shall not be later than the third day from the last date for submission of nominations fixed under sub-clause (b);
 - (d) on or before which applications for withdrawal of candidature, if any, shall be submitted which shall not be later than the third day from the date fixed under sub-clause (c) for scrutiny of nominations;
 - (e) on which a poll shall, if necessary, be taken which shall not be earlier than fifteen days from the last date for withdrawal of nomination fixed under sub-clause (d);
 - (f) on which counting of votes shall be commenced which shall not be later than three days from the date for taking the poll fixed under sub-clause (e).

Explanation:- for the purpose of fixing dates under sub-clauses (a) to (f) , separate` orders may be issued.

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

NOTICE CALLING FOR APPLICATIONS FOR ENROLMENT AS VOTERS

4. As soon as possible after receiving the order of the Vice Chancellor, referred to sub-clause (a) of clause (1) of statute 3, the Returning Officer shall, in such manner as the Vice Chancellor may direct, issue or cause to be issued a notification stating the substance of the order and calling for applications for enrolment as voters in the respective constituencies from all persons entitled to vote at the election in such constituencies.

PRELIMINARY ELECTORAL ROLLS

5. Not later than fifteen days after the last date for application for enrolment of voters fixed under sub-clause (a) of clause(1) of statute 3, the Returning Officer shall prepare a preliminary electoral roll for every constituency of the Court, the Executive Council, the Faculty Councils for Post-graduate and Undergraduate Studies and the Deans of the Faculty Councils for Post-graduate and Undergraduate Studies, containing the names of all persons who have applied for enrolment as voters in the Constituency concerned and are qualified to have their names included in such rolls.

Explanations:-

- (a) A teacher or a non-teaching staff or an officer or a supervisory staff shall be entitled to have his name included in the relevant electoral roll even though he is on authorized leave;
- (b) A person shall be entitled to have his name included in the electoral roll of one constituency only. A person qualified to have his name included in the electoral rolls of more than one constituency shall indicate the constituency in the electoral roll of which he wishes his name to be included and the Returning Officer shall include his name accordingly In case of failure to indicate the constituency, the application shall be rejected.
- (c) A preliminary electoral roll prepared under this statute together with a notice to the effect that the electoral roll may be inspected and claims or objections in respect thereof filed shall be published by posting the same in the Notice Board of the Office of the Registrar.

CLAIMS AND OBJECTIONS

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

FINAL ELECTORAL ROLL

7. (1) The Returning officer shall, after summary enquiry, dispose of all claims or objections submitted under statute 6 and amend the electoral roll where necessary. The final electoral roll so prepared shall be kept in the office of the Returning Officer and shall, not later than three days from the last date for filing claims and objections referred to in statute 6, be published in such manner as is referred to in statute 5 and shall come into force forthwith upon such publication. The decision of the Returning Officer on any claim or objection shall be final.
- (2) The final electoral roll for any constituency, prepared under clause (1) of this statute, shall remain in force until a fresh electoral roll is prepared for that constituency in connection with the next election on the expiry of the term of office of the members elected from that constituency, subject to such amendments, if any, as the Vice Chancellor may, consider necessary for the purposes of filling casual vacancies.

WITHDRAWAL OF NAME FROM ELECTORAL ROLL

3. If at any time before the publication of the final electoral roll of any constituency under statute 7, any person applies for withdrawal of his name from such roll, the Returning Officer shall permit his name to be so withdrawn.

CORRECTION OF ERROR IN ELECTORAL ROLL

9. The Returning officer shall have the power to correct any printing or clerical error in the final electoral roll.

CUSTODY OF ELECTORAL ROLLS, ETC

10. (1) The Returning Officer shall have the custody of the preliminary as well as the final electoral rolls.
- (2) Electors may obtain copies of the preliminary as well as final electoral rolls from the office of the Returning Officer.

NOTICE CALLING FOR NOMINATIONS

11. Upon the publication under statute 7 of the final electoral roll for an election, the Returning Officer, as per order of the Vice Chancellor under statute 3, shall forthwith give notice in writing of the intended election inviting nominations of candidates for election and specifying the last date fixed for making nominations, the date for scrutiny of nominations and the last date for withdrawal of candidature as well as the date of poll and the time and place of election subject to the provisions of this statutes and the Act.

NOMINATIONS

12. (1) Any person whose name appears in the final electoral roll of any constituency and who is not disqualified to be elected as a member of the authorities or body of the University under section 30 may be nominated as a candidate for election from that constituency.
- (2) On or before the last date for submission of nomination of candidates for election fixed under sub-clause (b) of clause (1) of statute 3, a candidate for election shall deliver or cause to be delivered to the Returning Officer between 10 a.m. and 4 p.m. on a working day of the University, the nomination paper in a form approved for the purpose by the Vice Chancellor which shall be obtainable from the Returning Officer.
- (3) No nomination paper shall be valid unless it is signed by the candidate as assenting to the nomination and by one other person qualified to vote in the constituency concerned as proposer.
- (4) An elector may sign as proposer only one nomination paper and no more, and if an elector signs as proposer more than one nomination papers, all the nomination papers so signed by such elector shall be invalid:
provided that the provisions of this sub-clause shall not apply to a constituency where the number of electors does not exceed five.

SCRUTINY OF NOMINATIONS

13. On the day fixed under sub-clause (c) of clause (1) of statute 3 for scrutiny of nominations, the Returning Officer shall scrutinise the nomination papers in the presence of candidates and publish on the notice board in his office, a list arranged alphabetically according to surname of candidates whose nominations are found to be valid.

WITHDRAWAL OF CANDIDATURE

14. Any candidate whose name appears in the list may withdraw his candidature by a notice in writing signed by him and delivered to the Returning Officer within the time fixed under sub-clause (d) of clause (1) of statute 3.

CONDUCT OF ELECTION

- 15.(1) if the number of candidates in any constituency whose nominations are found to be valid and who have not withdrawn their candidature, is less than the number of persons to be elected, the Returning Officer shall declare all such candidates duly elected and the seats remaining unfilled shall be deemed to be vacancies for the purposes of section 34.

- (2) if the number of such candidates is equal to the number of persons to be elected, the Returning Officer shall declare all such candidates duly elected.
- (3) if the number of such candidates exceeds the number of persons to be elected, the Returning Officer shall forthwith publish in his office a list of the candidates for election arranged alphabetically according to surname and a poll shall be taken.

ELECTION FOR TEACHERS' CONSTITUENCY:

16. (1) In the case of elections under sub-clauses (xv) and (xvi) of clause (b) of sub-section (1) of section 14 for choosing members of the Court, and under clause (vi) of sub-section (2) of section 19 relating to election of the members of the Faculty Councils for post-graduate and undergraduate studies, the Returning Officer shall notify the venue, the date of election, the time and the duration of polling which shall be between 10 a.m. and 4 p.m. The date of polling shall be in accordance with sub-clause (e) of clause (1) of statute 3 and shall be given wide publication. A copy of such publication shall be posted on the Notice Board of the Registrar's Office and all other Notice Boards of the University.
- (2) For the purpose of conducting election, the Returning Officer shall appoint Presiding Officers from amongst the Teachers, Officers or supervisory staff of the University and the Polling assistants, if necessary, from amongst the employees of the University. The Returning Officer shall arrange for transportation of the ballot papers and ballot boxes to the polling centres. He shall also supply a copy of instructions relating to rules and procedure for the conduct of election to each of the Presiding Officers.
- (3) The polling centres shall remain open from 10 a.m. to 4 p.m. As soon as the clock strikes 4 O'clock in the afternoon, only the voters standing in the queue at that time shall be allowed to enter inside the polling station and cast their votes. The Presiding Officer shall not allow any voter to cast his vote if he arrives at the polling station after 4 p.m.
- (4) After the polling is over, the Presiding Officer shall prepare a statement of the number of ballot papers used and those left over. The ballot papers remaining unused shall be packed and sealed. The ballot boxes shall also be sealed in the presence of the candidates.
- (5) The Presiding Officer shall accompany the ballot boxes and hand over the same along with the necessary papers as stated in clause (4), to the Returning Officer or his nominee in his office on the same day. The Returning Officer shall make necessary arrangement for keeping the ballot boxes in safe custody till the counting begins according to the time schedule mentioned in sub-clause (f) of clause (1) of statute 3.

ELECTION FOR STUDENTS' CONSTITUENCY

17. (1) The student-members of the Court described in sub-clauses (xvii) and (xviii) of clause (b) of sub-section (1) of section 14 shall be elected by electoral colleges to be constituted separately by the regular students of post-graduate and undergraduate classes of the University.
- (2) Upon publication of the final electoral roll for the electoral colleges separately for Post-graduate and Undergraduate courses, the Returning officer shall issue a notice inviting nominations of candidates for election to the court and specifying the last date fixed for submitting nominations, the time and place at which, and the person to whom, the nomination papers are to be delivered, the date of scrutiny of nominations and the last date for withdrawal of candidature, as also the date of poll subject to provision of statute 3.
- (3) The Returning Officer shall after receiving such nomination papers, scrutinize the same in the presence of the candidates and publish the list of names of candidates whose nomination papers have been found valid and post a copy of such list on the Notice Board of the University, arranged in alphabetical order according to the surname of the candidates.
- (4) A candidate whose name appears in the list may withdraw his name in writing under his signature and deliver the same to the Returning Officer.
- (5) The Returning Officer shall then arrange for printing of the ballot papers in alphabetical order according to the surname of the candidates whose names appear in the final list as indicated in clause (4).
- (6) The Returning Officer shall then conduct the election subject to provisions of statute 15.
- (7) A student whose name appears in the final electoral roll shall cast his vote in person on production of his photo identity card, in the presence of the Presiding Officer appointed by the Returning Officer for the purpose. The polling centres shall remain open from 10 a.m. to 4 p.m. As soon as the clock strikes 4 O'clock in the afternoon, the gates of the polling station shall be closed, but the voters standing in the queue at that time shall be allowed to enter inside the polling station and cast their votes. The Presiding Officer shall not allow any voter to cast his vote if he arrives at the polling station after 4 p.m.
NOTE: Every voter shall receive the ballot paper by affixing the signature in its counterfoil and record his vote in the ballot paper in accordance with the instructions contained therein and drop the same in the ballot box provided for the purpose.
- (8) After the polling is over, the Presiding Officer shall prepare a statement of the number of ballot papers received, distributed and remained unused and seal the ballot box as well as the statement in a

cover in the presence of the candidates or their authorized agents. The Presiding Officer shall then hand over the ballot box together with sealed covers containing the aforesaid statement to the Returning Officer.

- (9) After the ballot boxes are collected under clause (8), the Returning Officer shall open the ballot boxes in presence of the candidates or their authorized agents on the date fixed for counting. The Returning officer shall, subject to the provisions contained in sections 23, 24 and 25 of the statutes then scrutinize the ballot papers and count or cause to be counted valid votes recorded in the ballot papers in favour of the respective candidates. The results of the election shall be declared by the Returning Officer and the copy of the result stating the number of votes received by each candidate shall be posted on the Notice Board of the University.

ELECTION FOR NON-TEACHING STAFF CONSTITUENCY

18. (1) For the purpose of election of the Non-teaching Staff of the University under sub-clause (xix) of clause (b) of sub-section (1) of section 14, the Returning Officer shall notify the venue, the date of election, the time and the duration of polling which shall be between 10 a.m. and 4 p.m. The date of polling shall be in accordance with the provisions of statute 3 and shall be given wide publication. A copy of such publication shall be posted on the Notice Board of the Registrar's Office and all other Notice Boards of the University.
- (2) After publication of the final electoral roll, the Returning Officer shall issue notification inviting nominations of candidates for election and comply with all other procedures as specified in statutes 11, 12, 13, and 14.
- (3) The Returning Officer shall then conduct the election in accordance with the procedures laid down in statute 15.
- (4) After the election is held in conformity with the procedure laid down in clause (3), the Returning Officer shall count or cause to be counted valid votes recorded in favour of the candidates for election from the constituency and declare the results after completion of counting of votes in the manner provided in statutes 23, 24 and 25 mutatis mutandis.

ELECTION FOR OFFICERS AND SUPERVISORY STAFF CONSTITUENCY

19. (1) Upon the receipt of the order of the Vice Chancellor under statute 3, the Returning Officer shall notify the venue, the date of election, the time and the duration of polling which shall be between 10 a.m. and 4 p.m. The date of polling shall be in accordance with the provision of statute 3 and shall be given wide publication. A copy of such

publication shall be posted on the Notice Board of the Registrar's Office and all other Notice Boards of the University for information of the persons concerned in connection with the election of the "Court" under sub-clause (xx) of clause(b) of sub-section (1) of section 14.

- (2) After publication of the final electoral roll the Returning Officer shall issue a notice inviting nominations of candidates for the purpose of election under sub-clause (xx) of clause(b) of sub-section (1) of section 14, and specify the date of scrutiny of nominations and last date for withdrawal of candidature as well as the date of poll in compliance with the procedure laid down in the statutes 11, 12, 13 and 14.
- (3) The Returning Officer shall then conduct the election in compliance with the procedures laid down in statute 15.
- (4) The Returning Officer shall thereafter count or cause to be counted the valid votes in favour of the candidates concerned and declare the results by applying the provisions of statutes 23, 24 and 25 mutatis mutandis.

RECORDING OF VOTE IN CASE OF PHYSICAL INCAPACITY

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

COMPETENCY TO VOTE

21. (1) No person whose name does not appear in the final electoral roll of a constituency shall be entitled to vote in that constituency.
- (2) A person whose name appears in the final electoral roll of a constituency shall be entitled to vote in that constituency only and in no other subject to the provision of section 30.
- (3) Every elector shall have as many votes as there are persons to be elected in the constituency, but shall not have the right to record more than one vote in favour of any one candidate.

RETURNING OFFICER TO KEEP COVERS ETC. IN SAFE CUSTODY

22. (1) The Returning Officer shall keep all covers received by him in safe custody until the commencement of counting of votes.
- (2) Any cover received by the Returning Officer after 6 p.m. on the day fixed for the poll under sub-clause (e) of clause (1) of statute 3 shall be rejected by him but shall be kept in a separate packet in his office.

COUNTING OF VOTES

23. (1) On the day fixed under sub-clause (f) of clause (1) of statute 3 for commencement of counting of votes, the Returning Officer shall, at such time and place as may be determined by the Vice Chancellor and notified in the Notice Board in the office of the Registrar in this respect, proceed, in such manner as the Returning Officer may determine and with the help of such persons as the Vice Chancellor may appoint to assist the Returning Officer in the counting of votes, to open all covers received, to open the envelopes containing the ballot papers, to open the ballot boxes and after scrutiny, to separate the ballot papers which the Returning Officer considers valid from those which he considers invalid and finally to count the valid votes given to each candidate and to record in a statement total number of valid votes so given to each candidate.
Provided that the Returning Officer may, at any stage, adjourn the proceedings referred to in this clause until such time or date as he may consider fit and proper.
- (2) The Vice Chancellor, the persons appointed to assist the Returning Officer in counting the votes and candidates, shall have the right to be present at the counting of votes.

VALIDITY OF BALLOT PAPERS

24. A ballot paper shall be invalid if -
- (a) it is not duly marked,
or
 - (b) it contains no record of voting,
or
 - (c) more than one mark is placed on it against any candidate's name,
or
 - (d) the identity of the voter is disclosed,
or
 - (e) the number of votes recorded therein exceeds the number of seats to be filled,
or
 - (f) the mark is so placed as to render it doubtful as to which candidate the vote has been given,
or
 - (g) there is an eraser of voting mark of such a nature.

DECLARATION OF RESULTS AFTER COUNTING OF VOTES

25. (1) When the counting of votes has been completed, the Returning Officer shall, forthwith declare the candidate or candidates to whom the largest number of valid votes has been given duly elected. When two or more candidates received equal number of votes and they cannot be declared elected, the final selection shall be made by the Returning Officer by drawing lots.
- (2) The Returning Officer shall then seal up in separate packets the valid and invalid ballot papers, mark each packet with the description of its contents, the name of the constituency and the date of election and keep them in safe custody for a period of one month after the date of election, on each case, or if any dispute arises regarding an election, until the dispute is disposed of.

PART II

B. Election of members of the Executive Council for under clauses (iii) to (ix) of sub-section (1) (b) of section 17.

VICE CHANCELLOR TO FIX DATES FOR NOMINATIONS ETC.

26. For the purpose of an election in any of the constituencies referred to above, the Vice Chancellor shall, as soon as may be after the constitution of the Court or the Faculty Councils for Post-graduate and Undergraduate Studies, as the case may be, by order in writing fix a date or dates -
- (a) on or before which nominations for election shall be submitted, which shall not be earlier than seven days from the date of the order;
 - (b) on which scrutiny of nominations shall be made, which shall not be later than the second day from the last date for submission of nominations fixed under clause (a);
 - (c) on or before which applications for withdrawal of candidature, if any, shall be submitted, which shall not be later than the second day from the date fixed under clause(b) for scrutiny of nominations;
 - (d) on which a meeting of the members concerned of the Court or the Faculty Councils for Post-graduate and Undergraduate Studies, as the case may be, shall be held for the purpose of the election, such date not being earlier than five days from the last date for withdrawal of candidature fixed under clause (c).

NOTICE CALLING FOR NOMINATION

27. Forthwith upon the receipt of an order of the Vice Chancellor, the Returning Officer shall issue a notice, in such manner as the Vice Chancellor may direct, inviting nominations for election and specifying the last date fixed for making nominations, the date for scrutiny of nominations, and the last date for withdrawal of candidature as well as the date fixed for the meeting of members concerned of the court, the Faculty Councils for Post-graduate and Undergraduate studies, as the case may be, for the intended election and the time and place at which, and the persons to whom nomination papers are to be delivered.

NOMINATIONS, ETC.

28. On the issue of the notice under statute 27 by the Returning Officer, the provisions of statutes 12, 13 and 14 relating to nominations, scrutiny and withdrawal of candidature shall mutatis mutandis apply.

Returning Officer to send List of Duly Nominated Candidates to Every Elector

29. The Returning Officer shall not less than seven days before the date fixed under clause (d) under statute 26 forward to each member concerned of the Court or the Faculty Councils for Post-graduate and Undergraduate Studies, as the case may be, a list of duly nominated candidates proposed for election, who have not withdrawn their candidature and shall call for a meeting of the Court or the Faculty Councils for Post-graduate and Undergraduate Studies, as the case may be, for the election on the day fixed in this behalf under clause (d) of Statute 26.

Election

30. (1) At the meeting of the Court or the Faculty Councils for Post-graduate and Undergraduate Studies, as the case may be, the Returning Officer shall supply or cause to be supplied to each member thereof present at the meeting a ballot paper in a form approved by the Vice Chancellor.
- (2) The electors shall then, if they so wish, record their votes on the ballot papers so supplied, in accordance with the instructions set out in the ballot papers. Such person or persons shall then collect the ballot papers as the Returning Officer may appoint for the purpose.

Counting of Votes, Declaration of Results

31. (1) After the ballot papers are collected under clause (2) of statute 30, the Returning Officer shall proceed to scrutinize the ballot papers or cause them to be scrutinized and to count or cause to be counted the votes, recorded in favour of each candidate. The results of the election shall thereafter be declared by the Returning Officer.
- (3) In the matter of scrutinizing ballot papers, counting of votes and declaring the results the procedures laid down in statutes 23, 24 and 25 shall mutatis mutandis apply, subject, however, to the condition that in the cases of equality of votes in the last seat to be filled, the decision shall be made by the casting vote of the Officer presiding at the meeting.

Term of Appointment of Elected Persons

32. The term of appointment for the persons elected will be as provided by sub-section (1) of section 32.

Election of Dean

33. (1) The Registrar shall, on receipt of an order of the Vice Chancellor, convene a meeting of each of the Faculty Councils for Post-graduate and Undergraduate Studies in (i) Engineering and Technology (ii) Basic and Applied Sciences and (iii) Social and Management Sciences of which previous notice shall be given specifying the date, time and venue of the meeting for the purpose of electing the Dean of the Faculty Council concerned. Fifty percent of the total number of members of the Faculty Councils for Post-graduate and Undergraduate Studies, to the nearest whole number, shall constitute a quorum.
- (2) In case there is no quorum at the meeting of the Faculty Councils for Post-graduate and Undergraduate Studies for election of the Dean thereof or if such meeting is adjourned for any reason, a fresh meeting or the adjourned meeting, as the case may be, shall be held on such date and such time and place as may be fixed in this behalf by the Vice Chancellor.
- (3) At a meeting for election of Dean, nominations for election shall be submitted in writing to the Chairman, ensuring that no member shall submit such nomination in favour of more than one person. Nominations submitted otherwise than in accordance with the provisions hereof shall be rejected by the Chairman and if a member

nominated for election declines to stand for election, his name shall be omitted from consideration.

- (4) When all nominations are submitted to the Chairman, the Chairman shall announce the names of duly nominated candidates. Thereupon the members of the Faculty Councils for post-graduate and undergraduate Studies shall record their votes each by writing the name of one, and not more than one of the duly nominated candidates on a voting paper to be distributed by the Chairman for the purpose.
- (5) When the voting is complete, the Chairman shall cause the voting papers be collected and the votes counted.
- (6) The candidate securing the largest number of votes shall be declared duly elected
provided that in the event of an equality of votes the choice between the candidates securing such equal number of votes shall be made by the Chairman by drawing lots.
- (7) The Deans shall hold office for a period of two years from the date of declaration of the results or till the date of superannuation, whichever is earlier.

Election to Fill Casual Vacancy in any Authority

34. (1) A casual vacancy in the office of an elected member of any body or authority of the University shall be filled by such body or authority by election at a meeting to be convened for the purpose by the Registrar on such date (being not later than three months from the date of vacancy) and at such time and place as the Vice Chancellor may appoint in this behalf, provided that at least seven days' notice shall be given to the members of the authority concerned.
- (2) At the meeting of the body or authority so convened, members present thereof shall propose name of persons representing the interest, which the member whose seat has become vacant represented. Each such proposal must be seconded by another member of the authority concerned.
- (3) If the number of persons proposed for election to the authority be less than or equal to the number of members to be elected, the Chairman shall declare all persons so proposed duly elected. If the number of persons so proposed for election exceeds the number of members to be elected, a poll shall be taken by distributing ballot papers to the persons present in the meeting and the persons securing the largest number of votes shall be declared by the Chairman duly elected. In the case of an equality of votes in respect of the last seat to be filled, the Chairman shall decide the issue by drawing lots.
- (4) Any casual vacancy in the office of a nominated member of any body or authority of the University shall be filled within a period of not later than three months from the date of occurrence of such vacancy.

Constitution of Election Tribunal

35. There shall be an Election Tribunal under section 36, comprising the following members :—
1. a person to be nominated by the Chancellor as Chairman
 2. one person having knowledge of law to be nominated by the State Government as member; and
 3. a person to be nominated by the Vice Chancellor as member.

Decision of Questions of inclusion of names in electoral roll etc.

36. (1) The Returning Officer shall decide all questions of eligibility for inclusion of any name in an electoral roll.
- (2) All disputes or objections relating to an election or nomination shall be made in writing and shall be forwarded to the Registrar immediately for referring the same to the Election Tribunal for disposal.

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

37. (1) The Registrar shall prepare, in conformity with these Statutes such forms and papers as may be necessary for inviting nominations of candidates for election, nomination papers, notices of withdrawal of candidature, ballot papers, letters of intimation and envelopes for the return of ballot papers and other necessary papers for the conduct of any election and after the forms have been approved in writing by the Vice Chancellor, they shall be used as approved forms for conducting election.
- (2) The Registrar shall maintain a file of forms referred to in clause (1) together with the orders of approval of the Vice Chancellor.

Power of the Vice Chancellor to Postpone Date

38. Notwithstanding anything to the contrary elsewhere contained in this Chapter, the Vice Chancellor may, at any time, cancel any date or dates fixed in connection with any election, and fix such later date or dates instead thereof as he may think fit.

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

39. If on account of any lacuna or omission in the provisions of these Statutes or any other reason whatsoever, any difficulty arises as to the holding of any election as per these statutes, or otherwise in giving effect to the

provisions of these Statutes, the Vice Chancellor, as occasion may require, may, notwithstanding any thing to the contrary contained elsewhere in these statutes, give such directions not inconsistent with the provisions of the Act, as he may think fit for the purpose of removing the difficulty.

Returning Officer

40. The Registrar shall normally act as the Returning Officer. But Vice Chancellor may appoint any Officer or Professor to act as the Returning Officer under special circumstances.
41. In this Chapter, unless the context otherwise requires -
- (1) "constituency", means a group or category of electors;
 - (2) "election day", with reference to any election, means the date fixed for a poll in connection with such election;
 - (3) "elector", with reference to any constituency, means a person entitled to vote at an election by the constituency;
 - (4) "electoral roll", means the register of electors in any constituency;
 - (5) "Presiding Officer", means a person appointed by the Returning Officer for the purpose of conducting election of any authority or body of the University;
 - (6) "Returning Officer", means the person appointed by the Vice Chancellor as the Returning Officer in connection with any election by a general or a special order; and
 - (7) "the Officer and the Supervisory Staff", means a person declared to be an Officer by the statutes or a person holding the post of a Superintendent in the University office and shall include other employees belonging to the same scales of pay.

CHAPTER III

AUTHORITIES OR BODIES OF THE UNIVERSITY

BOARD OF STUDIES

42. (1) There shall be a Board of studies attached to the Faculty Councils for post-graduate and under-graduate studies.
- (2) Each Board of Studies shall consist of -
- (i) all whole-time Professors of the Department concerned, and
 - (ii) two persons possessing expert knowledge in the subject concerned from outside the University nominated by the Executive Council for a period of four years.

- (3) The Vice Chancellor shall be the Chairman and in his absence the concerned Dean shall be the Chairman and the Head of the Department shall be the Vice-Chairman and Convener of the Board.

FINANCE COMMITTEE

43. (1) The powers and duties of the Finance Committee constituted under 23 shall be as follows:-
- (a) the Finance Committee shall advise on any financial matter that may be referred to it for opinion by any authority or body of the University;
 - (b) before the 30th of November, every year the Finance Committee shall consider at a meeting convened for the purpose, the budget indicating estimated receipts and expenditure of the University on different accounts for the ensuing financial year and submit the same to the Executive Council with its recommendations. The budget as approved by the Executive Council shall be submitted to the State Government as required under sub-section (1) of section 39;
 - (c) before the 31st of January, every year the Finance Committee shall consider at a meeting convened for the purpose the annual financial estimates of the ensuing financial year and having considered the same estimates make recommendations pertaining to them which shall be forwarded to the Executive Council for examination and approval prior to transmission to the Court.
 - (d) before the 31st of January of every year, the Finance Committee shall consider the annual statement of accounts for the previous financial year and transmit the same with its recommendations to the Executive Council for examination and approval prior to its transmission to the Court;
 - (e) the Finance Committee shall prepare financial and accounts rules with the approval of the Executive Council;
 - (f) if there is reason to suppose that receipts under any head are likely to fall considerably short of the budget estimates a revised estimate shall be submitted by the Finance Committee;
 - (g) the Finance Committee shall review the position of receipt and expenditure every three months and shall send its recommendations, if any, to the Executive Council for such action as the Executive Council may deem fit and appropriate;
 - (h) the Finance Committee may call for any paper bearing on any financial proposal or any item of accounts under its consideration or in making its recommendation on the annual accounts or the financial estimates and
- (2) No expenditure, not covered by the budget grant or in excess of the budget provision under any head, may be incurred without consideration by the Finance Committee and prior approval of the State Government:

Provided that no such prior approval shall be necessary in respect of any expenditure on any scheme not provided in the budget, if such expenditure is met by the University out of its own resources.

PLANNING AND MONITORING BOARD: THE POWERS AND DUTIES

44. (1) (a) There shall be a Planning and Monitoring Board of the University consisting of the following members: -
- (a) Vice Chancellor — Chairman,
 - (b) Deans of Faculty Councils,
 - (c) three members of the Executive Council nominated by the Court,
 - (d) three members of Faculty Council, one from each Faculty Council nominated by the Executive Council,
 - (e) secretary, West Bengal State Council of Higher Education,
 - (f) two alumnus nominated by the Court,
 - (g) one member nominated by the State Government, and
 - (h) Registrar — Convener.
- (b) The Chairman, Planning and Monitoring Board shall have power to invite not more than three specialists to attend a particular meeting of the Board.
- (2) The Planning and Monitoring Board shall advise the Executive Council on the following matters:-
- (a) formulation of development proposal under Five-year Plans or any new schemes submitted from different Faculty Councils or Departments of the University or called for by Central Government or State Government or by the University Grants Commission, AICTE and such other agencies,
 - (b) formulation of departmental plans, both short-term and long-term,
 - (c) recommendation of expenditure of capital grants from the University Grants Commission, AICTE, Central Government or State Government or any other source,
 - (d) plans and estimates of any new construction projects as recommended by the Building Committee,
 - (e) purchase of equipment and stores exceeding Rs.5,00,000/-(five lakh) in value,
 - (f) acceptance of tenders for construction or extension of buildings,
 - (g) report on implementation of capital projects, and
 - (h) any other matter they may be referred to the Planning and Monitoring Board by the Executive Council under the provision of the Act.
- (3) The Planning and Monitoring Board shall meet as often as necessary but at least once in every two months.

- (4) In the absence of the Vice Chancellor, the senior most Dean present shall preside over the meeting, and in the absence of any of them, the members present shall elect a Chairman from amongst themselves for that meeting. One third of the total number of members rounded to the nearest whole numbers shall constitute quorum.

BUILDING COMMITTEE

- 45 There shall be a Building Committee under the Planning and Monitoring Board, comprising the Chief Engineer, PWD, Government of West Bengal; Chief Government Architect, PWD; Chief Engineer, Howrah Municipal Corporation; Head of the Department of Civil Engineering of this University; Registrar; Finance Officer and the Engineer of the University with the Vice Chancellor or his nominee as the Chairman, to examine and recommend all construction proposals to the Planning and Monitoring Board.

ADMISSION COMMITTEE

46. (1) There shall be an admission Committee for each Faculty Council for Postgraduate and Undergraduate studies with the following members:-
- (a) the Vice Chancellor — Chairman,
 - (b) the Dean of the Faculty Council concerned — Vice Chairman,
 - (c) the Heads of Departments,
 - (d) Professor – in – charge of students' activities,
 - (e) the Registrar,
 - (f) one Professor to be nominated by the Vice Chancellor — Convener.
- (2) The Admission Committee shall advise the Executive Council on the following matters:-
- (a) the norms for selection of candidates for admission;
 - (b) relaxation of age ;
 - (c) determination of admissions procedure; and
 - (d) such other matter as may be referred to it by the Executive Council under the provision of the Act.
- (3) The Admission Committee shall arrange —
- (a) to interview candidates, and
 - (b) to select candidates for admission.
- (4) The Admission Committee shall meet as often as necessary. In the absence of the Vice Chancellor, the Dean of the Faculty Council concerned shall preside at its meeting. One third of the total number rounded to the nearest whole number shall constitute the quorum.

STUDENTS' WELFARE BOARD

47. (1) There shall be a Students' Welfare Board of the University consisting of the following members:-
- (a) the Vice-Chancellor — Chairman,
 - (b) the Deans of the Faculty Councils,
 - (c) the Professor of Training and Placement,
 - (d) three Superintendents of Hostels to be nominated by the Vice Chancellor,
 - (e) President of each Students' Union,
 - (f) one alumnus nominated by the Executive Council; and
 - (g) professor – in – charge of students' activities — Secretary.
- (2) The Students' Welfare Board shall advise the Executive Council on the following matters: -
- (a) promotion and maintenance of health, welfare and discipline of students;
 - (b) financial assistance to students;
 - (c) guidance for students' publications;
 - (d) appointment of visiting committee for periodical inspection of hostels;
 - (e) matters relating to students' residence;
 - (f) framing and amending of hostel rules; and
 - (g) Such other relevant matters as may be referred to it by the Executive Council under the provision of the Act.
- (3) The Students' Welfare Board shall meet as often as necessary. In the absence of the Vice Chancellor, the senior-most Dean of the Faculty Councils present shall preside over the meeting and in the absence of any of them, the members present shall elect a Chairman from amongst themselves for the meeting. One third of the total number of members of the Students' Welfare Board rounded to the nearest whole number shall constitute the quorum.

SPORTS BOARD

48. (1) There shall be a Sports Board of the University consisting of the following members:-
- (a) the Vice Chancellor or his nominee — Chairman;
 - (b) the Professor of Training and Placement;
 - (c) three teachers of whom at least one be a lady teacher nominated by the Executive Council;
 - (d) two Physical Instructors nominated by the Executive Council;
 - (e) president and the General Secretary of each Students' Union, and
 - (f) professor– in– charge of Students' Activities — Secretary.

- (2) The Sports Board shall advise the Executive Council on the following matters:-
- (a) rules relating to different functions of the Sports Board;
 - (b) provision in the Budget for allocation of fund for different purposes pertaining to sports of the University.
 - (c) opening of clubs for different games and sports of the University;
 - (d) disciplinary action against any student for misconduct in the field of Sports or for infringement of the rules of the Sports Board;
 - (e) suspension of and disciplinary action against any Sports Club;
 - (f) networking with any educational institution which is not under this University but is recognised by the State Government only for the purpose of organising tournaments and competitions pertaining to sports.
- (3) The duties of the Sports Board shall be as follows:-
- (a) to organise training in games and sports and to test physical fitness of students;
 - (b) to arrange for ground, building and other accessories relating to games and sports, both indoor and outdoor;
 - (c) to award at its discretion prizes, certificates etc. of different tournaments and competitions;
 - (d) to constitute committees and delegate powers to any of its club or committee;
 - (e) to deal with any other matter referred to it by the Executive Council under the provision of the Act.
- (4) The Sports Board shall meet as often as necessary. In the absence of the Vice Chancellor, the Professor-in-charge of Students' Activities shall act as the Chairman for the meeting. One third of the total number of members of the Sports Board rounded to the nearest whole number shall constitute the quorum.
- (5) The Secretary of the Sports Board shall have the following powers and duties: -
- (a) to convene meeting of the Sports Board giving three clear days' notice. Chairman may direct a meeting to be held at a shorter notice;
 - (b) to implement decision of the Sports Board and to exercise necessary powers in this behalf;
 - (c) to perform such other acts as may be assigned by the Sports Board under the provision of the Act;
 - (d) to draw money for authorised expenditure from the University, and
 - (e) to send entries to inter University and other tournaments and competitions pertaining to sports.

DOCTORATE COMMITTEE

49. (1) There shall be a Doctorate Committee for each Faculty Council for award of Doctorate degrees with the following members: —
- (a) the Vice Chancellor — Chairman,
 - (b) the Dean of the Faculty Council concerned — Vice-Chairman,
 - (c) Heads of the concerned Department,
 - (d) one faculty member other than Head of the Department nominated by the Vice Chancellor,
 - (e) two experts from industry or research institutions, to be nominated by the Executive Council,
 - (f) one Professor to be nominated by the Executive Council — Member Secretary, and
 - (g) the Supervisor concerned shall be invitee.
- (2) The Doctorate Committee shall have the following powers and duties:-
- (a) to scrutinise the applications for registration and to decide which of the candidates are to be registered;
 - (b) to approve the proposed titles of the thesis and appoint supervisors for candidates;
 - (c) to prescribe regulations for the registered candidates;
 - (d) to cancel registration for infringement of rules or to remove the name of a registered candidate from the register if the report of the Supervisor is not favourable or for any other cause which the Committee may consider just for the purpose;
 - (e) to permit a registered candidate to change the title of his thesis provided that if the main field of research is completely changed; the change shall be treated as fresh registration;
 - (f) to permit extension of the period of registration beyond five years by one year at a time on the merit of individual cases on sufficient grounds provided that such extension shall not exceed two years;
 - (g) to recommend to the Executive Council names of examiners for PhD and DSc degrees;
 - (h) to recommend to the Executive Council names of institutes or Research Organisations or Industries which may be recognised as approved Institutions where research work may be conducted by registered candidates;
 - (i) to prescribe necessary forms connected with registration and examinations;
 - (j) to decide if any thesis submitted for the PhD degree is to be resubmitted, after taking into consideration the reports of the examiners;

- (k) to decide on all other matters connected with registration and examination of thesis;
 - (l) to carry out any other related work, as assigned by the Vice Chancellor.
- (3) The Committee shall meet often as would be necessary, but not less than four times a year. One third of the total members of the Committee rounded to the nearest whole number shall constitute the quorum.

LIBRARY COMMITTEE

50. (1) There shall be a Library Committee of the University with the following members:-
- (a) the Vice Chancellor or his nominee — Chairman;
 - (b) the Deans of the Faculty Councils;
 - (c) the Registrar;
 - (d) three Professor of the University who are in the Executive Council;
 - (e) two representatives of the non-teaching employees in the Executive Council;
 - (f) one expert in the field of Library Science nominated by the Executive Council;
 - (g) all Heads of Departments of the three Faculty Councils;
 - (h) president of each of the Students' Unions;
 - (i) the Librarian — Secretary.
- (2) The powers and duties of the Library Committee shall be as follows:-
- (a) to consider all proposals for improvement and expansion of the University Library services and submit its recommendations to the Executive Council;
 - (b) to allocate the available fund amongst the departments of the University for purchase of books, periodicals and other documents;
 - (c) to frame rules, including alteration and addition, for use of the Central Library and the Departmental Libraries and submit the same to the Executive Council,
 - (d) to consider periodic and annual reports of the Librarian on the functioning of the Central Library and the Departmental Libraries and submit the same to the Executive Council with its observations :
 - (e) to consider the following aspects of the Library services and submit its recommendations to the Executive Council:-
 - (i) documents acquisition policy of the Central Library and Departmental Libraries;
 - (ii) documents loan policy of the Central Library and Departmental Libraries;

- (iii) inter-Library loan policy;
- (iv) duration of service hours,
- (v) types and nature of services to be rendered by the Central Library and Departmental Libraries, and
- (vi) consider all other matters relating to Library services referred to it by the Department or the Faculty Council or the Executive Council.

DEANS

51. (1) The Dean shall be elected by the members of the concerned Faculty Council for Post-graduate and Undergraduate Studies in the manner laid down in statute 37.
- (2) If a vacancy occurs in the Office of the Dean by reason of death, resignation or retirement or otherwise, a special meeting of the Faculty Council for Post-graduate and Under-graduate Studies shall be convened by the Registrar for the purpose of electing a Dean on a date, time and place to be fixed in this behalf by the Vice Chancellor and the provision of statute 37 shall thereupon apply to such election.

DIRECTOR OF RESEARCH AND CONSULTANCY

52. (1) The Director of Research and Consultancy will be nominated by the Executive Council from amongst the full time Professors of the University for a period of two years or till he attains the age of superannuation, whichever is earlier.

(2) The powers and duties of the Director of Research and Consultancy will be as follows:-

- (a) to co-ordinate all work related to industrial research, consultancy, partnership including externally funded projects;
- (b) to guide the faculty members in submitting project proposals to various funding agencies by way of furnishing relevant information and documents well ahead of the scheduled date of submission of such proposals;
- (c) to keep the faculty members informed of the circulars issued by the funding agencies;
- (d) to keep the faculty members informed of the procedure to be followed at the time of submission of project proposals as well as at various stages of implementation of the projects;
- (e) to arrange for proper guidance and counseling at the time of formulating guidelines for research activities in the University;
- (f) to arrange for proper follow-up action after submission of project proposals;

- (g) to maintain a register containing the details of the projects including the funding agencies, fund sanctioned, period of the project and arrange for publication of a directory, with relevant details, of ongoing research projects at regular intervals;
- (h) to arrange for highlighting the achievements of the Faculty members under the research projects;
- (i) to identify the difficulties that come in the way of smooth running of the research projects and to move the authority of the University for adoption of appropriate remedial measures;
- (j) to arrange for financial and performance audit of all approval projects;
- (k) to ensure submission of utilization certificate to the funding agency within thirty days of completion of the project;
- (l) to ensure entry of assets created through projects in the departmental stock register with relevant details; and
- (m) to carry out any other work that may be assigned to him by the Vice Chancellor under the provision of the said Act.

CHAPTER IV

APPOINTMENT OF VICE CHANCELLOR

TIME SCHEDULE FOR APPOINTMENT OF THE VICE CHANCELLOR

53. (1) At least 60 (sixty) days before the date on which the term of the office of the Vice Chancellor is due to expire, the Registrar shall give not less than 15 (fifteen) days' notice in writing to the members of the Court for a meeting of the Court for nominating members to the search committee to be constituted for selection of the Vice Chancellor. The Court shall, in its meeting so convened, nominate two members who shall be persons of eminence in the field of Engineering and Science, to the search committee as per provisions of sub-section (1) of section 7 of the Act.
- (2) At least 60 (sixty) days before the date on which the term of the office of the Vice Chancellor is due to expire, the Registrar shall write to the Minister with the request to nominate a member to the Search Committee to be constituted for the purpose of selection of the Vice Chancellor.
- (3) The Registrar as non-member convenor of the 'Search Committee' shall, within fifteen days from the date of receipt of the nominations convene the first meeting of the Search Committee to be held not more than thirty days thereafter.
- (4) The Search committee shall prepare a panel of three names arranged in order of preference and such recommendation shall be forwarded to the Chancellor by the Registrar within Seven days of the meeting of the Search Committee, with a copy endorsed to the Minister.
- (5) In the case of vacancy occurring in the office of the Vice Chancellor by reason of death, resignation or otherwise before the expiry of the term of his office, the Registrar, shall, within 30 days from the date of the occurrence of such vacancy, call a meeting of the Court with at least 15 days' notice for nominating members to the Search Committee to be constituted for selection of the Vice Chancellor and the vacancy in the office of the Vice Chancellor shall be filled up in accordance with the relevant provisions of the Act and following the time Schedule in clauses (2) and (4) of this statutes within a period of six months from the date of the occurrence of the vacancy.

CHAPTER V

RULES OF BUSINESS OF THE AUTHORITIES

MEETINGS OF THE COURT

54. (1) The Registrar shall under the direction of the Vice Chancellor give not less than 15 (fifteen) days' notice in writing to the members for a meeting of the Court. Not less than 8 (eight) days before the date of a meeting of the Court the Registrar shall send to each member the Agenda papers. The Vice Chancellor may shorten the time for giving notice and circulating the agenda papers for any such meeting.
- (2) In the absence of the Chancellor, who is the Chairman of the Court, the Vice Chancellor shall preside over any meeting of the Court and in the absence of both, the members present shall elect a Chairman from amongst themselves.
- (3) If there is no quorum within 30 (thirty) minutes of the time fixed for the meeting, the meeting shall be adjourned.
- (4) The Chairman, for reasons which he may consider sufficient, may adjourn a meeting from time to time to be held at such place, date and time as he may decide.
- (5) If in the course of a meeting, any member calls attention to the absence of a quorum, the Chairman shall adjourn the meeting.
- (6) No matter shall be considered at an adjourned meeting other than matters left over at the meeting from which the adjournment took place.
- (7) Any point of order raised at a meeting shall be decided by the Chairman and his decision shall be final.
- (8) No proceeding of the Court shall be invalidated by reason merely of a vacancy or vacancies among its members in the Court or by reason of non-receipt of the notice or the agenda paper provided that it was duly issued, or by reason of any irregularity in the conduct of the business of the meeting.

Explanation:-

A notice shall be deemed to have been duly issued if it is sent to the recorded address of a member by post under certificate of posting or by messenger.

- (9) Every member shall have one vote.
- (10) (a) All matters placed before a meeting shall be decided by a simple majority of votes of the members present and voting unless a particular majority is required under the Act. On putting any matter to vote the Chairman of the meeting shall call for an indication of the opinion of the members by show of hands, first in the affirmative and then in the negative and shall declare the

result accordingly except in the case of elections where the voting shall be by ballot.

- (b) Notwithstanding the provision made in sub-clause (a) of this clause, the Chairman shall arrange for voting by ballot for decision on any item provided at least one third of the members present ask for the same.
- (11) The Chairman at any meeting may direct any member of the Court, whose conduct at the meeting is in his opinion disorderly, to withdraw and such member so ordered shall be deemed to have withdrawn from the meeting even though in fact he may not leave the meeting.
 - (12) (a) Any member who wishes to move a motion at any meeting of the Court shall give notice of such motion by forwarding a copy to the Registrar so as to reach him not less than ten days before the date of the meeting, provided that any matter on which a decision has already been taken and recorded in resolution 120 (one hundred and twenty) days earlier or less shall not be the subject matter of any motion by a member;
(b) A motion may be withdrawn by a mover at any time before it is moved.
 - (13) Within 14 days of a meeting of the Court or as soon as possible thereafter, the draft minutes of such meeting duly approved by the Chairman of the meeting concerned shall be circulated to all members, and such of them as were present at the meeting shall within a week of the issue of the draft minutes, communicate to the Registrar any exceptions they may take to the correctness thereof. The draft minutes and the exceptions taken, if any, shall be laid before a subsequent meeting of the Court for consideration and the minutes in their final form shall then be confirmed.
 - (14) Subject to the provision of the Act, the decision of the Chairman of the meeting on all matters relating to the conduct of the meeting shall be final. He may change the order of business at a meeting if he deems it necessary.
 - (15) Unless otherwise directed by the Chairman, all meetings shall be held in the University Campus.

MEETINGS OF THE EXECUTIVE COUNCIL

- 55. (1) The Executive Council shall meet ordinarily once a month and at other times when convened by the Vice Chancellor.
- (2) In absence of the Vice Chancellor, who is the Chairman of the Executive Council, the members present shall elect a Chairman from amongst themselves.
- (3) The Registrar shall, under the direction of the Vice Chancellor, give not less than 7 (seven) days' notice in writing to the members for a meeting of the Executive Council and shall send the agenda paper to

each member not less than 3 (three) days before the date of the meeting. The Vice Chancellor may shorten the time for giving notice for any such meeting and for circulation of the agenda papers.

- (4) All stipulations in respect of the meetings of the Court shall apply mutatis mutandis to the meetings of the Executive Council except those made in clauses (1), (2) and (13) of statute 54.
- (5) Within 10 (ten) days of a meeting of the Executive Council or as soon as possible thereafter the draft minutes of such meeting duly approved by the Chairman of the meeting shall be circulated to all members and such of them as were present in the meeting shall within 5 (five) days from the date of issue of the draft minutes, communicate to the Registrar any exceptions they may take to the correctness thereof. The draft minutes and exceptions taken, if any, shall be laid before a subsequent meeting of the Executive Council for consideration and the minutes in their final form shall then be confirmed.

MEETINGS OF THE FACULTY COUNCILS FOR POSTGRADUATE AND UNDERGRADUATE STUDIES

- 56. (a) Each Faculty Council for Post-graduate and Undergraduate Studies shall meet ordinarily once in two months. However, the Vice Chancellor may, in his own discretion, decide to hold meetings of any or all of the Faculty Councils for Post-graduate and Undergraduate Studies at such shorter intervals as he may deem necessary.
- (b) The Secretary of the Faculty Council concerned shall, under the direction of the Vice Chancellor, convene a meeting of the Faculty Council by giving not less than seven days' notice in writing to the members for the meeting:
Provided that the Vice Chancellor may direct a meeting of the Council to be convened at a shorter notice if he deems it necessary.
- (c) The Vice Chancellor shall preside over the meetings of the Councils. In absence of the Vice Chancellor at any meeting, the concerned Dean shall be the Chairman of the meeting.
- (d) One third of the total number of the members of the respective Council shall constitute the quorum for a meeting of the Council:
- (e) The minutes of every meeting of the Council shall be kept by the Secretary of the Council and approved by the Vice Chancellor and shall thereafter be confirmed in the subsequent meeting. Such confirmed minutes of every meeting of the Council shall be circulated among its members and the members of the respective Faculty Council at the earliest convenience.
- (f) Except as otherwise provided in case of any dispute, controversy or difference of opinions in a meeting of the Council, the Vice Chancellor may refer the case to the Executive Council if he so desires.

CHAPTER VI

TEACHERS OF THE UNIVERSITY

57. (1) The following persons shall also be recognized as teachers of the University under clause (19) of section 2:

- (1) Professor of Training and Placement;
- (2) Professor-in-charge of Students' Activities;
- (3) Superintendent of Workshop;
- (4) Lecturer in Physical Training or Physical Training Instructor;
- (5) Foreman Instructor or Assistant Superintendent of Workshop.

(2) They will constitute the Human Resource Management Department under the Faculty Council of Social and Management Science which shall also include (a) Department of Humanities and Social Sciences (b) the Department of Management Science.

(3) Assistant Training Officer will assist the Professor of Training and Placement in the matters related to training and placement of students.

DUTIES OF PROFESSOR OF TRAINING AND PLACEMENT

58. The Professor of Training and Placement shall perform the following duties:-

- (1) to help the graduates and post-graduate students of the University in obtaining suitable training and employment and to contact employers for the purpose;
- (2) to arrange for group discussions of students and to conduct classes to increase communication skills of students of all disciplines.
- (3) to arrange for visits of the students of the University to the factories and workshops as required by the different departments; and
- (4) to keep a record of the graduates and post - graduate of the University for purpose of training and employment.

DUTIES OF THE PROFESSOR – IN – CHARGE OF STUDENTS' ACTIVITIES

59. (1) He shall be in over-all charge of the following activities related to students and shall be responsible to the Vice Chancellor for administration of such activities:-

- (a) students' residence and health;
- (b) students' aid;

- (c) activities related to hobbies and Students' Societies;
 - (d) activities of the Students' Union;
 - (e) he will conduct the courses comprising National Cadet Corps., National Service Scheme, Physical Training, Yoga and other co-curricular activities running in the University;
 - (f) railway concessions;
 - (g) counselling and guidance of students whenever necessary.
- (2) He shall be in over-all charge of the sections dealing with the above activities and shall be responsible for proper running of the sections.
- (3) He shall also have the following powers and duties:-
- (a) to co-ordinate the activities of the different sections under him;
 - (b) to act as the Chairman of the different Committees that may be formed for the management of different activities of the students;
 - (c) to act as an ex-officio member of the Students' Welfare Board, the Sports Board and the Admission Committee;
 - (d) to prepare in consultation with Heads of Departments in different sections, the financial requirements for the different activities of the students;
 - (e) to exercise other powers and carry out other duties as may be assigned to him by the Vice Chancellor under the provision of the Act.

DUTIES OF PHYSICAL INSTRUCTOR

60. Subject to the direct control and supervision of the Professor in charge of Students Activities and to the extent as may be directed by him, the Physical Instructor shall deal with the matters in respect of -
- (1) general Management of Athletic Club or Gymnasium;
 - (2) matters related to employees placed in the Athletic Club;
 - (3) organization of sporting events including annual sports, intra-university and inter-University or inter collegiate tournaments;
 - (4) supervision and conduct of NCC, NSS, Physical Training, Yoga and Scout activities;
 - (5) athletic Club Election;
 - (6) organization of meetings of Athletic Club;
 - (7) maintenance of Grounds.

DUTIES OF SUPERINTENDENT OF WORKSHOP

61. The superintendent of Workshop will have to perform the following duties:-

- (1) to remain in overall charge of the Central Workshop and other workshops of the University;
- (2) to plan and execute prescribed training of students in the workshops based on the academic schedule;
- (3) to arrange preventive and break down maintenance, spares and training materials;
- (4) to guide workshop instructors in lesson planning imparting training and evaluation of the jobs;
- (5) any other work that may be assigned to him by the Professor – in – charge of Workshop under the provisions of the Act.

DUTIES OF FOREMAN INSTRUCTOR / ASSISTANT SUPERINTENDENT OF WORKSHOP

62. The following are the duties to be discharged:-

- (1) to assist the Workshop Superintendent to discharge his duties;
- (2) to implement maintenance schedule and management of papers and training materials;
- (3) to plan and conduct evaluation at the end of training.

PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME

63. The Rules and Regulations prescribed by UGC or AICTE duly approved by the State Government will be followed.

DUTIES OF TEACHERS

64. Teaching Days

Every institution shall have at least 180 (one hundred and eighty) full teaching days per year or 90 (ninety) full teaching days per semester. "Teaching days" here shall mean actual classroom or Laboratory contact teaching days, and shall not include days of examinations or tours or sports.

65. WORKLOAD

(1) Workload of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follows:-

- | | |
|--------------------------|----------------------|
| (a) Professors | — 8 hours in a week |
| (b) Assistant Professors | — 12 hours in a week |
| (c) Lecturers | — 16 hours in a week |

NOTE: For the above stipulations, two tutorial hours or two laboratory hours will be counted as one teaching hour. The teaching contact hours of teachers selected or promoted under the Career Advancement Scheme shall remain the same as those of the substantive posts they are occupying.

(2) The Work plan of teachers shall ensure, in the most productive manner, the utilization of stipulated 40 working hours per week, with regard to the roles, jobs and targets assigned to them by the University Department or University. Teachers shall be present in the institution during the working hours unless engaged in official work outside.

66. Job Responsibility

Save as otherwise provided, the job responsibilities of teachers of degree level institutions are given below:-

JOB RESPONSIBILITIES OF TEACHERS

ACADEMIC	RESEARCH AND CONSULTANCY	ADMINISTRATIO N	EXTENSION
Class Room Instruction;	Research and Development Activities and Research Guidance;	Academic and Administrative Management of the Institution;	Extension Services;
Workshop or Laboratory Instruction;	Industry Sponsored Projects;	Policy Planning, Monitoring or evaluation and promotional activities both at Departmental and institutional level;	Interaction with Industry and Society;
Curriculum Development;	Providing Consultancy and Testing Services;	Design and Development of new Programmes;	Participation in Community Services;
Developing Learning Resource Material and Laboratory Development;	Promotion of Industry Institution interaction and Research and Development;	Preparing project proposals for funding, in areas of Research and Development Work Laboratory Development, Modernisation, Expansion, etc.;	Providing Research and Development support and consultancy services to Industry and Others User agencies;
Students Assessment and		Administration both at Departmental	Providing non-formal modes of

Evaluation including examination work of University;		and Institutional levels;	education for the benefit of the community;
Participation in the Co-curricular and helping their personal, ethical, moral and overall character development		Monitoring and Evaluation of academic and Research activities	Dissemination to knowledge
Continuing Education Activities		Participation in policy planning at the Regional National level for development of technical education	Providing technical support in areas of social relevance
Keeping abreast of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through books, publications, seminars, etc.;		Helping mobilization of resources for the University Develop, update and maintain MIS and University Website Plan and implement Staff Development activities;	
Self development through upgrading qualification, experience and professional activities;		Conduct Performance Appraisal Perform the duties of Hostel Superintendent;	

67. Performance appraisal

An open, transparent and objective performance Appraisal System comprising self appraisal, peer evaluation and student appraisal will be implemented to maintain quality of performance.

CHAPTER VII

OFFICERS OF THE UNIVERSITY

OFFICERS OF THE UNIVERSITY

68. (1) The following posts in the University are hereby declared under clause (vi) of section 6 [of Chapter II of the Act] to be the posts of Officers of the University:-
- (a) Controller of Examinations;
 - (b) University Engineer;
 - (c) Librarian;
 - (d) Development Officer;
 - (e) Deputy Registrar;
 - (f) Deputy Librarian;
 - (g) Deputy Controller of Examinations;
 - (h) Medical Officer;
 - (i) Assistant Registrar;
 - (j) Secretary to the Vice Chancellor;
 - (k) Assistant Controller of Examinations;
 - (l) Assistant Librarian;
 - (m) Assistant Proctor;
 - (n) Accounts Officer;
 - (o) Audit Officer;
 - (p) Assistant Engineer;
 - (q) Assistant Training Officer;
 - (r) Estate-cum-Security Officer.
- (2) The qualifications of the Officers of the University shall be as specified in the Regulations as specified in section 47.

POWERS AND DUTIES OF THE REGISTRAR

69. In addition to those specified in the section 10 of the Act, the Registrar shall have the following powers and duties:-
- (1) he shall be the custodian of the records and common seal of the University; Nobody, other than the Vice Chancellor, shall use the common seal of the University without prior permission in writing from him. As custodian of the records of the University, he shall have the power to refuse general access to such records by any person, other than the Vice Chancellor, except on the written authorization from the

- Vice Chancellor;
- (2) he shall conduct the correspondence on behalf of the University;
 - (3) he shall deal with the agenda and minutes of the meetings of the Court and the Executive Council and of such authorities and bodies of which he is the Secretary. He shall attend all meetings of the Court and the Executive Council, but he shall not be entitled to vote;
 - (4) he shall issue all notices of meetings of the Court and the Executive Council and such authorities and bodies of which he may be the Secretary, under the orders of the Vice Chancellor;
 - (5) he shall exercise general control and supervision as prescribed in section 10 of the Act. He shall generally deal with all matters relating to appointment, dismissal, transfer and conditions of service of all employees of the University, other than teachers and officers, with the approval of the Vice Chancellor.
 - (6) subject to the provisions in the Ordinances he shall sign all plaints and written statements, pleading and all other legal documents and instruments on behalf of the University in respect of the following:-
 - (a) borrowing money and investing funds; and,
 - (b) any immovable property, stocks, funds, shares and other securities being the property of the University to be sold, assigned, transferred or otherwise disposed of or converted.
 - (7) he shall maintain and keep in his custody a register of:-
 - (a) professors of the University;
 - (b) teachers other than Professors of the University;
 - (c) officers and non-teaching staff of the University;
 - (d) full-time students of the University;

NOTE: The register so maintained shall be corrected every year and be kept up-to-date;
 - (8) he shall represent the University in all legal proceedings for or against the University and sign all papers pertaining thereto, on behalf of the University;
 - (9) he shall perform such other duties as may be provided in the Ordinances and Regulations [and as may be assigned to him by the Executive Council or the Vice Chancellor;
 - (10) he shall be the Chief Information Officer of the University under the Right to Information Act, 2005;
 - (11) he shall work under general supervision of the Vice Chancellor.

POWERS AND DUTIES OF THE CONTROLLER OF EXAMINATIONS

70. The Controller of Examinations shall exercise the following powers and shall perform the following duties:-
 - (1) to prepare the list of eligible students to appear at any examination on the basis of statement of sessional or tutorial work and the statement of attendance as per the norms specified in the regulations;

- (2) to arrange for and conduct all examinations of the University unless otherwise directed by the respective Faculty Councils;
- (3) to supervise the work related to examination and of the office staff under his control;
- (4) to ensure secrecy regarding the setting and printing of question papers and examination records till publication of examination results or till such time as deemed necessary;
- (5) to arrange for assistance of the teachers and other staff required for conducting an examination, under direction of the Vice Chancellor;
- (6) to take all necessary steps relating to the examinations as prescribed in the Ordinances made under the Act.

DUTIES OF THE UNIVERSITY ENGINEER

71. The University Engineer shall perform the following duties:-
- (1) to prepare designs, specification and estimates for works and for supervision of all repairs and construction and also for certification of all bills pertaining thereto;
 - (2) to hold responsibility for the repair and maintenance of buildings, roads and drainage as well as of electric installations within the campus.

POWERS AND DUTIES OF THE LIBRARIAN

72. The Librarian shall exercise the following powers and shall perform the following duties:-
- (1) to be in charge of the library and shall be responsible for procurement of books, journals, other reading materials and library equipments on the recommendation of the Heads or other competent authorities within the limits of Library grants;
 - (2) to be responsible for the safe custody and maintenance of all types of documents, equipment and furniture in the Library;
 - (3) to be responsible for accession of books, journals and other reading materials;
 - (4) to take necessary steps for processing of all kinds of documents procured in the library;
 - (5) to be responsible for organising all types of library services such as, lending, reading room, reference, documentation;
 - (6) to report losses of documents and other library properties to the Library Committee;
 - (7) to have the power, subject to prior sanction of the Vice Chancellor to withdraw library privileges of a member whenever necessary;
 - (8) to see that the library rules are faithfully observed;

- (9) to place a report on the library activities at each meeting of the Library Committee;
- (10) to exercise general supervision and control over the technical and subordinate staff in the different sections of library and shall report to the Registrar on their services and with regard to their confidential character rolls which will be maintained by the Registrar.

POWERS AND DUTIES OF DEVELOPMENT OFFICER

73. Powers and duties of the Development Officer shall be the following: -

- (1) to examine continuously the needs for development in various departments and units of the University;
- (2) to place before the Planning and Maintaining Board programmes of planned projects;
- (3) to receive and examine different demands of developmental nature from different departments and sections of the University and place the same before the Planning and Monitoring Board;
- (4) to assist the Vice Chancellor or Registrar in formulation of Development Programmes of the University with the assistance of Deans of Faculties;
- (5) to coordinate schemes of development prepared by the various departments and academic bodies and other authorities of the University with the assistance of Deans of faculties.

POWERS AND DUTIES OF DEPUTY REGISTRAR

74. Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him, the Deputy Registrar shall exercise the following powers and shall carry on the routine duties of the Registrar relating to the following matters:-

- (1) to correspondence with Governments, University Grants Commission, other Universities and Institutions on matters relating to the courses of study including questionnaire, examination, admission and other matters of academic nature;
- (2) to organize seminars, symposia, extension lectures, summer institutes;
- (3) to deal with the matter of admission, re-admission, dues of students, prospectus, calendar,;
- (4) to be in acquaintance with rules relating to admission, examination and courses of study, incorporation of amendments as and when necessary;

- (5) to draft agenda and minutes of Doctorate Committee and other academic Committees;
- (6) to deal with the matters of recognition and equivalence of qualifications, *i.e.* diplomas, degrees and certificates;
- (7) to have general supervision of office, disposition of personnel transfer and leave to ministerial and technical staff;
- (8) to make correspondence with Government and University Grants Commission regarding running schemes and other letters (except new schemes and proposals, major question of policy, letters of appointment, dismissal and. conditions of service, specified categories of import letters and import licence);
- (9) to prepare annual report of the University and to undertake other non-academic publications;
- (10) to take implementation of resolutions of the Court and the Executive Council as per direction of the Registrar;
- (11) to prepare agenda and minutes of the Planning and Monitoring Board and other non-academic bodies or Committees;
- (12) matters relating to university vehicles.

DUTIES OF DEPUTY LIBRARIAN

75. The Deputy Librarian shall be under direct administrative supervision of the Librarian and perform such duties as may be assigned to him by the Librarian under the provisions of the Act.

DUTIES OF DEPUTY CONTROLLER OF EXAMINATIONS

76. The Deputy Controller of Examinations shall be under direct administrative supervision of the Controller of Examinations and perform such duties as may be assigned to him by the Controller of examination under the provisions of the Act.

DUTIES OF MEDICAL OFFICER

77. The Medical Officer shall exercise the following powers and shall perform the following duties:-
- (1) to be in charge of the University Hospital inclusive of medical facilities, appliances and shall perform duties in consultation with the Professor in charge of students' Activities and remain under the overall supervision of the Registrar;
 - (2) to arrange for the medical examination of students as and when necessary;
 - (3) to attend to cases of accident, sudden illness and to other emergency cases of the students and the employees teachers and officers of the University. He shall also attend to the indoor patients, if any, at the

- University Hospital;
- (4) in case of necessity, he shall also have to attend to the members of the staff residing in the University campus;
 - (5) to give advice on all matters concerning health, hygiene and sanitation within the University.

DUTIES OF ASSISTANT REGISTRAR

78. Subject to the direct control and supervision of the Deputy Registrar and to the extent as may be directed by him, the Assistant Registrar shall exercise the following powers and shall deal with the matters in respect of:-
- (1) subordinate staff including granting of leave;
 - (2) selection Committees for teachers and Standing Committees, if any, for selection of non-teaching staff and officers;
 - (3) halls, auditorium, committee rooms, arrangements for meeting and functions;
 - (4) recruitment- examinations, tests.

POWERS AND DUTIES OF SECRETARY TO THE VICE CHANCELLOR

79. 1. The secretary to the Vice Chancellor shall have the following powers and shall perform the following duties:-
- (a) to coordinate the functions of the Vice Chancellor's Secretariat;
 - (b) to maintain copies of all records, documents and information system pertaining to statutory bodies and authorities deemed necessary for the Secretariat;
 - (c) to maintain copies of academic programmes, Schedules and class-routines, both Undergraduate and Post-graduate, of all Departments and Schools;
 - (d) to provide secretarial assistance to the Vice Chancellor;
2. The leave, attendance and related services matters of the personnel in the secretariat including the secretary shall be under the control of the Registrar.

DUTIES OF ASSISTANT CONTROLLER OF EXAMINATIONS

80. The Assistant Controller of Examinations shall be under the direct administrative supervision of the Deputy Controller of Examination and perform such duties as may be assigned to him by the Controller of Examinations or Deputy Controller of Examinations under the provisions of the Act.

DUTIES OF ASSISTANT LIBRARIAN

81. The Assistant Librarian shall be under the direct administrative supervision of the Deputy Librarian and perform such duties as may be assigned to him by the Librarian or Deputy Librarians and shall assist the librarian and Deputy librarian in the discharge of the duties under the Act.

DUTIES OF ASSISTANT PROCTOR

82. Subject to the direct control and supervision of the Professor in charge in students' Activities and to the extent as may be directed by him, the Assistant Proctor shall deal with the matters in respect of:-
- (1) general Management of Halls of Residence or Hostels;
 - (2) matters related to mess employees;
 - (3) award of scholarships to students;
 - (4) liaison with the Finance Officer in respect of management of endowment fund for scholarships;
 - (5) matters related to Students' Union, management of various students bodies like Music Club, Photographic Society, Debating Society, Drama Club etc;
 - (6) welfare measures for Students;
 - (7) reunion.

POWERS AND DUTIES OF THE ACCOUNTS OFFICER

83. The Accounts Officer shall have the following powers and shall perform the following duties:-
- (1) to hold responsibility for the checking of the daily cash balance of the University;
 - (2) to prepare financial estimates of the schemes that may be referred to him;
 - (3) to take necessary follow-up action for realization of sanctioned grants and to see proper disbursement thereof In terms of sanction.

DUTIES OF THE AUDIT OFFICER

84. The Audit Officer shall be under the direct administrative supervision of the Vice Chancellor and shall under his direction carry on continuous internal audit of University accounts.

DUTIES OF ASSISTANT ENGINEER

85. The Assistant Engineer shall be under direct administrative supervision of the University Engineer and perform such duties as may be assigned to him by the University Engineer and shall assist him in discharge his duties under the Act.

DUTIES OF ASSISTANT TRAINING OFFICER

86. The Assistant Training Officer shall be under direct administrative supervision of the Head, HRM Department and Professor of Training and Placement and perform such duties as may be assigned to him under the provisions of the Act.

DUTIES OF ESTATE-CUM SECURITY OFFICER

87. Subject to the direct control and supervision of the Registrar and to the extent as may be directed by him, the Estate-cum Security Officer shall deal with the matters in respect of:-

- (1) campus maintenance;
- (2) arrange for residential accommodation as would be allotted by the Registrar;
- (3) campus security;
- (4) safety and security of Academic building, Administrative building and other buildings of the University;
- (5) safety and security of various installations including pump houses, electric network, hydrants, sewage lines, water treatment plants, electric substations;
- (6) maintenance of general hygiene and sanitation including conservancy work;
- (7) campus beautification and Horticulture.

CHAPTER VIII

EMPLOYEES THE UNIVERSITY

CATEGORIES OF TECHNICAL STAFF

88. (1) The posts of following category of Technical Staff in the University mentioned under column (1), have been re-designated by the State Government mentioned under column (2) of the schedule below.

		Schedule
(1)		(2)
(1)	Auto Attendant	Workshop Attendant Gr.III
(2)	Bearer	Jr. Peon
(3)	Boiler Cooly	Helper Gr.III
(4)	Fitter Asst.	Workshop Attendant Gr.III
(5)	Group 'D'	Jr. Peon
(6)	Oilman	Workshop Attendant Gr.III
(7)	Sardar Cooly	Helper Gr.III
(8)	Store Cooly	Helper Gr.III
(9)	Beltman	Workshop Attendant Gr.III
(10)	Boiler Attendant	Workshop Attendant Gr.III
(11)	Elec. Khalasi	Workshop Attendant Gr.III
(12)	Lab Attendant	Lab Attendant Gr.III
(13)	Lab Helper	Helper Gr.III
(14)	Mali	Jr. Mali
(15)	section Cutter	Lab Attendant Gr.III
(16)	Book Binder	Jr. Binder
(17)	Accounts Clerk	Jr. Assistant
(18)	Asstt. Accountant	Jr. Assistant
(19)	Cleeks	Jr. Assistant
(20)	Exam Clerk	Jr. Assistant
(21)	Mess Clerk	Jr. Assistant
(22)	Pharmacist	Jr. Pharmacist
(23)	Survey Clerk	Jr. Assistant
(24)	Draughtsman	Jr. Draughtsman
(25)	Hammerman	Workshop Attendant Gr.II
(26)	Mathor Fitter	Workshop Attendant Gr.II
(27)	Duplicating Operator	Sr. Cyclostyle Operator
(28)	Accountant	Sr. Assistant
(29)	Addl. Accountant	Sr. Assistant
(30)	Asst. Estate	Sr. Assistant
(31)	Asst. Incharge Exam.	Sr. Assistant
(32)	General Assistant	Sr. Sr. Assistant
(33)	Sr. Clerks	Sr. Assistant

(34)	Sr. Corres. Clerk	Sr. Assistant
(35)	Tel. Operator Gr.I	Sr. Telephone Operator
(36)	Typist Gr.I	Sr. Asstt.-cum-Typist
(37)	Workshop Atndt. Gr.II	Workshop Attendant Gr.II
(38)	Sr.Cyclostyle Operator	Jr. Cyclostyle Operator
(39)	Sr. Assistant	Jr. Assistant
(40)	Sr. Telephone Operator	Jr. Telephone Operator
(41)	Sr.Asst.-cum-Typist	Jr.Asst.-cum-Typist
(42)	Lower Division Clerk	Jr Assistant
(43)	Typist	Jr Assistant-cum-Typist
(44)	Driver	Junior Driver
(45)	Telephone Operator	Jr Telephone Operator
(46)	Durwan	Junior Durwan
(47)	Night Watchman	Junior Durwan
(48)	Sweeper/Mathor	Junior Sweeper
(49)	Peon/Office Bearer	Junior Peon
(50)	Window Cleaner	Junior Farash
(51)	Cook(Hostel)	Cook
(52)	Head Cook	Cook
(53)	Laboratory Assistant	Technical Assistant GrII
(54)	Computer Operator	Computer Operator
(55)	Binder	Junior Binder
(56)	Stenographer	Jr stenographer
(57)	Workshop Instructor	Technical Assistant GrII
(58)	Steno Typist	Steno Typist
(59)	Cooly	Helper GrIII
(60)	Labourer	Helper GrIII
(61)	U D Clerk	Senior Assistant
(62)	Technical Assistant	Technical Assistant GrI

CHAPTER IX

EXTENSION CENTRES

89. (1) Subject to the approval of the Court, and the Executive Council and the Government, the University may set up extension centers in the country and abroad to further the cause of education, research and training.
- (2) These centers may also be established in collaboration with reputed Universities, Institutes and Industries.
- (3) Facilities for virtual classrooms with interaction facilities may be created in these centers to upgrade the quality of engineering teachers, researchers and professionals.
- (4) Learning may also be programmed through Distant Education mode after building up proper infrastructure and other resources necessary for dissemination of quality education.

CHAPTER X

CONVOCATION

HONORARY DEGREE

90. (1) Any proposal for the conferment of honorary degree shall in the first instance be considered by a Committee comprising of the Vice Chancellor and the Deans of the Faculty Councils.
- (2) The Committee shall submit its recommendations to the Executive Council.
- (3) The Executive Council shall consider the recommendation and send its proposal to the Court.
- (4) Honorary degrees shall be awarded if the recommendation of the Executive Council is approved by the Court and is finally confirmed by the Chancellor.
- (5) Honorary degree shall be conferred at a Special convocation to be held for the purpose or at the Annual convocation.
- (6) The honorary degree shall be in the form given below and shall be signed by the Chancellor and the Vice Chancellor:-

BENGAL ENGINEERING AND SCIENCE UNIVERSITY, SHIBPUR



This is to certify that the Degree of Doctor of SCIENCE in this University was conferred Honoris Causa onat THE SPECIAL CONVOCATION / ANNUAL CONVOCATION of the University held on

Vice Chancellor

Chancellor

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

Degrees of the University including Honorary Degrees shall be conferred and such medals and post-graduate diploma and certificates as may be

specified in this behalf by the Executive Council shall be awarded, at a Convocation of the University:

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

92. ***Holding of Convocation:***

- (1) Convocation of the University shall be held for the purposes referred to in these Statutes on 16th February every year and at such times and places as the Vice Chancellor may fix in this behalf.
- (2) Not less than fourteen days' notice shall be given for the holding of Convocation but in the case of a Convocation held for the purpose of conferring any honorary degree such shorter notice as the Vice Chancellor may consider proper may be given.

93. ***Order of Conferment of Degrees etc.:***

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

- (a) honorary degrees in the order determined by the Vice Chancellor,
- (b) special medals in the order determined by the Vice Chancellor,
- (c) Doctor's degrees in the order of Faculty Councils as enumerated in sub-section (1) of section 19 of the Act,
- (d) Master's degrees and post-graduate diplomas and certificates in the order of Faculty Councils as enumerated in sub-section (1) of section 19 of the Act and such other post-graduate diplomas and certificates as may be decided by the Vice Chancellor in this behalf.
- (e) medals other than special medals as may be decided by the Vice Chancellor in this behalf.

Explanation:

In this Chapter "special medal" means a special medal specified by the Executive Council to be awarded at a Convocation, but does not include a medal to be awarded on the results of any examination or other competition.

94. **CONFERMENT OF HONORARY DEGREES**

- (1) For the purpose of the conferment of honorary degrees, the recipients of such degrees shall be presented by the Vice Chancellor to the Chancellor.
- (2) The officer so presenting the recipient of an honorary degree shall address the Chair and say, "Sir, I am privileged to present to you for the conferment of the degree of honoris causa, which has been recommended by the Executive Council and confirmed by the Chancellor" and may, in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honour.
- (3) The Chancellor or the Vice Chancellor, as the case may be, shall thereupon, say, "The Court of the Bengal Engineering and Science University, Shibpur is pleased to confer upon you the degree of honoris causa," and may, in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which has led to his being chosen for the high honour.

95. **SPECIAL MEDALS**

- (1) Following the conferment of honorary degrees, special medals shall be awarded by the Vice Chancellor, on presentation by the concerned Dean to those to be thus honoured.
- (2) In presenting the recipient of a special medal, the concerned Dean shall identify him and briefly indicate the basis of the award using appropriate words of his own choice. The recipient of the special medal shall thereupon proceed to the Vice Chancellor to receive the medal from him.

Vice Chancellor to Call for Presentation of Candidates for the Degrees, etc. to be Conferred on the Results of Examination.

96. (1) After the conferment of honorary degrees and the award of special medals, the Vice-Chancellor shall say, "Mr. Chancellor, Distinguished Guests, Members of the University community, Ladies and Gentlemen, — We now come to the significant and impressive ceremony of the conferring degrees and awarding Post-graduate diplomas and certificates to those students who have been examined and found qualified to receive them. All

of these degrees, diplomas and certificates have been recommended by the appropriate academic authority and by the Executive Council.

- (2) The candidates for the Doctor's degree and Master's degree and post-graduate diplomas and certificates will be presented by the appropriate Deans.

DOCTOR'S DEGREES

97. (1) Candidates for the Doctor's degrees shall be presented Faculty Council-wise in the order laid down in clause (c) of statute 93 by the Deans of the appropriate Faculty Councils.
- (2) The Dean of each Faculty Council shall say to the candidates for the Doctor's degrees, "Will the candidates for the conferment of the Degree of please stand up and remain standing until I request them to resume their seats?"
- (3) The Dean shall then say to the Vice Chancellor, "Sir, I present to you the candidates for the degree of Doctor of (here mention the appropriate degree) and I pray that the degrees for which they have been recommended may be conferred on them". Thereafter the Dean shall say to the candidates, "Please be seated". After the candidates have taken their seats, the Dean will call them to the dais to receive the certificates.
- (4) When all the candidates for the Doctor's degrees have been so presented by the appropriate Deans, the Vice Chancellor shall say, "Will all the candidates who have been presented for Doctor's degrees please stand up? (Pause). The Court of the Bengal Engineering and Science University, Shibpur is pleased to confer upon you the degree for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as the Vice Chancellor of this University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated".

MASTER'S DEGREES AND POST-GRADUATE DIPLOMAS AND CERTIFICATES

98. (1) Candidates for the Masters' Degrees and Post-graduate diplomas and certificates shall be presented Faculty Council-wise.
- (2) The Dean of each Faculty Council shall say to the candidates, "Will the candidates who are to be presented for the degree of Master of

...../ Diploma in
 / Certificate in
 please stand up and
 remain standing until I request them to resume their seats?”

- (3) The Dean shall then say to the Vice Chancellor, “Sir, I present to you’re the candidates for the degree of Master of / Diploma in / Certificate in And I pray that the degree / diploma / certificate for which they have been recommended may be conferred / awarded on them.” He shall thereafter say to the candidates, “Please be seated.”. After the candidates have taken their seats, the Dean will call them to the dais to receive the certificates.
- (4) When all the candidates for Masters’ degree and Post-graduate diplomas and certificates have been so presented, the Vice Chancellor shall say, “Will all the candidates who have been presented for Masters’ degree and Post-graduate Diploma and Certificates please stand up? (Pause) The Court of the Bengal Engineering and Science University, Shibpur is pleased to confer upon you the degrees, diplomas and certificates for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as the Vice Chancellor of this University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated.”

Bachelor’s Degrees

99. (1) Candidates for the Bachelor’s Degrees and certificates shall be presented Faculty Council-wise.
- (2) The Dean of each Faculty Council shall say to the candidates, “Will the candidates who are to be presented for the degree of Bachelor’s of/ Diploma in / Certificate in please stand up and remain standing until I request them to resume their seats?”
- (3) The Dean shall then say to the Vice Chancellor, “Sir, I present to you the candidates for the degree of Bachelor’s of / Diploma in / Certificate in And I pray that

the degree / diploma / certificate for which they have been recommended may be conferred / awarded on them.” He shall thereafter say to the candidates, “Please be seated.” After the candidates have taken their seats, the Dean will call them to the dais to receive the certificates.

- (4) When all the candidates for Bachelor’s degree and certificates have been so presented, the Vice Chancellor shall say, “Will all the candidates who have been presented for Bachelor’ degree and Certificates please stand up? (Pause) The Court of the Bengal Engineering and Science University, Shibpur is pleased to confer upon you the degrees, diplomas and certificates for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice Chancellor of this University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated.”

MEDALS

100. After the conferment of the degrees and the award of the Post-graduate diplomas and certificates, the Registrar shall call the names of recipients of medals to be awarded on the results of Examinations and other competitions, whereupon each candidate whose name is so called, shall proceed to the Vice Chancellor to receive his medal from him.

ABSENCE OF SPECIFIED PRESENTING OFFICER FROM SESSIONS OF A CONVOCATION

101. In the absence of the Vice Chancellor or of the Dean of any Faculty Council from a session of Convocation, the functions of Vice Chancellor or Dean, at such session shall be performed by the Registrar.

ACADEMIC PROCESSION

102. (1) There shall be an Academic Procession which shall include the following personnel, in the order specified below:
- (a) the Registrar,
 - (b) the Chancellor,
 - (c) the Vice Chancellor,
 - (d) the Guest-Speaker.
 - (e) the immediately preceding Vice Chancellor
 - (f) the members of the Court (in pairs).
- (2) Members of the Academic Procession shall, at the commencement of a session of Convocation, proceed to the dais in the order referred to in clause (1) of this statute and take seats reserved for them. At the

end of a session of Convocation whether on adjournment or on conclusion, the members of the Academic Procession shall leave the dais in the same order.

- (3) When the Academic Procession enters or leaves the pandal, as the case may be at the beginning or end of a session of a convocation, all members of the audience shall rise in their seats and remain standing until the members of the Academic Procession have taken their seats on the dais or until the procession has left the pandal, as the case may be.

OPENING AND CLOSING OF CONVOCATION

- 103. (1) The Chancellor or in his absence, the Vice Chancellor shall preside at a convocation. The Chancellor or the Vice Chancellor, as the case may be presiding at a convocation, shall, for the purpose of opening the convocation, say, when all the participants of the convocation are properly seated, "I declare the convocation open", and for the purpose of closing the convocation, say, at the conclusion thereof, "I declare the convocation closed."
- (2) If a convocation extends for more than one session, the Chancellor or the Vice Chancellor, as the case may be, presiding thereat, shall say, at the end of each session other than the final session, "I declare this convocation adjourned until"

GUEST-SPEAKER AND CONVOCATION ADDRESS

- 104. (1) The Vice Chancellor may invite a Guest Speaker at a convocation
- (2) When a Guest Speaker is invited at convocation under clause (1), the Vice Chancellor shall present the Guest Speaker and shall introduce him in appropriate words befitting the occasion.
- (3) The address at convocation by the Guest Speaker and by the Vice Chancellor, if he so chooses, shall be at such stages as the Vice Chancellor may deem fit.
- (4) Save as the Chancellor may otherwise decide the address or remarks of the Chancellor, if any, shall the made immediately before the conclusion of convocation.

ADMISSION TO CONVOCATION

105. No person shall be admitted to convocation unless he has an “invitation card” or an “Admit card” issued to him by the Registrar.
106. (1) The degrees, diplomas, certificates to be awarded at the Convocation are listed in Schedule A of the statute.
- (2) The degree or diploma scrolls shall be in the forms given in Schedule B of this statute.

Schedule - A

List of Degrees / Diplomas awarded by the University

1. Doctor of Science,
2. Doctor of Philosophy,
3. Master of Engineering in Mechanical Engineering,
4. Master of Engineering in Civil Engineering,
5. Master of Engineering in Electrical Engineering,
6. Master of Engineering in Electronics and Telecommunication Engineering,
7. Master of Engineering in Metallurgy and Materials Engineering,
8. Master of Engineering in Mining Engineering,
9. Master of Engineering in Computer Science and Engineering,
10. Master of Engineering in Engineering Mechanics,
11. Master of Town and Regional Planning,
12. Master of Engineering in Industrial Metallurgy,
13. Master of Engineering in Environmental Engineering,
14. Master of Engineering in Geotechnical Engineering,
15. Master of Engineering in Structural Engineering,
16. Master of Technology in Materials Engineering,
17. Master of Technology in Information Technology,
18. Master of Technology in VLSI Design,
19. Master of Technology in Mechatronics,
20. Master of Business Administration,
21. Master of Computer Applications,
22. Master of Science,

23. Bachelor of Engineering in Mechanical Engineering,
24. Bachelor of Engineering in Civil Engineering,
25. Bachelor of Engineering in Electrical Engineering,
26. Bachelor of Engineering in Electronics and Telecommunication Engineering,
27. Bachelor of Engineering in Metallurgy and Materials Engineering,
28. Bachelor of Engineering in Mining Engineering,
29. Bachelor of Engineering in Computer Science and Technology,
30. Bachelor of Engineering in Information Technology,
31. Bachelor of Architecture,
32. Bachelor of Business Administration, and
33. Post Graduate Diploma in Bio – Informatics,

Schedule – B



This is to certify that _____ obtained the degree of **Bachelor of Engineering** in this University at the Final Examination of the year 200--, the branch in which he/she was examined having been ----- **Engineering** and that he/she was placed in the ----- Class.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Bachelor of Architecture** in this University at the Final Examination of the year 200--, the branch in which he/she was examined having been **Architecture** and that he/she was placed in the ----- Class.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Master of Engineering** in this University at the Final Examination of the year 200--, the branch in which he/she was examined having been ----- **Engineering** and that he/she was placed in the----- Class.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Master of Town and Regional Planning** in this University at the Final Examination of the year 200-- and that he/she was placed in the ----- Class.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Doctor of Philosophy (Engineering)** in ----- **Engineering** in this University in the year 200--.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Doctor of Philosophy (Science)** in ----- in this University in the year 200--.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Master of Science** in this University at the Final Examination of the year 200--, the branch in which he/she was examined having been **Applied** ----- and that he/she was placed in the -----Class.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Master of Business Administration** in this University at the Final Examination of the year 200-- and that he/she was placed in the -----Class.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Master of Computer Applications** in this University at the Final Examination of the year 200-- and that he/she was placed in the ----- Class.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Master of Technology in** ----- in this University at the Final Examination of the year 200--.

Vice Chancellor

Chancellor



This is to certify that ----- obtained the degree of **Post Graduate Diploma in** ----- in this University at the Final Examination of the year 200--.

Vice Chancellor

Chancellor



This is to certify that the Degree of **Doctor of Science** in this University was conferred Honoris Causa on ----- at the Convocation of the University held on the 16th day of February, 200--.

Vice Chancellor

Chancellor



This is to certify that the University is pleased to honour _____ as a **Distinguished Teacher** for the year _____ for outstanding contribution to teaching and research for over _____ decades and for encouraging and nurturing students who have distinguished themselves by their scholastic achievements.

Shibpur, Howrah
The, 20--

Vice Chancellor

By order of the Governor,

Sd/-
(Nikhil Ranjan Banerjea)

First Vice Chancellor of the Bengal Engineering and
Science University, Shibpur