

# Aliah University



**FURTHER STATUTES, 2016**  
**UNDER**  
**THE ALIAH UNIVERSITY ACT, 2007**

**IIA/27, NEW TOWN, KOLKATA - 700156**  
**WEST BENGAL**

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# Aliah University Statutes, 2016

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# Aliah University

Notification No. AU/VC/142/16 dated 10-08-2016. In exercise of the power conferred by sub-section (2) of section 55 of The Aliah University Act, 2007 (West Ben. Act XXVII of 2007), I, the Shaikh-ul-Jamia (Vice-Chancellor) of the Aliah University, hereby, cause further statutes with the approval of the Amir-i-Jamia (Chancellor) and with the assistance of the Committee nominated by the State Government, vide Notification no. 1128-MD dated 06.08.08 under sub-section (2) of the said section are as follows:-

## Chapter I PRELIMINARY

- Short title.* 1. These Statutes may be called the Aliah University Statutes, 2016.
- Definitions.* 2. (1) In these Statutes, unless there is anything repugnant in the subject or context,
- (a) "the Act" means The Aliah University Act, 2007 (West Ben. Act XXVII of 2007);
  - (b) "Academic Year" means, unless otherwise notified, a period of twelve months commencing on the first day of July.
  - (c) "Chapter" means a Chapter of these Statutes;
  - (d) "Section" means a section of the Act;
  - (e) "Statute" means a Statute of these Statutes;
  - (f) "Schedule" provides the specific format/ procedure for the implementation of certain provision(s) of these statutes ;
  - (g) "University" means the Aliah University;
  - (h) "Quorum" means presence of minimum number of members necessary for holding a meeting of any committee/body of the University;
  - (i) "Employee" means and includes Officers, Teachers, Academic Staff and Non-Teaching Staff of the University;
- (2) Words and Expressions used but not otherwise defined shall have the same meaning as in the Act.
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**Chapter - II**  
**AUTHORITIES OF THE UNIVERSITY**  
**Part I**

*Constitution of the Majlis-i-Talimi (Academic Council) and its power etc.*

3. (1) Constitution: The Majlis-i-Talimi (Academic Council) shall consist of the following members, namely:-
- (a) the Shaikh-ul-Jamia (Vice-Chancellor) - Chairman;
  - (b) the Naib Shaikh-ul-Jamia (Pro-Vice Chancellor);
  - (c) the Deans of Faculties;
  - (d) the Musajjil (Registrar);
  - (e) the Dean of Students' Welfare;
  - (f) the Heads of the Departments;
  - (g) the Librarian;
  - (h) two Professors other than the Heads of Departments, to be nominated by the Shaikh-ul-Jamia (Vice-Chancellor);
  - (i) two teachers of the University at least one of whom should be an Associate Professor to be nominated by the Shaikh-ul-Jamia (Vice-Chancellor);
  - (j) two teachers from each Faculty by rotation on seniority basis; and
  - (k) three persons not in the service of the University, nominated by the Shaikh-ul-Jamia (Vice-Chancellor) for their special knowledge.
- (2) All members of the Majlis-i-Talimi (Academic Council), other than ex officio members, shall hold office for a period of three years:
- Provided that a member co-opted in his capacity as a member of a particular Board or Committee or as the holder of a particular post shall hold office so long as he continues to be a member of that Board or Committee or the holder of the post.*
- (3) One-third of the members of the Majlis-i-Talimi (Academic Council) rounded to the nearest whole number shall form the quorum.
- (4) Subject to the Act, these Statutes and the Ordinances, Majlis-i-Talimi (Academic Council) shall, in addition to

all other powers vested in it, have the following powers, namely-

- (a) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, co-ordinate with teaching among Departments and Institutions, evaluation of research or improvement in academic standards;
- (b) to bring about inter-faculty co-ordination, to establish, appoint Committees or Boards, for taking up projects on an inter-faculty basis;
- (c) to consider matters of general academic interest either at its own initiative or referred to by Faculty, or the Majlis-i-Muntazimah (Executive Council), and to take appropriate action thereon; and
- (d) to frame such Regulations, Rules consistent with these Statutes and Ordinances regarding the academic functioning of the University, discipline, residence, admissions, award of fellowship and studentship, fee concessions, corporate life and attendance.

*The Faculty Councils, their Constitution, Powers etc.*

- 4. (1) There shall be the following Faculty Councils of Under-Graduate, Post-Graduate, M. Phil. and Doctoral studies:-
  - (a) the Faculty Council of Theology and Religious Studies;
  - (b) the Faculty Council of Humanities and Languages;
  - (c) the Faculty Council of Science and Technology;
  - (d) the Faculty Council of Education, Physical Education, Journalism & Mass Communication, Library Science and Law;
  - (e) the Faculty Council of Business Administration and Management Studies;
  - (f) the Faculty Council of Medicinal Studies, Nursing, Pharmacy and Public Health;
  - (g) the Faculty Council of Social Sciences.
- (2) Each Faculty Council shall consist of the following members:-
  - (a) the Shaikh-ul-Jamia (Vice-Chancellor), Chairperson;

- (b) the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor), Vice-Chairperson;
  - (c) the Dean of the Faculty Council concerned;
  - (d) the Head / Heads of the Department / Departments concerned;
  - (e) all Professors of the Department / Departments concerned;
  - (f) one Associate Professor from each Department by rotation according to seniority;
  - (g) one Assistant Professor from each Department by rotation according to seniority;
  - (h) four teachers nominated by Majlis-i-Talimi (Academic Council) from other Faculties of the University;
  - (i) three persons not in the service of the University to be co-opted by the Faculty Council for specialized knowledge of any subject assigned to the Faculty, provided that not more than one person may be co-opted in respect of a subject assigned to a single Department;
  - (j) each Faculty Council shall have a Secretary. The Secretary shall be a member and convener of the Faculty Council.
- (3) Each Faculty Council shall have power-
- (a) to co-ordinate teaching and research activities of the Department assigned to the Faculty, and to promote and provide for inter-disciplinary teaching and research and to arrange for examination and periodical tests in subjects falling within the purview of the Faculty;
  - (b) to appoint Boards of Studies or Committees or to undertake research projects common to more than one Department;
  - (c) to approve courses of study proposed by the Departments;
  - (d) to forward to the Majlis-i-Muntazimah (Executive Council) the recommendations of the Boards of Studies or Committee for Advance Studies and Research;



- (e) to recommend proposals for the creation and abolition or shifting of teaching posts; and
  - (f) to perform such other functions as the Majlis-i-Muntazimah (Executive Council) and Majlis-i-Talimi (Academic Council) may prescribe.
- (4) All members of a Faculty Council, other than the exofficio members, shall hold office for a term of three years.
  - (5) Faculty Council shall meet as often as necessary. One-third of the total number of members rounded to the nearest whole number shall constitute the quorum.
  - (6) The Faculty Councils and courses of studies shall be introduced gradually.
  - (7) The University may create new Faculties and introduce such other courses as it may deem fit.
  - (8) There shall be Centre(s) for Professional and Technical Training.

*The Planning Board, its Constitution and Powers etc.*

5. (1) The Planning Board shall consist of the following:
  - (a) the Shaikh-ul-Jamia (Vice-Chancellor) - Chairman;
  - (b) the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor);
  - (c) two Deans of Faculties who are members of the Majlis-i-Muntazimah (Executive Council) on seniority basis;
  - (d) one nominee of the University Grants Commission /RUSA;
  - (e) five eminent educationists having special knowledge of University planning to be appointed by the Majlis-i-Muntazimah (Executive Council);
  - (f) the Finance Officer;
  - (g) the Development & Planning Officer; and
  - (h) the Musajjil (Registrar) - Member Secretary.
- (2) The term of the members of the Planning Board, excluding exofficio members shall be four years and they shall be eligible for re-appointment for another term.
- (3) The presence of six members shall form the quorum of the meeting of the Planning Board.

- (4) The Planning Board shall meet at least twice a year.
- (5) The Planning Board shall have the following powers:
  - (a) to be responsible for overall perspective planning and development of the University in consonance with its objective;
  - (b) to determine the area of excellence of the University and identify the thrust areas for research;
  - (c) to examine, rationalize and coordinate the proposals of development received from various Faculties and Departments to be submitted to the Majlis-i-Muntazimah (Executive Council) and Majlis-i-Talimi (Academic Council) for their consideration and approval;
  - (d) to suggest to Faculties/Departments/Centers the areas of their development during a given Five-year plan period;
  - (e) to monitor the implementation of the approved plan of the University;
  - (f) to submit to the Majlis-i-Muntazimah (Executive Council) and Majlis-i-Talimi (Academic Council) plan proposals for such disciplines and courses of studies for which no nucleus exists in the University; and
  - (g) to perform such other functions and exercise such other powers as may be assigned or delegated to in it by the Majlis-i-Muntazimah (Executive Council).
- (6) The Planning Board under its overall supervision shall establish a Planning Cell to achieve its objectives and shall appoint as many Committees as it deems necessary for the purpose. Two-third members shall be University Teachers in the proposed Committee(s) made by the Planning Board.

*Departments.*

6. (1) Each Faculty shall have such Departments, as may be assigned to it by Ordinance.
- (2) Each Department shall have a Head of the Department who shall be appointed in accordance with these Statutes and shall perform such functions as may be prescribed by these Statutes.

- (3) Propose to the Majlis-i-Talimi (Academic Council) and the Faculty Councils regarding the restructuring of courses and introduction of inter-disciplinary interaction amongst the Departments/ Centers.
- Heads of Departments.*
7. (1) Each department shall have a Head of the Department who shall be a Professor or Associate Professor and whose duties and functions, terms and conditions of appointment if not provided under these Statutes shall be provided by Ordinances:
- (i) Provided that if there are more than one Professor in the Department, the Head of the Department shall be appointed in accordance with the provision made in respect thereof by the Ordinances.
- (ii) Provided further that if there is no Professor or Associate Professor in a Department, Shaikh-ul-Jamia (Vice-Chancellor) will appoint one of the Assistant Professors as Head (Officiating) of the Department.
- (2) A person appointed as Head of the Department shall hold office as such for a period of two years and shall be eligible for re-appointment consecutively one more term.
- Board of Studies, its Constitution, Term and Functions.*
8. (1) Each Department shall have a Board of Studies which shall consist of:
- (a) the Head of the Department, who shall be the Chairperson;
- (b) the Dean of the Faculty concerned;
- (c) all members of the Department;
- (d) two persons teaching allied or cognate subject in the University to be nominated by the Majlis-i-Talimi (Academic Council); and
- (e) three experts not in the service of the University to be co-opted by the Board of Studies. For departments offering professional courses at least one expert should be from industry.
- (2) The appointment of members specified in sub-clauses (d) and (e) shall be for a period of three years.
- (3) The functions of the Board of Studies shall be
- (a) to recommend course of study to the Faculty for approval;

- (b) to develop or revise course of study;
- (c) to recommend the names of the paper setters, examiners and moderators for under-graduate and post-graduate courses in case the confidential work is done externally, excluding research degrees;
- (d) to measure the improvement of standard of teaching and research;
- (e) to suggest for research for various degrees and other requirements of Research Works;
- (f) to recommend merger of subjects for the purpose of creating inter-disciplinary thrust area;
- (g) to consider matters of general and academic interest to the Department and of its functioning; and
- (h) to perform such other functions as may be assigned to it by the Faculties. Provided that a Department, for reasons of its size or otherwise shall, in the interest of efficient discharge of its functions, constitute Committees and assign them responsibilities in specified areas.

*The Majlis-i-Maliyat (Finance Committee), its Constitution etc.*

9. (1) The Majlis-i-Maliyat (Finance Committee) shall consist of the following members, namely:-
- (a) the Shaikh-ul-Jamia (Vice-Chancellor) : Chairman;
  - (b) the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor);
  - (c) two Deans of the Faculties to be nominated by the Majlis-i-Muntazimah (Executive Council);
  - (d) the Musajjil (Registrar);
  - (e) two persons to be nominated by the Majlis-i-Muntazimah (Executive Council) from amongst its members other than those in the service of the University;
  - (f) three persons to be nominated by the Amir-i-Jamia (Chancellor) in consultation with the Secretary, MA & ME Department, Government of West Bengal.
- (2) The Finance Officer shall be Secretary but not member of the Committee.

- (3) The Majlis-i-Maliyat (Finance Committee) shall meet at least thrice a year to examine the account and to scrutinize proposals for expenditure.
- (4) All the members other than the exofficio members shall hold office for a term of four years.
- (5) Five members of the Majlis-i-Maliyat (Finance Committee) shall form the quorum.
- (6)
  - (a) The Annual Accounts and the financial estimates of the University prepared by the Finance Officer shall be laid before the Majlis-i-Maliyat (Finance Committee) for consideration and comments, and thereafter submitted to the Majlis-i-Muntazimah (Executive Council) for approval.
  - (b) The Majlis-i-Maliyat (Finance Committee) shall fix limits for total recurring expenditure and the total non-recurring expenditure for the year, based on the income and resources of the University (which, in case of productive works may include the proceeds of loans) and expenditure shall not be incurred by the University in excess of the limits so fixed.
- (7) No expenditure other than provide for in the budget shall be incurred by the University without approval of the Majlis-i-Maliyat (Finance Committee).

*Selection  
Committee.*

10. (1) There shall be Selection Committees for making recommendation to the Majlis-i-Muntazimah (Executive Council) for appointment to the posts of Professors, Associate Professors, Assistant Professors, Librarian, Registrar, Finance Officer, Controller of Examinations, Principals of Institutions maintained by the University and other officers and employees of the University in terms of the Statute 18 of the Schedule, to the Act.
- (2) In case of appointment of officers other than the officers mentioned in the para (1), the Selection Committees will comprise of Shaikh-ul-Jamia (Vice-Chancellor) or his nominee not below the rank of Professor, Musajjil (Registrar), two nominees of Majlis-i-Muntazimah (Executive Council), at least one of whom shall be subject expert not connected with the University, a nominee of the Amir-i-Jamia (Chancellor), Principal Secretary/Secretary, Minority Affairs & Madrasah Education Department or his/her

nominee and the person(s) mentioned in the table-I in addition to the Persons shown in the Column (2) of the table below:-

**TABLE-I**

(1)	(2)
Deputy Registrar	Pro-Vice-Chancellor;
Deputy Controller of Examinations	Pro-Vice-Chancellor;
Deputy Librarian	Librarian;
Development & Planning Officer	Pro-Vice-Chancellor;
Secretary, Faculty Council	Dean of Concerned Faculty;
Training & Placement Officer	Pro-Vice-Chancellor;
Public Relation Officer	Pro-Vice-Chancellor;
Senior Medical Officer	One nominee of Vice-Chancellor who shall be a subject expert;
Medical Officer	Senior Medical officer;
Junior Medical Officer	Senior Medical officer;
Law Officer	Head of the Department of Law of this University;
University Engineer	Head of the Department of Civil/ Electrical Engineering of this University;
Assistant Engineer	University Engineer;
Sub-Assistant Engineer (Civil)	University Engineer;
Sub-Assistant Engineer (Electrical)	University Engineer;
Estate & Trust Officer	Pro-Vice-Chancellor;
Assistant Registrar	One nominee of Shaikh-ul-Jamia (Vice-Chancellor);

(1)	(2)
Assistant Controller of Examinations;	Controller of Examinations
Assistant Librarian	Librarian;
CVS Administrator (Vocational Training)	One nominee of Shaikh-ul-Jamia (Vice-Chancellor);
Audit & Accounts Officer	Finance Officer;
System Administrator/ Analyst	One nominee of Shaikh-ul-Jamia (Vice-Chancellor);
Sports Officer	One nominee of Shaikh-ul-Jamia (Vice-Chancellor);
Security Officer	One nominee of Shaikh-ul-Jamia (Vice-Chancellor);

In case of appointments to the post of officers other than mentioned in the Table-I and Non-teaching employees, Selection Committee(s) shall comprise of the Musajjil (Registrar), a nominee of the Shaikh-ul-Jamia (Vice-Chancellor) and two nominees of the Majlis-i-Muntazimah (Executive Council) and a subject expert (if required) to be nominated by the Shaikh-ul-Jamia (Vice-Chancellor).

- (3) The Shaikh-ul-Jamia (Vice-Chancellor) or in his/her absence, the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) or Shaikh-ul-Jamia (Vice-Chancellor)'s nominee shall preside at the meetings of the Selection Committee.
- (4) The Musajjil(Registrar) shall be the Convener of the meetings of the Selection Committees.
- (5) The procedure to be followed by the Selection Committee in making recommendation shall be laid in the Ordinances.
- (6) If the Majlis-i-Muntazimah (Executive Council) is unable to accept the recommendations made by the Selection Committee it shall record its reasons and submit the case to the Amir-i-Jamia (Chancellor) for final orders.

- (7) The Majlis-i-Muntazimah (Executive Council) of the University may appoint a teacher or any of the academic staff working in any other University or Institution for undertaking a joint project in accordance with the manner prescribed in the Ordinances.

- Note:**
- (a) Where the appointment is being made for an inter-disciplinary project, the Head of the project shall be deemed to be the Head of the Department concerned.
- (b) The Professor to be nominated shall be a Professor concerned with the specialty for which the selection is being made and that the Shaikh-ul-Jamia (Vice-Chancellor) may consult with the Head of the Department and the Dean of the Faculty before nominating the Professor.
- (8) The Majlis-i-Muntazimah (Executive Council) may appoint a person selected in accordance with procedure laid down in the foregoing clauses for a fixed tenure on such terms and conditions as it deems fit.

## **Part-II**

### **OTHER COMMITTEES**

*Building  
Advisory  
Committee.*

11. There shall be a Building Advisory Committee under the Planning Board constituted under this Statute comprising the Chief Engineer, PWD, Government of West Bengal; Chief Government Architect, PWD, Government of West Bengal; Chief Engineer, respective concerned local body; Heads of the Departments of Civil Engineering and Electrical Engineering of this University; Musajjil (Registrar); Finance Officer and the Assistant Engineers of the University with the Shaikh-ul-Jamia (Vice-Chancellor) or Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) as the Chairperson, to examine and recommend all construction proposals to the Planning Board.

*Admission  
Committee.*

12. (1) There shall be a Central Admission Committee namely AUAT (Aliah University Admission Test) Committee for conducting admission into various courses with the following members:-
- (a) One Professor or Associate Professor to be nominated by the Shaikh-ul-Jamia (Vice-Chancellor)-Chairman;
- (b) One Professor or Associate Professor or Assistant Professor to be nominated by the Shaikh-ul-Jamia (Vice-Chancellor) - Vice-Chairman.



- (c) such other members to be nominated by the Vice-Chancellor not exceeding three.
- (2) Generally, tenure of Chairman and Vice-Chairman is for one year. It may be extended by Shaikh-ul-Jamia (Vice-Chancellor) for another term, if required.
- (3) The AUAT Committee shall function as an independent body for framing the norms regulating admission, admission procedures and finalizing the names of qualified candidates for admission.
- (4) The AUAT Committee shall take responsibility for entire admission process of Aliah University and shall maintain strict confidentiality related to admission matter.
- (5) If the Chairperson is absent from office due to some exigency, the Vice-Chairperson may act as Chairperson with the approval of Shaikh-ul-Jamia (Vice-Chancellor), or the Shaikh-ul-Jamia (Vice-Chancellor) may nominate another faculty member to act as Chairperson or Vice-Chairperson.
- (6) One of the Deans of Faculties may be nominated by the Shaikh-ul-Jamia (Vice-Chancellor) to act as Co-coordinator of the process of admission and to keep liaison with the Shaikh-ul-Jamia (Vice-Chancellor) and the AUAT Committee.
- (7) All activities of AUAT should be supervised and approved by Shaikh-ul-Jamia (Vice-Chancellor).

*Students' Welfare Committee.*

13. (1) There shall be a Students' Welfare Committee of the University consisting of the following members:-
- (a) Dean of Students' Welfare- Chairman;
  - (b) three Heads of the Departments to be nominated by the Shaikh-ul-Jamia (Vice-Chancellor);
  - (c) Superintendents of the Hostels;
  - (d) at least one lady teacher of the University nominated by the Shaikh-ul-Jamia (Vice-Chancellor);
  - (e) Sports officer;
  - (f) Training & Placement Officer-Secretary;
  - (g) General Secretaries of the Students' Union.

- (2) The Students' Welfare Committee shall report the Majlis-i-Muntazimah (Executive Council) on the following matters:
  - (i) Promotion and maintenance of health, welfare and discipline of students;
  - (ii) Financial assistance to students;
  - (iii) Guidance for students' publications;
  - (iv) Appointment of visiting committee for periodical inspection of hostels;
  - (v) Matters relating to students' residence;
  - (vi) Framing and amending of hostel rules;
  - (vii) Organize training in Games & Sports;
  - (viii) Arrange for providing guidance of students regarding awareness of higher education and opportunities for employment;
  - (ix) Such other relevant matters as may be referred to it by the Majlis-i-Muntazimah (Executive Council) or the Shaikh-ul-Jamia (Vice-Chancellor).
- (3) The Students' Welfare Committee shall meet as often as necessary. In the absence of Dean of the Students' Welfare, the Chairman of Hostel Management Committee shall preside over 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.*

14. (1) There shall be a Sports Board of the University consisting of the following members:
  - (a) the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) or a nominee of Shaikh-ul-Jamia (Vice-Chancellor)– Chairperson;
  - (b) the Sports Officer- Secretary;
  - (c) three teachers of whom at least one will be a lady teacher nominated by the Majlis-i-Muntazimah (Executive Council);
  - (d) two Physical Instructors nominated by the Majlis-i-Muntazimah (Executive Council);
  - (e) one eminent Sports Person nominated by Shaikh-ul-Jamia (Vice-Chancellor);

- (f) one representative from Non-Teaching Employees; and
  - (g) two Students, representatives nominated by Students' Union.
- (2) The Sports Board shall report to the Shaikh-ul-Jamia (Vice-Chancellor) on the following matters:-
- (a) framing of Rules relating to different functions of the Sports Board;
  - (b) to submit a proposal for Budget pertaining to Sports Activity of the University;
  - (c) opening of clubs for different Games and Sports of the University;
  - (d) propose for disciplinary action against any student for misconduct in the field of Sports or for infringement of the rules of the Sports Board; and
  - (e) networking with any other educational institution which is not under this University but is recognized by the State Government only for the purpose of organizing tournaments and competitions pertaining to sports with the permission of Deans of Students' Welfare.
- (3) The duties of the Sports Board shall be as follows:-
- (a) to organize 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; and
  - (e) to deal with any other matter referred to it by the Majlis-i-Muntazimah (Executive Council) or Shaikh-ul-Jamia(Vice-Chancellor).
- (4) The Sports Board shall meet at least twice in a semester. 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 by giving seven days' notice. Chairperson may direct a meeting to be held at a shorter notice, in case of emergency;
  - (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 authorized expenditure from the University with the permission of the Chairman, Sports Board; and
  - (e) to send entries to Inter University and other tournaments and competitions pertaining to sports by the decision of Sports Board.

*Research  
Program  
Evaluation  
Committee  
(RPEC).*

15. (1) There shall be a Research Program Evaluation Committee for each Faculty Council for awarding Doctorate degrees with the following members:
  - (a) the Heads of concerned Departments;
  - (b) one faculty member not below the rank of Associate Professor, other than Head of the Department;
  - (c) thesis Supervisor; and
  - (d) one expert from other University/ Research Institution preferably from other State Universities in West Bengal to be nominated by the Majlis-i-Talimi (Academic Council);
- (2) The Research Program Evaluation Committee shall have the following powers and duties:
  - (a) to recommend Course Work of the University for Ph. D. program;
  - (b) to conduct comprehensive examinations on completion of Course Work;
  - (c) to evaluate the progress of the research work;
  - (d) to approve the proposed titles of the thesis;
  - (e) to prescribe regulations for the registered candidates;

- (f) to recommend for change the title of the thesis work, if needed;
  - (g) to propose for extension of the period of registration after completing five years in the University. The extension will be given by one year at a time on the merit of individual cases on sufficient grounds provided that such extension shall not exceed twice;
  - (h) to recommend the list of examiners for Ph.D. degrees consisting of at least six experts to the Shaikh-ul-Jamia(Vice-Chancellor);
  - (i) to recommend to the Majlis-i-Muntazimah (Executive Council) names of institutes or Research Organizations or Industries which may be recognized as approved Institutions where research work may be conducted by registered candidates in case he/she desires to have joint supervisor from other institute;
  - (j) to decide, if any, thesis submitted for the Ph.D. degree is to be resubmitted, after taking into consideration the report of the examiners;
  - (k) to decide on all other matters connected with registration and examination of thesis; and
  - (i) such other relevant matters referred to it by the Majlis-i-Muntazimah (Executive Council) or Shaikh-ul-Jamia (Vice- Chancellor) from time to time.
- (3) The Committee shall meet at least four times in a year. One-third of the total members of the Committee rounded to the nearest whole number shall constitute the quorum. Provided that external member shall be present.
- (4) The functioning of this Committee shall be as provided in the Regulations.

*Library  
Committee.*

16. (1) There shall be a Library Committee of the University with the following members:
- (a) the Shaikh-ul-Jamia (Vice-Chancellor) or his/her nominee-Chairperson;
  - (b) Deans of Faculty Councils;
  - (c) the Musajjil (Registrar);

- (d) two Professors of the University nominated by Majlis-i-Muntazimah (Executive Council);
  - (e) one external expert in the field of Library Science nominated by the Majlis-i-Muntazimah (Executive Council);
  - (f) three representatives nominated by the Shaikh-ul-Jamia (Vice-Chancellor);
    - (i) one from U.G. Students,
    - (ii) one from P.G. Students and
    - (iii) one from Research Scholars;
  - (g) the Librarian/Deputy 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 Majlis-i-Muntazimah (Executive Council);
  - (b) to allocate the available fund amongst the departments of the University for purchasing of books, periodicals and other documents;
  - (c) to frame rules, including alteration and addition, for use of the Central Library and submit the same to the Majlis-i-Muntazimah (Executive Council);
  - (d) to formulate policies for receipt of gifts of books, manuscripts, periodicals, journals, and other materials;
  - (e) to advise the librarian on such matters as may be referred to the Committee;
  - (f) to consider periodic and annual reports of the Librarian on the functioning of the Central Library and submit the same to the Majlis-i-Muntazimah (Executive Council) with its observations;
  - (g) to consider the following aspects of the Library services and submit its recommendations to the Majlis-i Muntazimah (Executive Council):-
    - (i) Documents acquisition policy of the Central Library,

- (ii) Documents loan policy of the Central Library,
  - (iii) Duration of service hours,
  - (iv) Types and nature of services to be rendered by the Central Library,
  - (v) Consider all other matters relating to Library services referred to it by the Departments or the Faculty Councils or the Majlis-i-Muntazimah (Executive Council) or the Shaikh-ul-Jamia (Vice- Chancellor).
- (3) the Library Committee shall meet at least four times in a year and also at other times as and when necessary as convened by the University Librarian (under the direction of the Chairperson); and
- (4) One-third of the members shall constitute a quorum for any meeting;

*Standing or  
Special  
Committees.*

17. The Competent authority of the University may appoint as many Standing or Special Committees as it may deem fit, consisting of members of the authority making such appointment and of such other persons (if any) as that authority in each case may think fit, and any such Committee may deal with any subject assigned to it subject to subsequent confirmation of the authority appointing it.

### Chapter III

## Appointment, Powers and Functions of Officers of the University

*Officers of the University.*

18. The following posts in the University are hereby declared under sub-section (8) of Section 12 of the Act to be posts of Officers of the University, however the Darbar-i-Aliah (Court) in concurrence with Majlis-i-Muntazimah (Executive Council) may create and institute such other posts of officers as may be deemed necessary from time to time, with prior approval of the State Government:-
- (1) Librarian,
  - (2) Officer on Special Duty,
  - (3) Deputy Registrar-I,
  - (4) Deputy Registrar-II,
  - (5) Deputy Controller of Examinations,
  - (6) Deputy Librarian,
  - (7) Development & Planning Officer,
  - (8) Secretary, Faculty Council for Theology & Religious Studies,
  - (9) Secretary, Faculty Council for Humanities Social Sciences and Languages,
  - (10) Secretary, Faculty Council for Commerce and Business Management/ Administration, and Law,
  - (11) Secretary, Faculty Council for Science,
  - (12) Secretary, Faculty Council for Engineering and Technology,
  - (13) Secretary, Faculty Council for Education, Physical Education, Journalism & Mass Communication, and Library Science,
  - (14) Secretary, Faculty Council for Medical Sciences, Nursing, Pharmacy, and Public Health,
  - (15) Training & Placement Officer,
  - (16) Senior Medical Officer,
  - (17) Medical Officer,
  - (18) Junior Medical Officer,
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- (19) Law Officer,
- (20) University Engineer,
- (21) Public Relation Officer,
- (22) Assistant Engineer,
- (23) Sub-Assistant Engineer (Civil),
- (24) Sub-Assistant Engineer (Electrical),
- (25) Estate & Trust Officer,
- (26) Assistant Registrar-I,
- (27) Assistant Registrar-II,
- (28) Assistant Controller of Examinations-I,
- (29) Assistant Controller of Examinations-II,
- (30) Assistant Librarian-I,
- (31) Assistant Librarian-II,
- (32) Audit & Accounts Officer,
- (33) CVS Administrator (For Vocational Training),
- (34) Sports Officer,
- (35) Security Officer,
- (36) System Administrator /Analyst;
- (37) such other posts as mentioned in Schedule-I

*The Shaikh-ul-Jamia (Vice-Chancellor), appointment and terms and conditions of service*

19. (1) The Shaikh-ul-Jamia (Vice-Chancellor) shall be a whole-time salaried Officer of the University. He/she shall be the Principal Executive and Academic Officer of the University. He/she shall exercise general supervision and control over the affairs of the University and give effect to the decisions of all authorities of the University.
- (2) The Shaikh-ul-Jamia (Vice-Chancellor) shall be appointed by the Amir-i-Jamia (Chancellor) out of a panel of three names recommended in order of preference by a Committee constituted by the State Government. The Committee shall consist of the three members
  - (i) a nominee of the Amir-i-Jamia (Chancellor), who shall be the Chairperson of the Committee,
  - (ii) a nominee of the State Government and

(iii) a nominee of the Darbar-i-Aliah (Court):

*Provided that member of above Committee shall be persons of eminence in the sphere of higher education and shall not be connected with this University in any manner.*

*Provided further that if the Amir-i-Jamia (Chancellor) does not approve any of the persons so recommended, he/she may call for fresh recommendations.*

- (3) The emoluments and terms and conditions of service of the Shaikh-ul-Jamia (Vice-Chancellor) shall be such as may be prescribed in the Ordinance.
  - (4) The Shaikh-ul-Jamia (Vice-Chancellor) shall hold office for a period of 4 (four) years from the date on which he/she enters upon his/her office and shall be eligible for re-appointment for not more than another term.
  - (5) Notwithstanding anything contained in Clause (4), a person appointed as the Shaikh-ul-Jamia (Vice-Chancellor) shall, if he/she completes the age of sixty-five years during the term of his/her office, retire from office.
  - (6) The Shaikh-ul-Jamia (Vice-Chancellor) may resign his/her office by writing addressed to the Amir-i-Jamia (Chancellor).
  - (7) If-
    - (a) the Shaikh-ul-Jamia (Vice-chancellor) is, by reasons of leave, illness or other cause temporarily unable to exercise the powers and perform the duties of his/her office, or
    - (b) a vacancy occurs in the office of the Shaikh-ul-Jamia (Vice-Chancellor) by reasons of death, resignation or expiry of term of his/her office or otherwise, then, during the period of such temporary inability or pending the appointment of a Shaikh-ul-Jamia (Vice-Chancellor), as the case may be, the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall exercise the powers and perform the duties of Shaikh-ul-Jamia (Vice-Chancellor).
  - (8) The vacancy in the office of the Shaikh-ul-Jamia (Vice-Chancellor) occurring by reason of death, resignation, expiry of the term or otherwise shall be filled up by appointment of a Shaikh-ul-Jamia (Vice-Chancellor) within six months from the date of occurrence of the vacancy in the manner prescribed in paragraph (2).
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*The Naib  
Shaikh-ul-Jamia  
(Pro-Vice-  
Chancellor),  
appointment  
and terms and  
conditions,  
powers and  
duties.*

20. (1) The Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall be a whole time salaried Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice-Chancellor) and shall be paid from the University fund such salary and allowances as the Amir-i-Jamia (Chancellor) may decide in consultation with the State Government.
- (2) The term of the office of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall be such as may be decided by the Majlis-i-Muntazimah (Executive Council), but it shall not in any case exceed four years or until expiration of the term of the office of the Shaikh-ul-Jamia (Vice-Chancellor) whichever is earlier, and shall be eligible for re-appointment:
- (i) Provided that the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall retire on attaining the age of sixty-five years.
- (ii) Provided further that the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall, while discharging the duties of the Shaikh-ul-Jamia (Vice-Chancellor) in absence of the Shaikh-ul-Jamia (Vice-Chancellor) on account of his/her leave, retirement or resignation, continue in office notwithstanding the expiration of the term of office until a new Shaikh-ul-Jamia (Vice-Chancellor), or the Shaikh-ul-Jamia (Vice-Chancellor), as the case may be, assumes office.
- (3) The other terms and conditions of service of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall be such as may be prescribed in the Ordinance.
- (4) The following shall be the duties of Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor):-
- (a) the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall be empowered to assist the Shaikh-ul-Jamia (Vice-Chancellor) in respect of such matters as may be specified by Shaikh-ul-Jamia (Vice-Chancellor) from time to time, and shall also exercise such powers and perform such duties as may be assigned or delegated to him/her by the Shaikh-ul-Jamia (Vice-Chancellor);
- (b) to deal with the matters of recognition and equivalence of Courses of Studies, etc. diplomas, degrees, and certificates;

*The Musajjil (Registrar), appointment and terms and conditions, powers and duties.*

- (c) to look after University publications; and
  - (d) to deal with any other matter as may be assigned by the Shaikh-ul-Jamia (Vice-Chancellor).
21. (1) (a) The Musajjil (Registrar) shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice-Chancellor).
- (b) The University may appoint a Registrar on deputation having requisite qualification for a period of not more than four years as may be decided by the Majlis-i-Muntazimah (Executive Council).
- (2) The Musajjil (Registrar) shall be appointed by Shaikh-ul-Jamia (Vice-Chancellor) on the recommendation of a Selection Committee constituted for the purpose under Statute 10.
- (3) The emoluments and other terms and conditions of service of the Musajjil (Registrar) shall be such as may be prescribed in the Ordinance.
- (4) The Musajjil (Registrar) shall retire on attaining the age of sixty years.
- (5) In addition to those specified in Section 17 of the Act, the Musajjil (Registrar) shall have the following powers and duties:-
- (a) to have the power of supervision and control over all officers and employees serving in departments/sections under his/her charge;
  - (b) to have the power to take disciplinary action against the employees of the University, as per Statute mentioned in chapter 'Discipline and Conduct';
  - (c) to be the custodian of the records, the common seal and such other property of the University as the Majlis-i-Muntazimah (Executive Council), shall commit to his/her charge;
  - (d) to issue all notices convening meetings of the Darbar-i-Aliyah (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council) and of such authorities and bodies of which he/she is the Secretary.
  - (e) to keep minutes of all the meetings of the Darbar-i-Aliyah (Court), the Majlis-i-Muntazimah

(Executive Council), the Majlis-i-Talimi (Academic Council) and of such Authorities and Bodies of which he/she is the Secretary;

- (f) to conduct the official correspondence of the Darbar-i-Aliah (Court), the Majlis-i-Muntazimah (Executive Council) and the Majlis-i-Talimi (Academic Council);
- (g) to provide the Amir-i-Jamia (Chancellor) with copies of the agenda of the meetings of the authorities of the University as soon as they are issued and of the minutes of such meetings;
- (h) to represent the University in suits or proceedings for or against the University, sign powers of attorney and verify pleadings or depute his/her representative for the purpose;
- (i) he shall be the appointing authority in respect to the post of teaching and non-teaching posts except the post of Vice-Chancellor and Pro-Vice-Chancellor
- (j) to sign all complaints and written statements, pleading and all other legal documents and instruments on behalf of the University in respect of the following:
  - (i) borrowing money and investing funds;
  - (ii) 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;
- (k) to maintain and keep in his/her custody all Service Books / registers as follows which shall be maintained and corrected every year in the month of July and brought up to date:
  - (i) all faculty members of the University.
  - (ii) officers and non-teaching staff of the University.
  - (iii) students of the University.
- (l) to perform such other duties as may be specified in these Statutes or prescribed by the Ordinances or the Regulations or as may be required, from

time to time, by the Majlis-i-Muntazimah (Executive Council) or the Shaikh-ul-Jamia (Vice-Chancellor);

- (m) to make correspondences with the Governments, different Academic Bodies like University Grants Commission/RUSA etc., other Universities and Institutions on matters relating to administrative, academic, and financial and development matters; and
- (n) to deal with any other matter as may be assigned by the Shaikh-ul-Jamia (Vice-Chancellor).

*The Deans of Faculty Councils.*

22. (1) There shall be a Dean for each and every Faculty Council of Studies in the University. The Dean shall be appointed by the Shaikh-ul-Jamia (Vice-Chancellor) of the University on recommendation of the Selection Committee duly constituted for this purpose;
- (2) The Selection Committee shall be constituted by the State Government for each and every occasion of selection of Dean of the University;  
*provided that every such committee shall appoint Deans for all Faculty Councils of Studies in the University.*
- (3) The Selection Committee shall consist of the following members:-
- (a) nominee of the Amir-i-Jamia (Chancellor), who shall be the Vice-Chancellor of a State aided University other than the concerned University and who shall be the Head of the Committee;
  - (b) nominee of the State Government, who shall be an eminent academician and who is not related with the concerned University in any manner;
  - (c) nominee of the Shaikh-ul-Jamia (Vice-Chancellor), who shall not be below the rank of a Professor of any other University.
- (4) The Selection Committee shall consider the names of eligible professors of that University for the Post of Dean and give proper weightage of academic excellence and adequate experience in academic and administrative governance while preparing the panel of two Professors in order of their preference for each and every Faculty Council of Studies;

*provided that if at any time there is no Professor in the Faculty, the Shaikh-ul-Jamia (Vice-Chancellor) may appoint an Associate Professor as Dean from amongst the Associate Professors of the Faculty subject to the approval of Majlis-i-Muntazima (Executive Council);*

*provided further that no person shall be eligible for the post of Dean more than one term in his service tenure in the University;*

- (5) The Musajjil (Registrar) of the University shall provide secretarial assistance to the Selection Committee for preparing the panel and the Committee shall have power to call for any record of the University relating to any Professor for the purpose of such selection;
- (6) The Selection Committee shall finalize the panel within fifteen days from the date of its constitution and immediately thereafter the committee shall send its recommendations in writing to the State Government, along with reasoned record of assessment of the persons so considered;
- (7) The State Government shall thereafter forward the panel to the Shaikh-ul-Jamia (Vice-Chancellor) of the University for appointment of Dean within seven days;
- (8) Every Dean appointed shall hold the office for three years or until he retires or vacates his office for any other reason;

*Provided that a Professor shall only be eligible for empanelment for the post of Dean who has at least three years of service left in his account before the age of superannuation;*

- (9) The Shaikh-ul-Jamia (Vice-Chancellor) shall, in the event of any temporary vacancy of the office of Dean, select a senior most Professor of that University according to the date of their joining in the University for a period not more than six months;  
*provided that such selection of Dean on temporary vacancy shall be communicated forthwith to the State Government for the purpose of reconstitution of Selection Committee;*
- (10) Every Dean shall be the Head of the respective Faculty Council of Studies and shall have such powers and functions as may be provided for by Regulations.

- (11) The Dean of every Faculty Council of Studies may be removed from his office for such reasons and in such manner as may be provided for by Regulations.

*The Dean of the Students' Welfare.*

23. (1) There shall be a Dean of Students' Welfare vide Section 22 of the Act.
- (2) Dean of students' Welfare shall be appointed from amongst the teachers of the University, not below the rank of a Professor by the Majlis-i-Muntazimah (Executive Council) on the recommendation of the Shaikh-ul-Jamia (Vice-Chancellor).
- (3) The Dean of Students' Welfare appointed under clause (2) shall be a whole time Officer and shall hold office for a term of three years and shall be eligible for re-appointment for second term only.

Provided that the Majlis-i-Muntazimah (Executive Council) may, if it is considered necessary, appoint on the recommendation of the Shaikh-ul-Jamia (Vice-Chancellor), a teacher, not below the rank of an Associate Professor to discharge duty of the Dean of Students' Welfare in addition to his/her duties.

- (4) A person who is appointed as the Dean of Students' Welfare shall continue to hold his/her lien on his/her substantive post and shall be eligible to all the benefits that would have otherwise accrued to him/her but for his/her appointment as a Dean of Students' Welfare.
- (5) When the office of the Dean of Students' Welfare is vacant or when the Dean of Students' Welfare is, by reason of illness or absence or for any other reason, unable to perform the duties of his/her office, the duty of the office shall be performed by such person as the Shaikh-ul-Jamia (Vice-Chancellor) may appoint for the purpose.
- (6) The duties and powers of Dean of Students' Welfare shall be to look after the welfare of the students and such other duties as may be assigned to him by the Shaikh-ul-Jamia (Vice-Chancellor) under the Act.
- (7) Majlis-i-Muntazimah (Executive Council) may decide the amount of allowance and perquisites which may be given to the Dean.



*The Controller of Examinations, appointment and terms and conditions, powers and duties.*

24. (1) The Controller of Examinations shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice-Chancellor).
- (2) The Controller of Examinations shall be appointed on the recommendation of a Selection Committee constituted for the purpose as per Statute 10.
- (3) The emoluments and other terms and conditions of service of the Controller of Examinations shall be such as may be prescribed by the Government. The terms of the Controller of Examinations shall not be continued beyond the age of attaining 60 years.
- (4) When the office of the Controller of Examinations is vacant or when the Controller of Examinations is, by reason of illness, absence or for any other reason, unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Shaikh-ul-Jamia (Vice-Chancellor) may appoint for the purpose.
- (5) The Controller of Examinations shall:-
- (a) issue under the direction of the Shaikh-ul-Jamia (Vice-Chancellor) all notices convening meetings of the Committee(s) of Examinations, the Board of Examiners, and of the Committees appointed by the authorities of the University in connection with the examinations, and maintain and keep the minutes of all such meetings;
  - (b) conduct all University examinations and make all other arrangements necessary, and ensure execution of all processes connected therewith and be responsible for the publication of results thereof;
  - (c) supervise the work related to examinations and of the office staff under his/her control;
  - (d) maintain secrecy regarding the setting and printing of question papers and examination records till the publication of examination results or till such time as deemed necessary. The mark sheets/grade cards, transcripts and other academic consignments of all students appearing in the University examination would be prepared by the Controller of Examinations' department and signed by him/her;

- (e) be the custodian of records pertaining to his/her duties and responsibilities under these statutes;
  - (f) call from any office or institution under the University any information or return that he/she may consider necessary for the performance of his/her duties and to discharge his/her responsibilities;
  - (g) call for explanation from any subordinate employee who may be at fault, in respect of any matter pertaining to his/her responsibilities and suggest disciplinary action against the person at fault;
  - (h) determine the eligibility of students to appear at any examinations on the basis of statements of eligibility sent by HODs/HODs (Officiating) and examination regulations;
  - (i) be the exofficio member of the AUAT Committee; and
  - (j) deal with the agenda and minutes of the meetings of such other Authorities, Bodies or Committees related to examinations of which he/she is the Member-Secretary/Convener.
- (6) Notwithstanding anything to the contrary contained in these Statutes he/she will perform such other duties, administrative or academic, as may be required/prescribed from time to time, by the Majlis-i-Muntazimah (Executive Council) or the Shaikh-ul-Jamia (Vice-Chancellor) for the purpose of the Act.

*The Finance Officer, his Appointment, duties etc.*

25. (1) The Finance Officer shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice-Chancellor).
- (2) (a) The Finance Officer shall be appointed on the recommendation of a Selection Committee constituted for the purpose (as per Statute 10). The terms of the Finance Officer shall not be continued beyond the age of attaining 60 years, or
- (b) An officer belonging to West Bengal Audit and Accounts Service having minimum 5 years of experience in Officer Grade or a Professor of any University belonging to Business

Management or Commerce Department having MBA in Financial Management or a member of Institute of Chartered Accountancy or Cost Accountancy may be appointed as Finance Officer on deputation for a period of not more than 4 years. However, Majlis-i-Muntazimah (Executive Council) may re-appoint a deputed officer or Professor for another term not exceeding 4 years.

- (3) The Finance Officer shall advise the University as regards its financial policies and perform such other financial functions as may be assigned to him/her by the Majlis-i-Muntazimah (Executive Council) or as is prescribed under these Statutes or may be prescribed by the Ordinance.
- (4) The Finance Officer shall:
  - (a) act as the Secretary of the Majlis-i-Maliyat (Finance Committee);
  - (b) hold and manage the property and investments including trust and endowed property;
  - (c) ensure admissibility of plan and non-plan expenditure, and ensure that all funds are spent on the purposes for which they were granted or allotted;
  - (d) be responsible for the preparation of annual accounts and the budget of the University for the next financial year and for their presentation to the Majlis-i-Muntazimah (Executive Council) with the approval of the Majlis-i-Maliyat (Finance Committee);
  - (e) keep a constant watch on the state of the cash and bank balances and on the state of investment;
  - (f) watch the progress of the collection or revenue and advise on methods of collection employed;
  - (g) have the accounts of the University regularly audited by internal auditors;
  - (h) place accounts to the external auditor for audit and prepare replies to the audit queries;
  - (i) ensure that registers of buildings, land, furniture and equipment are maintained up-to-date and the stock checking of equipment and other

consumable materials in all offices, laboratories, Centers, Institutions under the University is conducted regularly and maintained;

- (j) call for explanation for unauthorized expenditure and for other financial irregularities and suggest disciplinary action against persons at fault;
- (k) call for from any office, Institution, Centre, Department or School, under the University, any information or return that he/she may consider necessary for the performance of his/her duties;
- (i) to prepare annual financial report and next financial year budget, which will be submitted to MA & ME Department, Govt. of West Bengal with the approval of Majlis-i-Maliyat (Finance Committee) and Majlis-i-Muntazimah (Executive Council);
- (m) generally supervise and control and be responsible for the working of the following sections of the University offices -Pay and Accounts, Death-cum-Retirement Benefit (DCRB), Provident Fund, Cash, Purchase and Stores;
- (n) deal with the agenda and minutes of meetings of such other Authorities, Bodies or Committees related to Finance matter of which he is a Member-Secretary / Convener;
- (o) deal with any other matter as may be assigned by the Shaikh-ul-Jamia (Vice-Chancellor) for the purpose of the Act.

*Librarian, his appointment and Duties.*

26. (1) The Librarian shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice-Chancellor).
- (2) The Librarian shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of the Selection Committee constituted for the purpose (as per Statute 10).
- (3) The Librarian shall
- (a) be in-charge of the University Libraries (including digital library) and shall be responsible for procurement of books, journals, e-journals and other reading materials, e-resources and library equipment on recommendation of HODs/other

Competent Authority within limits of Library Grants;

- (b) be responsible for the selection, requisition and cataloguing of books, journals, manuscripts, doctoral thesis and other publications and accommodate advice/ counsel/ suggestion/ decision(s) of the Library Committee;
- (c) be responsible for developing the procedure to ensure the effective use of Library facilities and materials;
- (d) act as the Convener of the meetings of the Library Committee and such other Bodies as may be determined from time to time;
- (e) contact Govt./ non-Govt. organizations like UGC, AICTE, MHRD, etc. for availing of facilities provided by them;
- (f) create and maintain e-library facilities;
- (g) report loss of documents and other library properties to the Library Committee;
- (h) have the power, subject to prior sanction of Shaikh-ul-Jamia (Vice- Chancellor) to withdraw library privileges of a member whenever necessary;
- (i) ensure that the library rules are faithfully observed;
- (j) exercise general supervision and control over the officers, technical and subordinate staff in different sections of library;
- (k) cause periodical verification of stock;
- (l) responsible for management of gifts and decoration of library; and
- (m) perform such other duties and functions as the Library Committee and the Shaikh-ul-Jamia (Vice-Chancellor) may require him/her to do for the purpose of the Act.

*Deputy Registrar, his Appointment and Duties.*

- 27 (1) The Deputy Registrar shall be a whole-time salaried Officer of the University under the direct control of the Shaikh-ul-Jamia (Vice-Chancellor) and general supervision of the Musajjil (Registrar).

- (2) (a) The Deputy Registrar shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose (as per Statute 10) ; or
  - (b) An officer of West Bengal Civil Service (Executive) cadre having postgraduate degree not below the rank of Deputy Secretary or an Assistant Professor of any University having AGP Rs. 8000/- may be appointed as Deputy Registrar on deputation for a period of not more than 4 years.
  - (c) One of the posts of Deputy Registrar may be filled up by promotion of the Assistant Registrars on merit basis.
- (3) The Deputy Registrar shall perform such duties and functions as may be assigned to him/her by the Registrar and /or the Shaikh-ul- Jamia (Vice-Chancellor) from time to time for the purpose of the Act.

*Deputy  
Controller of  
Examinations,  
his  
Appointment  
and Duties.*

28. (1) The Deputy Controller of Examinations shall be a whole-time salaried Officer of the University under the direct control of Shaikh-ul-Jamia (Vice-Chancellor) and general supervision of the controller of Examinations.
- (2) The Deputy Controller of Examinations shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of the Selection Committee constituted for the purpose (as per Statute 10).
- (3) The Deputy Controller of Examinations shall perform such duties and functions as may be assigned to him/her by the Controller of Examinations and /or the Shaikh-ul-Jamia (Vice-Chancellor) from time to time for the purpose of the Act.

*Deputy  
Librarian, his  
Appointment and  
Duties.*

29. (1) The Deputy Librarian shall be a whole-time salaried Officer of the University under the direct control of Shaikh-ul-Jamia (Vice-Chancellor) and general supervision of the Librarian.
- (2) The Deputy Librarian shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of the Selection Committee constituted for the purpose (as per Statute 10).

*University  
Engineer,  
his  
Appointment  
and Duties.*

(3) The Deputy Librarian shall perform such duties and functions as may be assigned to him/her by the Librarian and /or the Shaikh-ul-Jamia (Vice-Chancellor) from time to time for the purpose of the Act.

30. (1) The University Engineer shall be a whole-time salaried Officer of the University under the direct control of Shaikh-ul-Jamia (Vice-Chancellor) and general supervision of the Musajjil (Registrar).

(2) (a) The University Engineer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose.

(b) An engineer belonging to the State Government Departments or Public Sector Undertakings or Autonomous Bodies not below the rank of Executive Engineer may be appointed as University Engineer on deputation for a period of not more than 4 years. However, Majlis-i-Muntazimah (Executive Council) may re-appoint a deputed engineer for another term not exceeding 4 years.

(3) The University Engineer shall:

(a) be responsible for the construction, repairs and maintenance of the buildings, ground, roads and drainage, communication system, the electrical, electronic, and mechanical installation and equipment and such other movable and immovable properties of the University;

(b) be responsible for the preparation of estimates, drawings, and verification of all bills for labor and contracts;

(c) ensure proper maintenance of accounts, measurement books, log books and other records of the University and its departments/centers;

(d) arrange for fire safety measures and construction safety measures;

(e) exert general control and supervision over the ministerial and subordinate staff of his/her department; and

(f) perform such other duties and functions as the University Authorities may require him to do for the purpose of the Act.

*Development and Planning Officer (DPO), his Appointment and Duties.*

31. (1) The Development and Planning Officer shall be a whole-time salaried Officer of the University under the direct control of Shaikh-ul-Jamia (Vice-Chancellor) and general supervision of the Musajjil (Registrar).
- (2) The Development & Planning Officer shall be appointed on the recommendation of a Selection Committee constituted for the purpose (as per Statute 10).
- (3) The Development & Planning Officer shall:-
- (a) look after the developmental needs of the University and move the University Grants Commission and other Funding/Sponsoring Agencies for implementation of the Plans, Programs and Schemes as may be submitted by the University;
  - (b) assist the Musajjil (Registrar) in the matter of preparation and execution of different developmental schemes of the University;
  - (c) assist the Musajjil (Registrar) in preparing plans and estimates of buildings and the like and to render such assistance as may be required by him/her for undertaking such projects;
  - (d) assist the Finance Officer in dealing with matters relating to financial assistance from the University Grants Commission;
  - (e) assist the Musajjil (Registrar) in the matter of holding Convocations, University conferences, symposia, and the like;
  - (f) prepare statistical reports concerning development proposals; undertake evaluation of plans, programs and technical reports for consideration by the Shaikh-ul-Jamia (Vice-chancellor); and
  - (g) deal with any other matter as may be assigned by the Musajjil (Registrar) or the Shaikh-ul-Jamia (Vice-Chancellor) from time to time for the purpose of the Act.

*Secretary, Faculty Council, his Appointment and Duties.*

32. (1) The Secretary of a Faculty Council shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice-Chancellor).
- (2) The Secretary of a Faculty Council shall be appointed on the recommendation of the Selection Committee constituted for the purpose.



- (3) The Secretary of a Faculty Council shall:-
- (a) be the Executive Officer-in-charge of the Faculty concerned for the management of all academic activities including teaching, research and conduct of examinations and all student activities connected therat.
  - (b) arrange for class rooms and accommoda- tion, prepare schedules of work of the respective academic departments in consultations with the appropriate Heads of Departments;
  - (c) deal with matters relating to purchase of Laboratory Equipment and fittings and the like of the Faculty concerned;
  - (d) issue notice of meetings of the concerned Faculty Council, prepare agenda-notes and keep the minutes of the meetings;
  - (e) assist Heads of Departments/Centers under the concerned Faculty in the matter of holding conferences, symposia, and the like; and
  - (f) advise the Shaikh-ul-Jamia (Vice-Chancellor) on all academic matters under his/her jurisdiction and perform such duties and functions as may be assigned to him/her by the Shaikh-ul-Jamia (Vice-Chancellor) from time to time for the purpose of the Act.

*Training & Placement Officer, his Appointment and Duties.*

- 33 (1) The University may appoint a Training & Placement Officer on permanent basis who shall be a whole-time Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice-Chancellor) or Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor);
- (2) The Training & Placement Officer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose;
- provided further that the Majlis-i-Muntazimah (Executive Council) may, on the recommendation of the Shaikh-ul-Jamia (Vice-Chancellor) appoint a professor to discharge the duties of the Training & Placement Officer in addition to his/her own duties of a Professor until a whole-time incumbent is appointed in terms of the above stipulations for appointment;*

- (3) The Training & Placement Officer shall
  - (a) remain in-charge of the training and placement assistance to the students and shall be in-charge of Information and Guidance Bureau of the University;
  - (b) organize soft-skill development programs for students;
  - (c) liaison between the University and the Industries & Corporate Houses;
  - (d) implementation of programs relating to welfare activities of the students;
  - (e) keep record of the graduates/ post-graduates for purpose of training and employment;
  - (f) exert all general control and supervision over the ministerial and subordinate staff of his/her department; and
  - (g) also perform such other duties and functions as may be assigned to him/her by the Shaikh-ul-Jamia (Vice Chancellor) from time to time for the purpose of the Act.

*Assistant Engineer, his Appointment and Duties.*

34. (1) The Assistant Engineer shall be a whole-time salaried Officer of the University.
- (2) (a) The Assistant Engineer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on recommendation of a Selection Committee constituted for the purpose.
- (b) An engineer belonging to the State Government Departments or Public Sector Undertakings or Autonomous Bodies not below the rank of Assistant Engineer may be appointed as Assistant Engineer on deputation for a period of not more than 4 years. However Executive Council may re-appoint a deputed engineer for another term not exceeding 4 years.
- (3) The Assistant Engineer shall be under the administrative supervision of the University Engineer and perform such duties as may be assigned to him by the University Engineer or Musajjil (Registrar) or Shaikh-ul-Jamia (Vice-Chancellor) under the provisions of the Statutes.

*Senior Medical Officer, his Appointment and Duties.*

35. (1) The Senior Medical Officer shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor)/ Shaikh-ul-Jamia (Vice-Chancellor).
- (2) (a) The Senior Medical Officer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of Selection Committee constituted for the purpose; or
- (b) a Medical Officer of any State Government Department or Public Sector Undertaking or Autonomous Body not below the rank of Deputy Director of Health Service may be appointed as Senior Medical Officer on deputation for a period of not more than 4 years. However Majlis-i-Muntazimah (Executive Council) may re-appoint a deputed Medical Officer for another term not exceeding 4 years; or
- (c) University may appoint any Medical Practitioner having MD/MS degree with at least 10 years medical practice, on purely contractual basis for a period of not more than four years. He/ she may be re-appointed for another term not exceeding four years; or
- (d) Medical Officer of the University with 12 years' experience may be promoted to the post of Senior Medical Officer.
- (3) The Senior Medical Officer shall exercise the following powers and shall perform the following duties.
- (a) to be in-charge of the University Health Centre or Hospital inclusive of all medical facilities, appliances and shall perform duties in consultation with the Dean of Students' Welfare and remain under the overall supervision of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor)/ Shaikh-ul-Jamia (Vice-Chancellor);
- (b) to arrange for the medical examination of students as and when necessary;
- (c) 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. She/he shall also attend to the indoor

patients, if any, at the University Health Centre or Hospital;

- (d) in case of necessity, he/she shall also have to attend to students in University Hostels and the members of the staff residing in the residences under the control and management of the University;
- (e) to give advice on all matters concerning health, hygiene and sanitation within the jurisdiction of the University; and
- (f) to organize health awareness programs as and when required.

*Assistant Registrar, his Appointment and Duties.*

36. (1) The Assistant Registrar shall be a whole-time salaried Officer of the University.
- (2) The Assistant Registrar shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose.
- (3) The Assistant Registrar shall be under general control of the Shaikh-ul-Jamia (Vice-Chancellor) and direct administrative supervision of the Musajjil (Registrar) and perform such duties as may be assigned to him/her by the Musajjil (Registrar) under the provisions of the Act/ Statutes.
- (4) Such other duties as may be assigned to him/her by Shaikh-ul-Jamia (Vice-Chancellor) for the purpose of the Act.

*Assistant Controller of Examinations, his Appointment and Duties.*

37. (1) The Assistant Controller of Examinations shall be a whole-time salaried Officer of the University.
- (2) The Assistant Controller of Examinations shall be appointed by the Majlis-i-Muntazimah (Executive Council) on recommendation of a Selection Committee constituted for the purpose.
- (3) The Assistant Controller of Examinations shall be under the direct administrative supervision of the Controller of Examinations and perform such duties as may be assigned to him/her by the Controller of Examinations under the provisions of the Act and these Statutes.
- (4) Such other duties as may be assigned to him/her by Shaikh-ul-Jamia (Vice-Chancellor) for the purpose of

*Assistant Librarian, his Appointment and Duties.*

the Act.

38. (1) The Assistant Librarian shall be a whole-time salaried Officer of the University;
- (2) The Assistant Librarian shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose.
- (3) The Assistant Librarian shall be under the direct administrative supervision of the Deputy Librarian and perform such duties as may be assigned to him/her by the Librarian or Deputy Librarian and shall assist the Librarian and Deputy librarian in the discharge of the duties under the Act and these Statutes.
- (4) Such other duties as may be assigned to him/her by Shaikh-ul-Jamia (Vice-Chancellor) for the purpose of the Act.

*Audit and Accounts Officer, his Appointment and Duties.*

39. (1) The Audit and Accounts Officer shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Finance Officer.
- (2) (a) The Audit and Accounts Officer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose; or
- (b) an officer belonging to West Bengal Audit and Account Service not below the rank of Assistant Director may be appointed as Audit & Accounts Officer on deputation for a period of not more than 4 years. However Majlis-i-Muntazimah (Executive Council) may re-appoint a deputed officer or Professor for another term not exceeding 4 years
- (3) The Audit & Accounts Officer shall -
- (a) be under the direct administrative supervision of the Finance Officer;
- (b) ensure continuous internal audit including the Annual Internal Audit and submit the Audit Report with his/her observations to the Finance Committee through the Finance Officer;
- (c) oversee whether budget allocations are being exceeded or being misused;

- (d) be responsible for adjustment of advances;
- (e) be responsible for checking of the daily cash balance of the University;
- (f) prepare financial estimates of the schemes as may be referred to him/her;
- (g) take necessary follow-up action for realization of sanctioned grants and see to proper disbursement thereof in terms of sanction; and
- (h) perform such other duties and functions as may be assigned to him by the Shaikh-ul-Jamia (Vice-Chancellor) from time to time for the purpose of the Act.

*Sports Officer,  
his  
Appointment  
and Duties.*

40. (1) The Sports Officer shall be a whole-time salaried Officer of the University under the direct control of Shaikh-ul-Jamia (Vice-Chancellor) and general supervision of the Musajjil (Registrar).
- (2) The Sports Officer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose.
- (3) The Sports Officer shall:
- (a) initiate plans and programs for raising the standards of Sports and Games in the University;
  - (b) organize Sports and Games on behalf of the University;
  - (c) liaison with AIU or similar organizations for participation in/ conduct of national/ regional/ state level University sports;
  - (d) ensure proper maintenance of University playgrounds, Stadium, Gymnasium;
  - (e) perform such other duties and functions as the Sports Board and the Musajjil (Registrar) may require him/her to do; and
  - (f) perform such other duties and functions as may be assigned to him by the Shaikh-ul-Jamia (Vice-Chancellor) from time to time for the purpose of the Act.

*Medical Officer  
his Appointment  
and Duties.*

41. (1) The Medical Officer shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Senior Medical Officer,

Naib Shaikh-ul-Jamia. (Pro-Vice Chancellor) and Musajjil (Registrar).

- (2) (a) The Medical Officer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose; or
  - (b) A Medical Officer of any State Government Department or Public Sector Undertaking or Autonomous Body not below the rank of Assistant Director of Health Service may be appointed as Medical Officer on deputation for a period of not more than 4 years. However, Majlis-i-Muntazimah (Executive Council) may re-appoint a deputed Medical Officer for another term not exceeding 4 years; or
  - (c) University may appoint any Medical Practitioner having MBBS (preferably MD/MS) degree with at least 5 years medical practice, on purely contractual basis for a period of not more than four years. He/ she may be re-appointed for another term not exceeding four years.
- (3) The Medical Officer shall perform such duties and functions as may be assigned to him/her by the Senior Medical Officer, Naib Shaikh-ul-Jamia(Pro-Vice-Chancellor) and Musajjil (Registrar) and shall assist him in discharging his/her duties.

*Junior Medical Officer, his Appointment and Duties.*

42. (1) The Junior Medical Officer shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Senior Medical Officer, Naib Shaikh-ul-Jamia (Pro-Vice Chancellor) and Musajjil (Registrar).
- (2) (a) The Junior Medical Officer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose; or
- (b) A Junior Medical Officer of any State Government Department or Public Sector Undertaking or Autonomous Body not below the rank of Assistant Director of Health Service may be appointed as Junior Medical Officer on deputation for a period of not more than 4 years. However Majlis-i Muntazimah (Executive Council) may re-appoint a deputed Junior Medical Officer for another term not exceeding 4 years; or

(c) University may appoint any Junior Medical Practitioner having MBBS (preferably MD/MS) degree with at least 3 years medical practice, on purely contractual basis for a period of not more than four years. He/ she may be re-appointed for another term not exceeding four years.

(3) The Junior Medical Officer shall perform such duties and functions as may be assigned to him/her by the Senior Medical Officer, Naib Shaikh-ul-Jamia(Pro-Vice-Chancellor) and Musajjil (Registrar) and shall assist him/her in discharging his duties.

*Security Officer,  
his  
Appointment  
and Duties.*

43. (1) The Security Officer shall be a whole-time salaried Officer of the University under the direct control of the Shaikh-ul-Jamia (Vice-Chancellor) and general supervision of the Musajjil (Registrar).

(2) The Security Officer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose; or

(3) A Police Officer not below the rank of Deputy Superintendent of Police may be appointed as Security Officer on deputation for a period of not more than 4 years. However Majlis-i-Muntazimah (Executive Council) may re-appoint a deputed Police Officer for another term not exceeding 4 years; or

(4) University may appoint any suitable person preferably one retired from defence / police services as the Security Officer, on purely contractual basis for a period of not more than four years. He may be re-appointed for another term not exceeding four years.

(5) The Security Officer shall:

(a) be in-charge of all Security Guards of the University for day and night, allocation of their duties and supervision of their work;

(b) be responsible for the safety and security of all persons and properties within the precincts of the University Campus;

(c) be responsible for security of the Shaikh-ul-Jamia (Vice-Chancellor) wherever required, and of other Officers, when requested;

(d) be responsible for the prevention of crimes and illegal activities and for apprehension of such offenders within the University Campus;



- (e) be responsible for summoning Police help for University, if directed by the Shaikh-ul-Jamia (Vice-Chancellor) or the Musajjil (Registrar); and
- (f) perform such other duties and functions as the Shaikh-ul-Jamia (Vice-Chancellor) and the Musajjil (Registrar) may require him to do under the Act.

*Law Officer*

44. (1) University may appoint a Legal Practitioner as a Law Officer on purely contractual basis or may appoint some person from West Bengal Legal Service with suitable seniority on deputation basis. The Law Officer shall be under direct control of the Shaikh-ul-Jamia (Vice-Chancellor) and general supervision of the Musajjil (Registrar)
- (2) The Law Officer shall: -
- (i) be in charge of all the legal matters of the University;
  - (ii) give legal advice to the Darbar-i-Aliah (Court), the Majlis-i-Muntazimah (Executive Council), Musajjil (Registrar), Shaikh-ul-Jamia (Vice-Chancellor) and other Officers of the University in respect of matters relating to the University;
  - (iii) make all arrangements on behalf of the University in all law suits for or against the University;
  - (iv) be responsible for proper maintenance of all legal documents concerning the affairs of the University and of its officers; and
  - (v) the Law Officer shall perform any other duty assigned to him/her by the Shaikh-ul-Jamia (Vice-Chancellor) or the Musajjil (Registrar) for the purpose of the Act.

*Public Relation Officer, his Appointment and Duties.*

45. (1) The Public Relation Officer shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice-Chancellor).
- (2) The Public Relation Officer shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose.

- (3) The Public Relation Officer shall be-
  - (a) responsible for relocating arrangements of new faculties;
  - (b) responsible for arrangement for travel and logistics of different faculty members;
  - (c) responsible for all arrangements of official national and international visitors;
  - (d) responsible for all arrangements of guest house or hostels for foreign students and faculties.

*CVS Administrator (For Vocational Training), his Appointment and Duties.*

46. (1) The CVS Administrator (for Vocational Training) shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice- Chancellor).
- (2) CVS Administrator (for Vocational Training) shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose.
- (3) (i) CVS Administrator (for Vocational Training) shall be responsible for all the activities of Aliah University's Centre for Vocational Studies;
- (ii) The CVS Administrator (for Vocational Training) shall perform such duties and functions as may be assigned to him/her by the Shaikh-ul-Jamia (Vice-Chancellor for the purpose of the Act.

*System Administrator/ Analyst, his Appointment and Duties.*

47. (1) System Administrator/ Analyst shall be a whole-time salaried Officer of the University under the direct control and general supervision of the Shaikh-ul-Jamia (Vice- Chancellor).
- (2) The System Administrator/ Analyst shall be appointed by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee constituted for the purpose.
- (3) (a) The System Administrator/ Analyst shall be responsible for managing the University computer and technology resources in both academic and administrative areas;
- (b) He shall be responsible for-
  - (i) data network including Library automation and network;

- (ii) management and procurement of the University computer inventory;
- (iii) effective deployment of technology personnel in the office of computer and information and technology services with the concurrence of the Shaikh-ul-Jamia (Vice-Chancellor);
- (iv) preparation of annual technology budget in consultation with the Finance Officer/ Shaikh-ul-Jamia (Vice-Chancellor);
- (v) University e-mail system, computer laboratories, telephone systems, software inventory, security of network resources, media software; and
- (vi) shall perform such duties and functions as may be assigned to him/her by the Shaikh-ul-Jamia (Vice-Chancellor).

<i>Qualifications of Officers.</i>	48. The Qualifications of the Officers of the University to be appointed through direct recruitment shall be as specified in the Schedule-I to these Statutes.
<i>Pay and Allowances.</i>	49. Unless the terms of contract in any particular case provided otherwise every Officers of the University shall be entitled to pay and allowances conforming to the time-scale of pay and rates of allowances as prescribed or as may be determined by the Majlis-i-Muntazimah (Executive Council) from time-to-time in terms of the relevant Orders of the State Government on the Subject.
<i>Counting of Past Services.</i>	50. Counting of past services towards pensionary benefit of the employees who have joined in Aliah University from West Bengal Govt. Colleges, West Bengal Govt. aided Colleges, West Bengal Govt. Sponsored Colleges, Central and State Universities and Govt. Services shall be considered. The Officers, the Teachers and Non- Teaching employees of the Aliah University, if not otherwise stated, shall be entitled to get the benefits of leave of their previous services, and their leave in such cases will be carried forward for pensionary benefits at par with the Govt. aided Universities in West Bengal. Past service also be counted towards death cum retirement benefits.
<i>Retirement.</i>	51. Subject to the provisions of the Act and these Statutes and the terms of Contract of service in any particular case and the Orders as may be issued by the State Government from time-to-time, every whole-time Officer of the University

shall retire from Services from the afternoon of the last day of the month in which he/she completes the 60th year of age.

- Age Register*                      52. The Registrar shall maintain and keep an up-to-date Age Register for all the Officers of the University in which he/she shall enter -
- (a) the name and designation of every Officer of the University;
  - (b) the date of birth;
  - (c) the date of appointment of such Officer;
  - (d) age on date of such appointment ;
  - (e) the date on which he/she is due to retire; and
  - (f) remarks, if any.
- Appointment and Resignation.*                      53. (1) Persons selected by the Selection Committee and approved by the Majlis-i-Muntazimah (Executive Council) shall be appointed by the University Authority as per provisions of the Statute.
- (2) The Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor), the Deans of Faculties, the Dean of Students' Welfare, Musajjil (Registrar), the Finance Officer, the Law Officer, the Controller of Examinations and the University Librarian may resign their Office by writing addressed to the Shaikh-ul-Jamia (Vice-Chancellor).
- (3) All other Officers and any member other than exofficio member of the Darbar-i-Aliyah (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council) or any other University authority may resign his/her membership by writing addressed to the Shaikh-ul-Jamia (Vice-Chancellor).
- Provided that such resignation takes effect only on the date from which the same is accepted by the authorities competent to appoint such Officer.*
- Delegation of Powers.*                      54. Subject to the provisions of the Act and the Statutes, any Officer of the University may delegate his/her powers to any Officer under his/her respective control and subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the Officer delegating such powers.
- Provided that delegated power cannot be delegated further.*
-

*Officiating  
Appointment.*

55. Save as otherwise provided in the Act, in case a vacancy occurs in the post of any Officer of the University by reason of leave, illness, removal, resignation or otherwise the Shaikh-ul-Jamia (Vice-Chancellor) shall have the power to make an officiating appointment in such vacancy pending a permanent appointment if necessary and the matter should be reported to the Majlis-i-Muntazimah (Executive Council).

*Residuary  
Powers of the  
Shaikh-ul-Jamia  
(Vice-  
Chancellor).*

56. Subject to the provision of the Act, if on account of any lacunae or omission in the provisions of any of the Statutes under this chapter, or for any other reason whatsoever, any difficulty arises in giving effect to the provisions of this chapter, the Shaikh-ul-Jamia (Vice-Chancellor), subject to the approval of the Majlis-i-Muntazimah (Executive Council), may in the interest of the University take such action as he/she deems fit.

## Chapter-IV

### TEACHERS OF THE UNIVERSITY

*Terms and  
Conditions  
of University  
Teachers.*

57. (1) All the Teachers of the University, in the absence of any agreement of the contract, shall be governed by the terms and conditions of service as specified in the Statutes, the Ordinances and the Regulations. Every teacher of the University shall be appointed on a written contract, the form of which shall be prescribed by the Ordinances and a copy of the contract shall be deposited with the Musajjil (Registrar).

(2) All the appointments to permanent posts of teachers in the University shall be made by the Majlis-i-Muntazimah (Executive Council) on the recommendation of a Selection Committee in accordance with the provisions of these Statutes. Every teacher selected shall be placed on probation for a period of one year, on the expiry of which period he/she shall be confirmed in his/her post. Each employee will be confirmed with the approval of Majlis-i-Muntazimah (Executive Council). The probation period may be extendable by a maximum period of one year in case of unsatisfactory service. The service may be either confirmed or terminated within two months from the expiry of the period of extension of his/her probation.

*Provided that, if a person in the permanent service of the University is appointed on probation to a higher post in the same Department, he/she shall not lose his/her lien on his/her substantive post, nor shall be deprived of the benefits of leave rules and of the Provident Fund Statutes to which he/she was entitled at the time of his/her appointment to the higher post during the period of his/her probation.*

*Provided further that, the service of a teacher appointed on probation may be terminated at any time during the probationary period by giving two months' notice without assigning any reason.*

(3) No teacher of the University shall be confirmed in his/her post unless he/she has fulfilled the conditions laid down in the contract of his/her appointment and unless the Shaikh-ul- Jamia (Vice-Chancellor), on the recommendation of the Dean of the Faculty and Head of the Department concerned, if such posts are not vacant, testifies to his/her fitness for confirmation.

- (4) Teachers may be transferred to other campuses or other inter-disciplinary departments/centres/schools as and when required by the Shaikh-ul-Jamia (Vice-Chancellor) or the Majlis-i-Muntazimah (Executive Council).

*Duties and Responsibilities.*

58. (1) Teachers shall be present in the University during the working hours unless engaged in official work outside. It shall be necessary for the teacher to be available for at least 5 hours daily in the University. The Head of the Department is authorized to look after their presence in the University.
- (2) An open, transparent and objective Performance Appraisal System comprising self appraisal, peer evaluation and student appraisal will be implemented to maintain quality performance. Every teacher has to fill up an annual Self-Appraisal Report mentioning the number of classes allotted and classes taken throughout the year and other details as prescribed in the approved proforma of such report. These reports shall be part of the Service Book of the teacher. The Self-Appraisal Report and the Service Book shall be kept in the custody of the Musajjil (Registrar).
- (3) Teachers may be required, from time to time, to cooperate and assist in carrying out the functions relating to the educational responsibilities of the University (such as assisting in appraisal of the applications for admission, advising or counseling students and assisting in University examinations including supervision thereof).
- (4) In particular and without prejudice to the foregoing provision, a teacher shall perform the following duties:-
  - (a) to invigilate in any examination for any course of study conducted by the University;
  - (b) to draw routines;
  - (c) to carry out assignments for such field work as may be necessary for the courses taught in the University;
  - (d) to guide the students in their project work;
  - (e) to assist the Authority with regard to admission of students;

- (f) to participate in N.C.C., N.S.S., Cultural Activities, Sports and Games for the well-being of the students;
- (g) to assist the Authority in the management of hostels and messes administered by the University;
- (h) to make the internal assessment of students;
- (i) to set question papers and evaluate answer scripts of students for any examination conducted by the University;
- (j) to conduct viva-voce examinations;
- (k) to show the evaluated answer scripts to the students; and
- (l) any other duty assigned by the University Authorities from time to time.

*Other Work*

59. No teacher shall be permitted to engage himself either in tuition or in any other remunerative assignment not authorized by the University: provided that
- (a) no whole-time teacher shall be permitted to do part-time teaching work without the approval of the University;
  - (b) the whole-time teachers who are offered guest lectureship in any other University shall have to obtain prior permission from the Shaikh-ul-Jamia (Vice-Chancellor) before accepting such offer;
  - (c) no whole time teacher shall be permitted to do any other work like taking any examination, interview, working as a member of Selection Committee, Board of Studies etc., delivering lecture in a seminar, workshop etc. outside the University without the prior permission of the Shaikh-ul-Jamia (Vice-Chancellor); and
  - (d) any teacher contravening the provisions of this Statute shall be liable to such disciplinary action as the University may deem fit.

*Seniority.*

60. (1) Whenever, in accordance with these Statutes, any person is to hold an office or be a member of an Authority of the University by rotation according to seniority, such seniority shall be determined according to the length of continuous service of such person in



his/her grade, and, in accordance with such other principles as the Majlis-i-Muntazimah (Executive Council) may from time to time prescribe.

- (2) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Musajjil (Registrar) may, on his own motion and shall, at the request of any such person and with the permission of the Shaikh-ul-Jamia (Vice-Chancellor), submit the matter to the Majlis-i-Muntazimah (Executive Council) whose decision thereon shall be final.

*Teaching days  
and Work Load.*

61. (1) There should be 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 or cultural competitions and functions.
- (2) Work load of a teacher should not be less than 40 hours a week, of which teaching contact hours should be as follows:-
  - (a) Associate Professor & Professor 14 hours ;
  - (b) Assistant Professor 16 hours.

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.

- (3) 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.
- (4) Teachers shall have to abide by the norms as may be revised by the UGC/RUSA from time to time.
- (5) A relaxation of two hours per week in the workload may, however, be given to Teachers who are actively involved in extension activities and administration. A minimum of 6 hours per week may have to be allocated for research activities of a teacher.

- Mode of Recruitment.* 62. All the teachers shall be appointed directly through interview or the process adopted by the Selection Committee constituted for the purpose. However, any teacher of the University will be promoted to higher post under Career Advancement Scheme, if any, as per order issued by State Government.
- Retirement.* 63. A whole-time teacher shall retire from service with effect from the afternoon of the last day of the month in which he/ she attains the age of superannuation, i.e., 60 years.  
*Provided that the date of birth of an incumbent being on the 1st day of a month, the 60th year will be completed on the last day of the previous month.*  
*Provided further that such teachers may be granted re-employment initially for a period of two years and subsequently for a period of one year or less subject to the terms and conditions as stipulated in orders issued by the State Government from time to time. In no case, such re-employment shall be given if the teacher concerned has attained 65 years of age.*
- Pay and Allowances.* 64. Unless the terms of contract in any particular case provide otherwise the salaries and scales of pay for whole-time teachers shall, in no case, be lower than the minimum salaries and scales of pay prescribed by the State Government in respect of such teachers.
- Qualifications of Teachers, Counting of past services, resignation and removal of Teachers.* 65. (1) The qualifications of the Teachers of the University shall be as specified in the Schedule-II to these Statutes and as may be prescribed and amended by the University/UGC/RUSA/State Government.  
 (2) Previous service, whether national or international, without any break as Assistant Professor, Associate Professor or Professor or equivalent in a University, College, National Laboratories or other scientific Organizations such as CSIR, ICAR, DRDO, UGC, ICSSR, ICHR may be counted for placement of a teacher as Assistant Professor, Associate Professor or Professor provided that:-  
 (i) the essential qualifications of the post held were not lower than the prescribed qualifications;  
 (ii) the post is/was in an equivalent grade as the post of Assistant Professor, Associate Professor, and Professor;

- (iii) the candidate for direct recruitment has applied through proper channel only;
  - (iv) the post was filled in accordance with the prescribed selection procedure as laid down in the Statutes for such appointments;
  - (v) the appointment was against permanent post and not an ad hoc or Part-Time or in a leave vacancy; and
  - (vi) provided further that doctoral or post-doctoral research experience shall not be considered while counting the past service.
- (3) A teacher of the University (whether salaried or otherwise), may resign his/her office by letter addressed to the Musajjil (Registrar).

*Provided that such resignation takes effect only on the date from which the same is accepted by the authority competent to appoint such officer.*

- (4) Where there is an allegation of misconduct against a teacher, the Shaikh-ul-Jamia (Vice-Chancellor) may, after an enquiry, by order in writing, place the teacher under suspension and shall forthwith communicate to the Majlis-i-Muntazimah (Executive Council) the circumstances in which the order was made.

Provided that the Majlis-i-Muntazimah (Executive Council) may if it is of the opinion, that the circumstances of the case do not warrant the suspension of the teacher revoke the order.

- (5) Notwithstanding anything contained in the terms of his contract of service or of his appointment, the Majlis-i-Muntazimah (Executive Council) shall be entitled to remove a teacher after an enquiry on the ground of misconduct.
- (6) The removal of teacher shall require a two-thirds majority of the members of the Majlis-i-Muntazimah (Executive Council) present and voting.
- (7) The removal of teacher shall effect from the date on which the order of removal is made.
- (8) Notwithstanding anything contained in these Statutes, the employees of the University, being a teacher shall be entitled to resign-

- (i) in the case of the permanent teacher only after giving three months' notice in writing to the appointing authority or paying to the University three months' salary in lieu thereof.
- (ii) in any other case , only after giving one month's notice in writing to the appointing authority or paying to the University one month's salary in lieu thereof.

## Chapter V

### Terms of employment and conditions of service of Officers and Non-teaching Employees of the University

*Terms of employment and conditions of service of Officers and Non-teaching Employees of the University.*

66. (1) Officers and employees shall be selected by the Selection Committee formed for this purpose as per Statute 10 through written tests and / or interview or the process as may be decided by the Majlis-i-Muntazimah (Executive Council).
- (2) Officers and employees are liable to be transferred to any Department or Centre or School or Campuses of the University.
- (3) The employees of the University shall be classified as per Government norms which may be revised automatically subject to the Government Order from the time being in force.

*Definitions.*

67. (1) In these Statutes, unless there is anything repugnant to the subject or context-
- (a) 'Compensatory Allowance' means an allowance granted to meet the personal expenditure necessitated by special circumstances in which duty is performed.
- (b) 'Duty' includes -
- (i) service as a probationer provided that such service is followed by confirmation;
- (ii) attendance in law courts in his/her official capacity as Juror or Assessor or appearance before any Court, Tribunal, Committee or Commission as witness in connection with any case, dispute of any other matter in which the University is a party;
- (iii) periods of casual leave, quarantine and maternity leave and paid holidays;
- (iv) leave duly sanctioned by the Authorities concerned;
- (v) Such other duties as per Act.
- (c) 'holidays' means a holiday declared as such by the University and includes Saturday and Sunday;

*provided that in relation to the University or any particular office or branch of it "holiday" shall include a day on which such University office or branch is ordered to be closed by the Authority of the University.*

- (d) 'Lien' means the title of an employee to hold a permanent post substantively, either immediately or on the termination of a period or periods of authorized absence from the post;
- (e) 'Medical Certificate' means a certificate from a registered medical practitioner, recognized by the State Government;
- (f) 'Month' means a calendar month unless otherwise specified or made clear by the context. In calculating a period expressed in months and days, complete calendar month, irrespective of the number of days in each should first be calculated and the odd number of days calculated subsequently;
- (g) 'Officiating in a post' means performing the duties of that post during temporary vacancy for any period caused by the non-availability of the permanent incumbent due to some reason or other;
- (h) 'Pay' means the amount drawn monthly by an employee as pay including special pay and personal pay in terms of his/her employment and conditions of service;
- (i) 'Permanent Post' means a post carrying a definite rate of pay sanctioned without limit of time and declared as such;
- (j) 'Personal Pay' means additional pay granted to the employee either to save him/her from loss of substantive pay or on the basis of individual and personal consideration;
- (k) 'Probationer' means a person appointed on probation against substantive vacancy or in a post involving work of a permanent nature;
- (l) 'Special Pay' means an addition to the emoluments of an employee in consideration of
  - (i) the especially arduous nature of duties, or

- (ii) a specific addition to the work or responsibility;
  - (m) 'Subsistence Grant' means a monthly grant made to an employee who is not in receipt of pay or leave salary during a period of suspension;
  - (n) 'Substantive Pay' means the pay other than Special Pay and Personal Pay which an employee is entitled to on account of a permanent post to which he/she has been appointed substantively;
  - (o) 'Temporary Post' means a post declared as such and sanctioned for a limited period.
- (2) Words and expressions used but not otherwise defined will have the same meaning as in the Act.
- Pay and Allowances.* 68. The officers and employees will be entitled to such pay and allowances as may be sanctioned by the State Government from time to time.
- Probation and Confirmation.* 69. Every employee appointed against permanent vacancy shall be placed on probation for a period of two years, on the expiry of which period he/she shall be confirmed in his/her post. If he/she is not so confirmed, the Majlis-i-Muntazimah (Executive Council) may, if it deems fit, dispense with his/her services as soon after the expiry of his/her probationary period as may be practicable or extend the period of his/her probation for one year. The service may be either confirmed or terminated within two months from the expiry of the period of extension of his/her probation.
- Retirement.* 70. A whole-time employee shall retire from service with effect from the afternoon of the last day of the month in which he/ she attains the age of superannuation, i.e., 60 years.
- Provided that the date of birth of an incumbent being on the 1st day of a month, the 60th year will be completed on the last day of the previous month.*
- Qualifications of Officers and Employees and their removal.* 71. (1) The Qualifications of the officers and employees shall be as specified in the Schedule-I of these Statutes.
- (2) Notwithstanding anything contained in the Statutes, an employee of the University, not being a teacher, shall be entitled to resign-
- (i) in the case of the permanent employee, only after giving one month's notice in writing to the appointing authority or paying to the University one month's, salary in lieu thereof;

- (ii) In any other case, only after giving three month's notice in writing to the appointing authority or paying to the University month's salary in lieu thereof;

*Seniority.*

72. (1) Seniority of an employee shall be determined according to the length of continuous service of such person in his/her grade, and, in accordance with such other principles as the Majlis-i-Muntazimah (Executive Council) may from time to time prescribe.
- (2) If two or more persons have equal length of continuous service in a particular grade or the relative seniority of any person or persons is otherwise in doubt, the Musajjil (Registrar) may, on his own motion and shall, at the request of any such person and with the permission of the Shaikh-ul-Jamia (Vice-Chancellor), submit the matter to the Majlis-i-Muntazimah (Executive Council) whose decision thereon shall be final.



## Chapter -VI Leave Rules

### Part I

#### Leave Rules for Whole Time Employee (e.g. Officers and Non-Teaching Employees)

- Leave Rules.* 73. These rules may be called “Leave Rules” in respect of whole-time employees (in the categories of Officers, Non-Teaching Employees) of the University.
- Leave not a matter of right.* 74. Leave of any description cannot be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of any description at any time according to heteroexigency of University service.
- Commencement of Leave.* 75. Leave ordinarily shall begin on the day on which the transfer of charge is affected and ends on the day preceding that on which duty is resumed. Saturdays, Sundays and holidays may be prefixed or affixed to leave. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays but cannot be both affixed and prefixed to holidays. When leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.
- Returning to duty while on leave.* 76. An employee on leave shall not return to duty before the expiry of leave granted to him/her without permission of the authority, which sanctioned the leave.
- Resumption during Medical Leave.* 77. An employee who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from a registered medical practitioner.
- No absent without prior permission.* 78. No employee shall be allowed to absent himself/herself from office without prior Permission.
- Application for leave.* 79. All applications for leave of absence and/or for leaving station, should be previously made in writing and sanction obtained before leave is availed of except in case of emergency in which case the report of such absence must be sent if possible, on the very day the employee is forced to absent himself/herself and, in any case, within three days of such absence unless he/she is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause.

<i>Habitual absence.</i>	80. Habitual irregularities or frequent absence without proper authorization will be considered gross negligence of duty and shall attract disciplinary action at the discretion of the appropriate authority of the University.
<i>Lapses/leave.</i>	81. Leave at the credit of an employee in his/her leave account shall lapse on the date the employee retires on superannuation or retires voluntarily or resigns or is dismissed from the service.
<i>Cessation of service.</i>	82. Unless the Darbar-i-Aliah (Court)/ Majlis-i-Muntazimah (Executive Council), in view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorized and unreported absence from duty, the concerned employee shall cease to be in service of the University.
<i>Date of retirement.</i>	83. Date of retirement in relation to calculation of leave due to the credit of an employees shall mean the afternoon of the last day of the month in which the employee attains the age of superannuation for retirement under the terms and conditions governing his/her service.
<i>Attendance.</i>	84. Each employee on arrival at office shall sign the Attendance Register putting the time of arrival and at the time of departure shall sign the Attendance register putting the time of departure. Normal office hours should be fixed generally from 10.00 a.m. to 5.00 p.m. on all working days with provision for late marking for arriving late after 10.15 a.m. and for marking absent at 10.30 a.m. Attendance Register for making time for departure should not be placed before the employees before 4.45 p.m. Anybody leaving office before that time will be marked absent and action as per University rule will be taken in such cases. For every three days late attendance in a month one day's casual leave shall be deducted from the credit of an employee. If there is no casual leave at his/her credit, earned leave shall be deducted from accumulated earned leave of an employee.
<i>Clarification of Leave.</i>	85. Subject to the foregoing general principles, leave shall mean: <ul style="list-style-type: none"> <li>(a) Casual Leave,</li> <li>(b) Earned Leave,</li> <li>(c) Half-pay Leave,</li> <li>(D) Commuted Leave,</li> <li>(e) Compensatory Leave,</li> <li>(f) Study Leave,</li> <li>(g) Quarantine Leave,</li> </ul>

- (h) Maternity Leave,
- (i) Leave in extraordinary Circumstances,
- (j) Special disability Leave,
- (k) Leave on Duty,
- (l) Special Casual Leave, and
- (m) Child Care Leave

- Casual Leave*      86. (1) Casual Leave for short periods not exceeding four days at a time and fourteen days in a calendar year may be granted to an employee on account of emergency, which may arise.
- (2) Casual Leave cannot be combined with any other kind of leave or holidays; but can be prefixed and/or suffixed to Saturdays, Sundays and holidays, provided such leave shall not exceed seven days at a time including Saturdays, Sundays and/or holidays.
- (3) An employee may enjoy casual leave for half of the day. For enjoying such casual leave for half of a day prior sanction of the authority sanctioning casual leave must be obtained by employee concerned.
- (4) An employee on casual leave shall be treated as on duty.
- (5) In no case casual leave and half-day casual leave taken together shall exceed 14 days in a year.
- (6) Casual Leave, if not taken within the calendar year will lapse.
- Earned Leave*      87. (1) Earned Leave is the leave, which is earned by an employee by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases applications for earned leave shall be made at least seven days prior to the date on which he/she proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave.
- (2) Earned Leave shall be credited to the Leave Account at the rate of 2.5 days for each completed calendar month of service, which he/she is likely to render in a half-year of the calendar year in which he/she is appointed.

- (3) In the event of death, resignation, retirement or dismissal from service on any day of a month, that incomplete calendar month of service shall not be taken into consideration for calculation of leave account.

*Earned Leave shall be credited to the Leave Account, in advance, in two instalments of 15 days each on the first day of January and July of every calendar year not exceeding maximum limit of 290 days till 30.06.1998 and 300 days with effect from 01.07.1998.*

*While affording credit of Earned Leave, fractions of a day shall be rounded off to the nearest day.*

- (4) Earned Leave can be combined with any other kind of leave, except casual and quarantine leave.

- Half-pay Leave.* 88. (1) An employee may be granted leave on half-pay for 20 days for each completed year of service subject to maximum period of two years during the whole period of service on medical ground on production of certificate from a registered medical practitioner.

*Provided that the authority granting leave may ask the employee to submit to an examination by a registered medical practitioner / Medical Board appointed by the same authority before granting him/her leave.*

*Provided further that all employees on half-pay leave will be required to produce a certificate of fitness for resumption of duty from a qualified registered medical practitioner.*

- (2) Half-pay Leave may be combined with any other kind of leave except casual and quarantine leave.

- Commutated Leave.* 89. (1) An employee will be entitled to commute the half-pay leave that he/she has earned to full-pay leave for half that period on medical ground subject to production of a certificate from a registered medical practitioner and such commuted full-pay leave shall not exceed six months in the whole period of service.

*Provided that when, commuted leave is granted, the number of days of actual leave of absence on half-pay shall be debited against the leave account.*

*Provided further that commutation shall be allowed only if the number of days of leave of absence of the concerned employee on medical ground exceeds ten days at a time.*

- (2) Commuted Leave may be combined with any other kind of leave, except casual and quarantine leave.
- Compensatory Leave.* 90. (1) An employee of the University may be granted compensatory leave with full pay and allowance in lieu of full work done on Saturdays, Sundays and other University holidays on the condition that there will be no accumulation of such compensatory leave and it is to be availed of within 3 (three) months.
- (2) Such leave shall be granted for the equal number of days the employee concerned is detained for duty.
- (3) No overtime or holiday allowance shall be admissible for the period for which compensatory leave is granted.
- (4) Compensatory Leave may be combined with any other kind of leave, except casual leave, quarantine leave and leave in extraordinary circumstances.

- Study Leave* 91. (1) Study Leave for advanced study and training, which are not taught in a regular or semi academic course directly, related to his/her work in the University may be granted to a permanent employee by the University Darbar-i-Aliah (Court)/Majlis-i-Muntazimah (Executive Council) provided the concerned employee has put in at least five years of continuous service and is not due to retire there from within three years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The Darbar-i-Aliah (Court)/Majlis-i-Muntazimah (Executive Council) may grant any allowance during study leave as per rules framed by the University from time to time, subject to a maximum of pay an employee has been drawing just before proceeding on study leave on his/her furnishing an undertaking that he/she will serve the University for at least three years on his/her return from study leave on such term and conditions as the University may decide, failing which he/she will be required to refund the amount paid to him/her as leave salary for the period of study leave.

*Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any other source while on study leave, leave salary shall be reduced to that extent.*

*Quarantine  
Leave*

- (2) The maximum period for which study leave may be granted is limited to two year during the whole course of an employee's service. Such leave may be combined with any other kind of leave as may be due or holidays, except casual and quarantine leave.

92. (1) Quarantine Leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious diseases as mentioned below by a member of the Family of the employee concerned. Such leave may be granted on the basis of a certificate of a Public Health Officer or Municipal Health Officer for a period not exceeding 21 days or in exceptional circumstances for a period not exceeding 30 days. Quarantine Leave is not debited to leave account. Quarantine Leave will not be treated as absent from duty.
- (2) For the purpose of clause (1) small pox may be considered as infectious disease, chicken pox shall not, however, be considered as infectious disease unless the Medical Officer or Public Health Officer considers that because of doubt as to the true nature of disease, e.g. small pox there is reason for the grant of such Leave.
  - (3) The following diseases shall also be treated as infectious for the purpose of grant of Quarantine leave:
    - (i) Scarlet Fever;
    - (ii) Plague (Pneumonic or Bubonic);
    - (iii) Typhus;
    - (iv) Cerebro-spinal meningitis.
  - (4) For person employed in the preparation and distribution of food, the following additional disease shall also be treated as infectious.
    - (i) Dysentery;
    - (ii) Enteric fever (Typhoid fever);
    - (iii) Malta fever;
    - (iv) Paratyphoid fever.
  - (5) An employee himself/herself suffering from the infectious disease as mentioned will be granted such leave.
-

- Maternity Leave.* 93. (1) Maternity Leave may be granted to a whole-time female employee for a period not exceeding 180 days including the period of confinement as per advice of a registered medical practitioner.
- (2) Maternity Leave may also be granted in case of miscarriage, including abortion at the advice of registered medical practitioner for a period not exceeding six weeks provided the application for leave is supported by a certificate from a registered medical practitioner.
- (3) Maternity Leave will not be debited against leave account.
- (4) The concerned employee on maternity leave will be entitled to normal annual increment in time-scale of pay.
- Leave in extraordinary circumstances.* 94. (1) Extraordinary Leave without pay may be granted to a whole-time permanent employee in special circumstances on the following conditions:
- (i) (a) when no other leave is admissible;
- (b) when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave; and
- (ii) not more than 3 months extraordinary leave be granted to the employee.
- (2) Darbar-i-*Aliah* (Court)/ *Majlis-i-Muntazimah* (Executive Council) in view of exceptional circumstances, in the following cases, may grant extraordinary leave in excess of the limit prescribed in clause (1).
- (a) Six months, where the University employee has completed one year's continuous service on the date of expiry of the leave of the kind due and admissible under those rules, including three months extraordinary leave under clause (1) and a Medical Certificate as required under this rule supports his/her request for such leave.
- (b) Eighteen months, where the employee is undergoing treatment for:
- (i) Pulmonary tuberculosis or pleurisy of tubercular origin in a recognized sanatorium;

- (ii) Tuberculosis of any other part of the body by a qualified tuberculosis specialist;
    - (iii) Leprosy in a recognized leprosy institution by a Medical Officer or a specialist in leprosy recognized by the University Authority;
    - (iv) Cancer or mental diseases, in an institution recognized for the treatment of such diseases or a specialist in such diseases recognized as such by the University Authority.
  - (c) Twenty four months, where leave is required for the purpose of prosecuting studies certified to be in the interest of the University, provided the employee has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under these rules including three months extraordinary leave under clause (1)
- (3) Where an University employee is granted extraordinary leave in terms of the provision contained in of sub-clause (c) of clause (2) he/she shall be required to execute a bond as in the case of leave, undertaking to refund to the University actual amount of expenditure incurred by the University during such leave with interest as per the Bank rule of interest thereon in the event of his/her not returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.
- (4) The bond shall be supported by sureties from two permanent whole-time employees having status comparable to or higher than that of the University employee concerned.
- (5) Two spells of extraordinary leave, if intervened by any other kind of leave including maternity leave, shall be treated as one continuous spell of extraordinary leave for the purpose of clause (2).



- (6) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.
- (7) An employee shall not be allowed to enjoy extraordinary leave (including other kind of leave) for more than two years at a stretch.
- (8) Such leave shall not count towards annual increment in the time-scale of pay.

*Special Disability Leave.*

95. (1) An employee who is disabled by injury accidentally incurred in consequence of the due performance of any particular duty which has been entrusted upon him/her and which are risk attaching, may be granted the Special Disability Leave.
- (2) Such leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice, provided that if University Authority is satisfied as to the cause of the disability, such leave may be granted in cases where the disability manifested, more than three months after the occurrence of its cause.
- (3) The period of leave granted shall be such as is certified by a Medical Board to be necessary.
- (4) Special disability leave may combine with any other kind of leave, except casual leave and quarantine leave.
- (5) The concerned employee is entitled to normal annual increment in time-scale of pay during such leave of absence.
- (6) Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.

*Special Casual Leave.*

96. An employee may be granted leave of absence on duty for a maximum period of 30 days in a year on the following grounds:
  - (i) for participating in International, All India or Regional games, sports, or cultural activities organized by Bodies recognized as such by the University or State Government,

- (ii) for attending meeting of recognized Public Bodies as an elected representative of the people,
- (iii) for participating in conference/symposium/seminar/workshop or the like to be conducted by any organization recognized by the University:

*Provided that such leave of absence on duty shall not be combined with any other kind of leave and duty leave is not debited against leave account.*

*Provided further that the date of annual increment in the time-scale of pay shall not be disturbed on account of an employee being on leave of absence of duty.*

*Child Care Leave.*

97. Child Care Leave for a maximum period of 2 (two) years i.e. 730 days to the regular female officers and non-teaching employees of the University subject to the following conditions -

- (i) the same will be admissible during the entire period of service for taking care of upto 2 (two) children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.,
- (ii) during the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave,
- (iii) it may not be granted in more than 3 (three) spells in a calendar year,
- (iv) it may not be granted for less than 15 days in a spell,
- (v) Child Care Leave shall not be debited against the leave account,
- (vi) it may be combined with leave of the kind due and admissible,
- (vii) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal,

- (viii) other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.

*Provided that where there is no provision for Earned Leave, maximum period of Child Care Leave in a spell will be 60 days.*

*Provided further that in exceptional circumstances the leave sanctioning authority may extend such leave i.e. Child Care Leave in a spell upto 120 days.*

- (ix) an account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

*Encashment of accumulated Leave.*

98. (1) All the Officers and the Non-Teaching Employees of the University shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his/her service by way of retirement on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave encashable shall be 300 days.

- (2) An employee who resigns from service shall be entitled to cash equivalent earned leave at his/her credit on the date of cessation of service to extent of half of such leave at his/her credit, subject to a maximum of half of upper ceiling of accumulation of earned leave fixed by the State Government from time to time.

*Leave Account.*

99. A leave account shall be maintained by the Musajjil (Registrar) for every officer & Non-Teaching Employee of the University.

## Leave Rules

### Part II

#### Leave Rules For Whole Time Teachers of the University

- Leave.* 100. These rules may be called "Leave Rules" in respect of whole-time teachers of the University.
- Leave not a matter of right.* 101. Leave of any description cannot be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of any description at any time according to the exigency of University service.
- Commencement of Leave.* 102. Leave ordinarily shall begin on the day on which the transfer of charge is effected and ends on the day preceding that on which duty is resumed. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays, but cannot be both affixed and prefixed to holidays; when leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.
- Resumption with prior permission.* 103. A teacher on leave shall not return to duty before the expiry of leave granted to him/her without permission of the authority, which sanctioned the leave.
- Resumption with medical certificate.* 104. A teacher who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from a registered medical practitioner.
- Leave Application.* 105. No teacher shall be allowed to absent himself/herself from office without prior permission.
- No allowance without permission.* 106. All applications for leave of absence and/or for leaving station should be previously made in writing and sanction obtained before leave is availed of except in case of emergency in which case the report of such absence must be sent, if possible, on the very day the teacher is forced to absent himself/herself and in any case, within three days of such absence unless he/she is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause.
- Habitual absence.* 107. Habitual irregularities or frequent absence without proper authorization will be considered gross negligence of duty and shall invite disciplinary action at the discretion of the appropriate authority of the University.
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<i>Leave on retirement.</i>	108.	No leave shall be credited in the leave account of a teacher after he/she retires on superannuation or retires voluntarily or resigns.
<i>Cessation of Service.</i>	109.	Unless the Darbar-i-Aliyah (Court)/ Majlis-i-Muntazimah (Executive Council), in view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorized and unreported absence from duty, the concerned teacher shall cease to be in service of the University.
<i>Retirement.</i>	110.	Date of retirement in relation to calculation of leave due at the credit of a teacher shall mean the last day of the month in which the teacher attains the age prescribed for superannuation under the terms and conditions governing his/her service.
<i>Clarification of Leave.</i>	111.	Subject to the foregoing general principles, "Leave shall mean: - (i) Casual Leave, (ii) Special Casual Leave, (iii) Leave on Duty , (iv) Earned Leave , (v) Half-pay Leave, (vi) Commuted Leave , (vii) Study Leave , (viii) Extraordinary Leave , (ix) Leave not Due , (x) Quarantine Leave , (xi) Maternity Leave, (xii) Special Disability Leave (xiii) Child Care Leave
<i>Casual Leave.</i>	112.	(1) Casual Leave for short periods not exceeding four working days at a time and fourteen in a calendar year may be granted to a teacher on account of certain emergency which may arise. (2) A teacher on casual leave shall be treated as on duty. (3) Casual Leave cannot be combined with any other kind of leave or Puja Holidays:

*Provided that Saturday and Sundays, holidays preceding, following or falling within the period of Casual Leave shall not be counted as part of the Casual Leave.*

*Provided further that such Casual Leave shall not exceed seven days at a time including Sundays, holidays or weekly off days except for special circumstances to be recorded in Leave Account. Balance of such leave shall not be carried from one year to another.*

- Earned Leave.*      113. (1) Earned Leave is the leave which is earned by a teacher by discharge of duties for a certain period as mentioned herein below and granted to him/her at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before leaving station and/or proceeding on leave as well as for extension of leave, even if the period of leave applied for is less than twenty days.
- (2) Earned Leave admissible to a teacher shall be (a) 1/30th of actual service including vacation plus (b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation or equal to 1/11th of the period spent on actual service in a non-vacation department provided that the upper limit of accumulation of earned leave shall be 300 (three hundred) days and the maximum period of earned leave that may be granted at a time shall not normally exceed sixty days. Earned Leave exceeding sixty days may be sanctioned in case of higher study/training/leave with medical certificate.
- (3) Earned Leave can be combined with any other kind of leave, except casual and quarantine leave.
- Half-Pay Leave.*      114. (1) A teacher of the University shall be entitled to half-pay leave for 20 days in respect of each completed year of service. This leave may be granted on production of certificate from a qualified registered medical practitioner or on private affairs. Half-pay leave upto a maximum of 180 days may be allowed

to be commuted during the entire service (without production of medical certificate) where such leave is utilized for an approved course or study certified to be in students' interest by the leave sanctioning authority.

- (2) Half-pay Leave may be combined with any other kind of leave, except casual and quarantine leave.
- (3) Maximum period of accumulation of such leave would be 720 days in the whole service period.

*Commutated Leave.*

115. (1) A teacher shall be entitled to commute the half-pay leave that he/she has earned to full- pay leave on medical ground subject to production of a certificate from a registered medical practitioner.

*Provided that when commuted leave is granted, twice the number of days of actual leave of absence on half-pay shall be debited against the leave account. Provided also that total commuted leaves may be granted not exceeding 180 days during the whole service period of the teacher.*

- (2) Commuted Leave may be combined with any other kind of leave, except casual and quarantine leave.

*Study Leave.*

116. (1) Study Leave for advanced study and research directly related to his/her work in the University may be granted to a permanent teacher by the Darbar-i-Aliah (Court)/ Majlis-i-Muntazimah (Executive Council) provided the concerned teacher has put in at least three years' service and is not due to retire therefrom within five years of his/her return from such leave. There shall be a gap of at least three years between two periods of such leave.

The amount of scholarship, fellowship or other financial assistance that the concerned teacher, granted study leave, has been awarded will not preclude his/her being granted study leave with pay and allowances but the scholarship, etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted. The foreign Scholarship/Fellowship would be offset against pay, only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken.

In the case of Fellowship/Scholarship/Financial Assistance which exceeds the salary of the teacher, the leave salary of the teacher shall be regulated as per Government Order.

- (2) (i) For leave up to but not exceeding 3 months, full pay and allowances notwithstanding the amount of Scholarship/Fellowship received per month will be paid. However, these are subject to variation/substitution as and when UGC rules in this regard are changed.
  - (ii) An application for study leave with particulars of institutional assignments, Scholarship/Fellowship of financial assistance including travel grant, if any, statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.
  - (iii) Study Leave on full pay may be granted for a maximum period of two years, extendable by one year at the discretion of the Darbar-i-Aliah (Court)/Majlis-i-Muntazimah (Executive Council). However, such leave may not be granted by the Darbar-i-Aliah (Court)/Majlis-i-Muntazimah (Executive Council) in case the number of members sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.
  - (iv) Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher, who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
  - (v) A teacher granted study leave shall on his/her return and re-joining the service of the University may be eligible to the benefit of the annual increment(s) which he/she would have earned in course of time if he/she has not proceeded on study leave. No teacher shall
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however, be eligible to receive arrears of increments.

- (vi) Study Leave shall count as service for Pension/ Contributory Provident Fund, provided the teacher joins the University on the expiry of his/her study leave.

*Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within 12 months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.*

- (vii) A teacher availing himself/herself of study leave shall undertake that he/she shall serve the University for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave.

- (viii) After the leave has been sanctioned, the teacher shall, before availing himself/herself of the leave execute a bond in favour of the University binding himself/herself for the due fulfilment of the conditions laid down in sub-clause above.

Extraordinary  
Leave.

117. (1) Extraordinary Leave without pay may be granted to a full-time teacher in special circumstances, and on completion of 3 (three) full years of service to the University, unless otherwise considered /decided by the Majlis-i-Muntazimah (Executive Council):-

- (a) when no other leave is admissible to him/ her; or  
(b) when other leave is admissible, but still he/ she applies in writing for the grant of extraordinary leave.

- (2) Except in the case of a permanent teacher, the duration of extraordinary leave shall not exceed three months on any one occasion. Provided that

- (a) when such a teacher is undergoing treatment for-  
(i) tuberculosis in a recognized hospital or at an approved sanatorium or at his/her residence under a Specialist recognized as such by the Shakh-ul-Jamia (Vice-Chancellor), or for

(II) leprosy in a recognized leprosy institution by a Medical Officer Specialist in leprosy recognized as such by the Shakh-ul-Jamia (Vice-Chancellor); he/she may subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months. Or

(b) when such a teacher requires leave for the purpose of study or employment in India or abroad, the Majlis-i-Muntazimah (Executive Council) may grant him/her extraordinary leave upto a maximum 24 months in combination with or in continuation of any other kind of leave admissible under the rules, provided that the teacher concerned agree to give an undertaking in writing to serve in a similar capacity, if so required by the University, for a period of at least 5 years after the expiry of the leave.

**Note 1:-** The concession of extraordinary leave up to 12 months under proviso (a) of this sub-rule would be admissible to a teacher if he/she produces a certificate signed by the Superintendent of the hospital or the Specialist, as the case may be, to the effect that he/she has reasonable prospect of recovery on the expiry of the leave recommended.

**Note 2:-** the concession of extraordinary leave under the provisos (a) and (b) of this sub-rule will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

(3) The Authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

*Quarantine Leave.*

118. (1) Quarantine Leave is leave of absence from duty necessitated by orders not to attend office in consequence of the presence of infectious diseases in the residence of a teacher. Such leave may be granted on the basis of a certificate of a Public Health Officer or Municipal Health Officer or a Registered Medical Practitioner for a period not exceeding 21 days or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave, which is not debited to leave account, may be combined with any other kind

of leave except casual leave. A teacher on quarantine leave will be treated as absent from duty.

- (2) For the purpose under clause (1) small pox may be considered as infectious disease. chicken pox shall not, however, be considered as infectious diseases unless the Municipal Health Officer or Public Health Officer or a Registered Medical Practitioner considers that because of doubt as to the true nature of disease, e.g. small pox there is reason for grant of such leave. The following diseases shall also be treated as infectious for the purpose "of grant of quarantine leave:
  - (a) Scarlet fever;
  - (b) Plague (Pneumonic or Bubonic);
  - (c) Typhus
  - (d) Cerebro-spinal meningitis.

- Maternity Leave.*     119. (1) Maternity Leave may be granted to a whole-time female employee for a period not exceeding 180 days including the period of confinement as per advice of a registered Medical Practitioner.
- (2) Maternity Leave may also be granted in case of miscarriage, including abortion at the advice of registered Medical Practitioner for a period not exceeding six weeks provided the application for leave is supported by a certificate from a registered Medical Practitioner.
  - (3) Maternity Leave will not be debited against leave account.
  - (4) The concerned employee on maternity leave will be entitled to normal annual increment in time-scale of pay.

- Special Disability Leave*     120. (1) A teacher who is disabled by injury accidentally incurred in consequences of the due performance of his/her official duties or by illness incurred on the performance of any particular duty which has the effect of increasing his/her liability to illness or injury beyond the ordinary risk attaching to the post may be allowed Special Disability Leave on full pay and allowances for a maximum period of twenty four months during the whole course of service.
- (2) Special Disability Leave may be combined with any other kind of leave except casual leave.

- (3) The concerned teacher is entitled to normal annual increment in time-scale of pay during such leave of absence.
- (4) "Special Disability Leave" shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed and the teacher disabled acted with due promptitude in bringing it to the notice of the appropriate authority.
- (5) Such leave shall be granted only on the recommendation of a Medical Board. The period of such leave shall be such, as is certified by the "Medical Board" and such leave in no case exceeds 24 months.
- (6) Such leave may be granted more than once if later disability is aggravated or reproduced in similar circumstances at a later date but not more than 24 months.
- (7) Since "Special Disability Leave" is granted owing to an injury caused during due discharge of official duty and in consequence of the due performance of the office duty of a teacher concerned, the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which sustained him/her the injury, for the entitlement of such leave.

*Child Care Leave.*

121. Child Care Leave may be granted for a maximum period of 2 (two) years i.e. 730 days to the regular female teaching employees of the University subject to the following conditions -
- (i) the same will be admissible during the entire period of service for taking care of upto 2 (two) children upto 18 years of their age whether for rearing or to look after any of their needs like examination, sickness etc.
  - (ii) during the period of such leave, the female employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave,
  - (iii) it may not be granted in more than 3 (three) spells in a calendar year,
  - (iv) it may not be granted for less than 15 days in a spell,
  - (v) Child Care Leave shall not be debited against the leave account,

- (vi) it may be combined with leave of the kind due and admissible,
- (vii) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which such leave is sanctioned during probation is minimal.
- (viii) Other terms and conditions as applicable to sanctioning Earned Leave shall be applicable in the matter of sanctioning Child Care Leave.

Provided that where there is no provision for Earned Leave, maximum period of Child Care Leave in a spell will be 60 days.

Provided further that in exceptional circumstances the leave sanctioning authority may extend such leave i.e. Child Care Leave in a spell upto 120 days.

- (ix) An account for the purpose shall have to be maintained under proper attestation by the leave sanctioning authority.

*Leave Not Due.*

122. (1) Leave not due, may at the discretion of the Shaikh-ul-Jamia (Vice-Chancellor) be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently. Leave not due generally shall be granted in exceptional cases of illness.
- (2) "Leave not due" shall not be granted unless the Shaikh-ul-Jamia (Vice-Chancellor) is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.
- (3) A teacher to whom "Leave not due" is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason

of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Majlis-i-Muntazimah (Executive Council).

- (4) Provided further that the Majlis-i-Muntazimah (Executive Council) may in any other exceptional case waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

*Special Casual Leave.*

123. Unless specifically deputed by the University for the purpose, special casual leave upto a maximum period of 30 days in a year may be granted for:-

- (1) presenting paper / participating in conferences, congress, symposia, workshop and seminars on literary / scientific / educational subjects and / or presenting performance (Performing Arts), exhibition (Visual Arts) where applicable, with prior permission of or intimation to appropriate authority Shaikh-ul-Jamia (Vice-Chancellor) through the Head of the Department),
- (2) delivering lectures as well as demonstrations in academic institutions of repute / Universities at the invitation of such institutions or Universities (with prior permission / intimation to the appropriate authority),
- (3) for participating in All India or Regional Games / Sports organized by Bodies recognized by the University,
- (4) for attending meetings of recognized Public Bodies, participating in a delegation or working in a Committee appointed by the Government of India / Government of West Bengal / UGC / Sister University / recognized Academic Body (with prior permission / intimation),
- (5) for conducting examinations, acting as Chairman / Member of Selection Committee constituted by Public Service Commission / College Service Commission / Sister University / recognized Academic Body,
- (6) for attending Refresher Course / Orientation Course.

**Note:** If for performing any such duty, the teacher is specifically deputed by the Shaikh-ul-Jamia (Vice-Chancellor) and / or given an assignment by the University to conduct field

*Encashment of  
accumulated  
Leave:*

work of the students as per curriculum, no leave is required as he / she will be considered to be on duty.

124. Every teacher shall be entitled to leave salary of the earned leave accumulated at his/her credit after cessation of his/her service by way of retirement on superannuation, voluntary retirement or death in harness provided the maximum number of accumulated leave and maximum of leave encashable shall be 300 days or as decided by the Govt. of West Bengal.

*Leave Account:*

125. A leave account shall be maintained by the Musajjil (Registrar) for every teacher thereof.

## Chapter -VII

### Discipline and Conduct

*Discipline and Conduct.*

126. (1) The Musajjil (Registrar), being the Appointing Authority shall be Disciplinary Authority and Shaikh-ul-Jamia (Vice-Chancellor) shall be the Appellate Authority in respect of the employees of the University excluding the Officers mentioned under serial no. 1 to 7 of section 12 of the Act, teachers and academic staff.

Provided that penalty of compulsory retirement, removal or dismissal from service shall be imposed upon the employees under this clause by the Shaikh-ul-Jamia (Vice-Chancellor) and the Appellate Authority shall be the Majlis-i-Muntazimah (Executive Council).

- (2) The Shaikh-ul-Jamia (Vice-Chancellor) shall be Disciplinary Authority and Majlis-i-Muntazimah (Executive Council) shall be the Appellate Authority in respect of the officers mentioned under serial no. 1 to 7 of section 12 of the Act, teachers, and academic staff.
- (3) The penalties may be imposed for reason of:
- (a) neglect of duty.
  - (b) want of due diligence in the performance of duty,
  - (c) violation of orders regarding attendance and office discipline,
  - (d) misappropriation and defalcation.
  - (e) insubordination or disregard or violation of the orders of the superior authorities,
  - (f) commission of any offence involving moral turpitude,
  - (g) conviction by a criminal court for an offence involving moral turpitude.
  - (h) taking of illegal gratification,
  - (i) tampering with official records,
  - (j) any other misconduct unbecoming of an employee of the University and for other good



and sufficient reasons, the following penalties may be imposed upon the employee by the Appointing Authorities;

- (i) censure;
  - (ii) withholding of increments or promotion;
  - (iii) recovery from pay of the whole or part of any pecuniary loss caused to the University by the employee;
  - (iv) reduction to a lower stage in the time-scale of pay for a specified period with further direction as to whether or not the employee will earn increments or pay during the period of such reduction;
  - (v) reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service which he/she was reduced with or without further directions regarding conditions of restoration of the grade, post or service from which the employee was reduced and his/her seniority and pay upon such restoration to that grade, post or service;
  - (vi) compulsory retirement;
  - (vii) removal or dismissal from service.
- (4) In all cases of imposition of penalties, the ground(s) on which action is contemplated shall be stated in the form of definite charge(s) and communicated to the employee concerned, together with a statement of facts on which the charges are based, and other circumstances, if any, which may be considered, while passing the order. The employee so charged may put in a written statement of his/her defence within three weeks from the date of receipt of charge-sheet by him/her along with documentary evidence, if any. Upon receipt of the statement of defence from the employee, or at the expiry of the period allowed for submission of his/her statement of defence, the authorities concerned may, after examination of relevant facts and circumstances, either drop the case or decide to proceed further. If it is decided to

proceed further, a formal enquiry shall be held asking him/her to be present at the enquiry thereafter, if he/she so desires, to produce further evidence in support of his/her defence. The authorities concerned shall thereafter take decision on the basis of the findings of the enquiry. In case of imposition of a major penalty second show cause may be given to the charged official. In all cases principles of natural justice shall be followed and the employee shall be given adequate opportunity to defend his/her case.

*Provided that no pleader or agent shall be allowed to appear at the enquiry on behalf of the University or the employee concerned.*

- (5) An employee may be placed under suspension where an enquiry against him/her under clause (4) is contemplated or any such enquiry is pending, or where a case against him/her in respect of criminal offence is under investigation or trial.
- (6) An employee who is removed or dismissed from service shall not draw any pay or allowances from the date such removal or dismissal is ordered to be effective.
- (7) The order of removal or dismissal from service shall not be given retrospective effect.
- (8) An employee under suspension shall be entitled to get subsistence grant at the rate of one-half of the pay of the post held by him/her plus admissible allowances in full.
- (9) (a) When the suspension of an employee is held to have been unjustifiable or not wholly justifiable, or when an employee who had been removed or dismissed or suspended from service is reinstated, the authorities shall grant to him/her for the period of his/her absence from duty:
  - (i) If he/she is honorably acquitted the full pay and allowances to which he/she would have been entitled if he/she had not been dismissed, removed or suspended;
  - (ii) If otherwise, such proportions of pay and allowances as the Executive Council decide.

- (b) In the case falling under Para I of sub-clause (a) the entire period of absence from duty shall be treated as a period spent on duty. In the case falling under Para II of sub-clause (a) the period may be treated as duty or leave as the Majlis-i-Muntazimah (Executive Council) may direct.
- (c) The amount of subsistence grant, if any, already drawn shall be deducted from the pay and allowance or proportions thereof which may be granted under this Statute.
- (d) Any employee aggrieved by an order imposing upon him/her any penalty or penalties specified in clause (3) may prefer an appeal to the Appellate Authority within thirty days from the date of the order imposing the penalty or penalties. The decision of the Appellate Authority on such appeal shall be final.
- (e) An employee against whom a proceeding has been commenced on a criminal charge but who is not actually detained in custody (e.g., a person released on bail) may be placed under suspension by an order of the Disciplinary Authority being the Appointing Authority. If the criminal charge is related to the official position of the employee or involves any moral turpitude on his/her part, suspension shall be ordered under this clause, unless there are exceptional reasons for not adopting such a course.
- (f) An employee who is detained in custody for a period of 48 hours under any law providing for preventive detention or as a result of proceeding either on a criminal charge or otherwise, shall be deemed to have been suspended, by an order of the appointing Authority, with effect from the date of his/her detention and shall remain under suspension until further orders. The employee who is undergoing a sentence of imprisonment shall also be dealt with in the same manner, pending a decision on the disciplinary action to be taken against him.

## Chapter VIII

### ELECTION MATTERS

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

*Election to the Darbar-i-Aliyah (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council).*

127. (1) The Shaikh-ul-Jamia (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).

*Provided that on any date as fixed under clauses (a) to (e), the beginning time shall be 10 am and closing time shall be 4 pm.*

*Provided further that the persons present in the queue at the last time i.e. 4 pm shall be entitled to complete the job for which the date has been fixed.*

- (2) Order under clause (1) shall be duly notified by the Musajjil (Registrar) in such manner as may be determined by the Shaikh-ul-Jamia (Vice Chancellor) under the Act and these Statutes.

*Notice calling for Applications for Enrolment as Voters.*

128. As soon as possible after receiving the order of the Shaikh-ul-Jamia (Vice Chancellor), referred to and in sub-clause (a) of clause (1) of Statute 127, the Returning Officer shall, in such manner as the Shaikh-ul-Jamia (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.*

129. 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 127, the Returning Officer shall prepare and publish a preliminary electoral roll for every constituency of the Darbar-i-Aliyah (Court), the Majlis-i-Muntazimah (Executive Council), the Majlis-i-Talimi (Academic Council), 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/her name included in the relevant electoral roll even though he/she is on authorized leave;
- B. A person shall be entitled to have his/her name included in the electoral roll of one constituency only, a person qualified to have his/her name included in the electoral rolls of more than one constituency shall indicate the constituency in the electoral roll of which he/she wishes his/her name to be included and the Returning Officer shall include his/her name accordingly. In case of failure to indicate the constituency, the decision of the Authority for inclusion of his/her name in the electoral roll shall be final.

*Claims and Objections.*

130. Within three days from the date of such publication of a preliminary electoral roll, any claim or objection or correction 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. Description of claims and objections and corrections shall be published in the Notice Board for general information.

- Final Electoral Rolls.* 131. (1) The Returning Officer shall, after summary enquiry, dispose of all claims or objections submitted under Statute 127 and amend the electoral rolls where necessary. The final electoral rolls 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 128, be published in such manners as is referred to in Statute 129 and shall come into force forth with 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 member selected from that constituency, subject to such amendments, if any, as the Shaikh-ul-Jamia (Vice Chancellor) may, consider necessary for the purposes of filling casual vacancies.
- Correction of error in electoral roll.* 132. The Returning Officer shall have the power to correct any printing or clerical error in the final electoral rolls.
- Custody of Electoral Roll, etc.* 133. (1) The Returning Officer shall have the custody of the preliminary as well as the final electoral rolls. After the election process is over the electoral rolls shall be in the custody of the Musajjil (Registrar).
- (2) Electors may obtain copies of the preliminary as well as final electoral rolls from the office of the Returning Officer/Musajjil(Registrar) as the case may be, on payment of a fee to be decided by the Majlis-i-Muntazimah (Executive Council).
- Nominations.* 134. (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 Bodies of the University 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 Statutes 127, a candidate for election shall deliver or cause to be
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delivered to the Returning Officer on a working day of the University, the nomination paper in a form approved for the purpose by the Shaikh-ul-Jamia (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 whose name is included in the final electoral roll of the constituency concerned as proposer.
- (4) An elector may sign as proposer not more than one nomination paper, and if an elector signs as proposer in more than one nomination paper, 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.*

135. On the day fixed under sub-clause(c) of clause (1) of Statute 127 for scrutiny of nominations, the Returning Officer shall scrutinize the nomination papers in the presence of candidates and publish on the notice board in his/her office, a list arranged alphabetically according to the names of candidates whose nominations are found valid. If the names of more than one candidate are same the names of such candidates shall be arranged alphabetically according to the surname. If both name and surname are same of more than one candidate the names of such candidates shall be arranged by order of seniority in age.

*Withdrawal of candidature.*

136. Any candidate whose name appears in the list as mentioned in Statute 127 may withdraw his/her candidature by a notice in writing signed by him/her and delivered to the Returning Officer in person within the time fixed under sub-clause(d) of clause (1) of Statute 127.

*Conduct of Election.*

137. (1) If the number of candidates in any constituency whose nominations are found valid and who have not withdrawn their candidature, is less than or equal to the number of persons to be elected, the Returning Officer shall declare all such candidates duly elected.
- (2) If the number of such candidates exceeds the number of persons to be elected, the Returning Officer shall forthwith publish in his/her office a list of the

		candidates for election arranged alphabetically as mentioned in Statute 127 and a poll shall be taken.
<i>Recording of vote in case of physical incapacity.</i>	138.	If an elector is unable to record his/her vote on the ballot paper received by him/her although he/she is present at the polling booth because of physical incapacity, he/she 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 elector himself/herself.
<i>Returning Officer to keep covers etc. in safe custody.</i>	139.	The Returning Officer shall keep all covers received by him/her in safe custody until the commencement of counting of votes.
<i>Competency of votes.</i>	140.	<p>(1) No person whose name does not appear in the final electoral roll of a constituency shall be entitled to vote in that constituency.</p> <p>(2) A person whose name appears in the final electoral roll of a constituency shall be entitled to vote in that constituency only.</p> <p>(3) Every elector shall cast as many votes maximum 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.</p>
<i>Counting of votes.</i>	141.	(1) On the day fixed under sub-clause (f) of clause (1) of Statute 127 for commencement of counting of votes, the Returning Officer shall, at such time and place as may be determined by the Shaikh-ul-Jamia (Vice-Chancellor) and notified in the Notice Board in the office of the Musajjil (Registrar) in this respect, proceed, in such manner as the Returning Officer may determine and with the help of such persons as the Shaikh-ul-Jamia (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/she 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/she may consider fit and proper.*

- (2) The Shaikh-ul-Jamia (Vice-Chancellor), the persons appointed to assist the Returning Officer in counting the votes and candidates or their authorized agents (one agent for each candidate) shall have the right to be present at the counting of votes.

*Validity of ballot papers.*

142. A ballot paper shall be invalid if
  - (i) it is not duly marked, or
  - (ii) it contains no record of voting, or
  - (iii) the identity of the voter is disclosed, or
  - (iv) the number of votes recorded therein exceeds the number of seats to be filled, or
  - (v) the mark is so placed as to render it doubtful as to which candidate the vote has been given for, or
  - (vi) it appears that an attempt has been made to erase the voting marks.

*Declaration of results after counting of votes.*

143. (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 have been given duly elected. When two or more candidates receive 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.

*Constitution of Election Tribunal.*

144. There shall be an Election Tribunal under section 40, comprising the following members:
  - (i) a person to be nominated by the Amir-i-Jamia (Chancellor) as Chairman;

		(ii) one person having knowledge of law to be nominated by the State Government as member;
		(iii) a person to be nominated by the Shaikh-ul-Jamia (Vice-Chancellor) as member.
<i>Decision of questions of inclusion of names in electoral roll etc.</i>	145.	(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 Musajjil (Registrar) immediately for referring the same to the Election Tribunal for disposal.
<i>Musajjil (Registrar) to maintain a file of approved forms and other necessary papers.</i>	146.	(1) The Musajjil (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, notice of withdrawal of candidature, ballot papers and other necessary papers for the conduct of any election and after the forms have been approved in writing by the Shaikh-ul-Jamia (Vice-Chancellor), they shall be used as approved forms for conducting election.  (2) The Musajjil(Registrar) shall maintain a file of forms referred to in clause (1) together with the orders of approval of the Shaikh-ul-Jamia (Vice-Chancellor).
<i>Shaikh-ul-Jamia (Vice-Chancellor) to give necessary directions for the Proper holding of elections.</i>	147.	If on account of any lacunae or omission in the provision of these Statutes or any other reason whatever, 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 Shaikh-ul-Jamia (Vice-Chancellor), as occasion may require, may, notwithstanding anything to the contrary contained elsewhere in these Statutes, give such directions not inconsistent with the provisions of the Act, as deemed fit for the purpose of removing the difficulty.
<i>Returning Officer.</i>	148.	The Shaikh-ul-Jamia (Vice-Chancellor) may appoint any Officer or any senior member of the faculty not below the rank of Associate Professor to act as the Returning Officer.
<i>Definitions.</i>	149.	In this chapter, unless the context otherwise requires  (i) "Constituency", means a group or category of electors;  (ii) "Election day", with reference to any election, means the date fixed for a poll in connection with such election;

- (iii) "Elector", with reference to any constituency, means a person entitled to vote at an election of a constituency;
- (iv) "Electoral roll", means the register of electors in any constituency;
- (v) "Presiding Officer", means a person appointed by the Returning Officer for the purpose of conducting election of any Authority or Body of the University;
- (vi) "Returning Officer", means the person appointed by the Shaikh-ul-Jamia (Vice-Chancellor) as the Returning Officer in connection with any election by a general or a special order.

## Chapter IX

### Statutes relating to the students of the University and others.

*Discipline.*

150. (1) Discipline includes the observance of good conduct and orderly behaviour by the students of the University and others
- (2) The following and such other Rules as framed by the University from time to time shall strictly be observed by the students of the University.
- (a) every student of the University shall maintain discipline and consider it his/her duty to behave decently at all places;
  - (b) no student shall visit places or areas declared by the University as "Out of Bounds" for the students;
  - (c) every student shall always carry on his/her Identity Card issued by the Competent Authority;
  - (d) every student, who has been issued the Identity Card, shall have to produce or surrender the Identity Card, as and when required by the University;
  - (e) any student found guilty of impersonation or of giving a false name shall be liable to disciplinary action;
  - (f) the loss of the Identity Card, whenever it occurs, shall immediately be reported in writing to the Competent Authority; and
  - (g) if a student is found to be continuously absent from classes without information for a period of 15 days in one or more classes, his/her name shall be struck off the rolls. He/she may, however, be re-admitted within the next fortnight by the Dean on payment of the prescribed re-admission fee etc. He/she will not be re-admitted beyond the prescribed period.
- (3) All powers relating to discipline and disciplinary action in relation to students shall vest in the Shaikh-ul-Jamia (Vice-Chancellor).
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- (4) At the time of admission, every student shall be required to sign a declaration to the effect that he/she submits himself/herself to the disciplinary jurisdiction of the Shaikh-ul-Jamia (Vice-Chancellor) and other authorities of the University.
- (5) Every case of breach of discipline committed by a student shall be reported by the Dean of Students' Welfare to the Disciplinary Committee consisting of following members:
  - (a) the Naib Shaikh-ul-Jamia(Pro-Vice-Chancellor);
  - (b) the Dean of Students' Welfare;
  - (c) the Dean of the Faculty Council concerned;
  - (d) the Head of the Department / Centre/ School concerned;
  - (e) the Deputy Registrar (Academic), Coordinator.
- (6) The Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) or in his absence the Dean of Students, Welfare shall act as the Chairman of the Disciplinary Committee.
- (7) Minimum three members shall form the quorum. The Committee shall forward their recommendation to the Shaikh-ul-Jamia (Vice-Chancellor) for taking the final decision.
- (8) All the cases of breach of discipline in connection with the University examinations shall forthwith be reported with relevant documents and details to the Controller of Examinations by the Invigilator(s) of the examination hall or any person or persons connected with the University examinations and detecting the same. The Controller of Examinations shall forthwith report the matter to the Disciplinary Committee.
- (9) On receipt of reports of any case of breach of discipline the Coordinator of the Disciplinary Committee shall inform the student concerned of the charges against him/her and ask him/her to appear before the Disciplinary Committee and furnish an explanation verbally or in writing. In case the students fail to appear before the Disciplinary Committee and explain his/her conduct, his/her case may be decided ex-parte without further references to him/her.

- (10) If the Disciplinary Committee holds that charges of any breach of discipline are proved to be true it may give following punishment to the student concerned:
  - (a) warn him/her; or
  - (b) impose a reasonable fine on him/her; or
  - (c) suspend him/her for a period as deemed fit; or
  - (d) expel him/her for such period as deemed fit.
- (11) All matters of punishment to be decided by the Disciplinary Committee shall be decided at a meeting of the Disciplinary Committee and majority decision shall prevail.

*Acts of  
Indiscipline and  
Misconduct.*

151. (1) Any act of misconduct committed by a student inside or outside the campus shall be an act of violation of discipline of the University.
- (2) Without prejudice to the generality of the foregoing provision, violations of the discipline shall include:
- (i) disruption of teaching, student examination, research or administrative work, curricular or extra-curricular activity or residential life of the members of the University, including any attempt to prevent any member of the University or its staff from carrying on his or her work; and any act reasonably like to cause such disruption,
  - (ii) damaging or defacing University property or the property of members of the University or any other property inside or outside the University campus,
  - (iii) engaging in any attempt at wrongful confinement of teachers, officers, employees and students of the University or camping inside or creating nuisance inside the boundaries of houses of teachers, officers and other members of the University,
  - (iv) use of abusive and derogatory slogans or intimidatory language or incitement of hatred and violence or any act calculated to further the same.
  - (v) ragging in any form, the word 'ragging' means the action of teasing, playing a practical joke

upon someone or holding comic parades and other activities during certain period of a College term to raise money for charity. Ragging includes Display of noisy, disorderly conduct, teasing excitement by rough or rude treatment or handling, including in rowdy indiscipline activities which cause or likely to cause annoyance undue hardship, physical or psychological harm or raise apprehension or fear in a fresher or asking the students to do any act or perform something which cause him/her shame or embarrassment or danger to his/her life. Forms of ragging to address seniors as 'Sir' perform mass drills; copy class note for the seniors; serve various errands; do menial jobs for the seniors; ask and answer vulgar questions; force to look at pornographic pictures to fresher's out of their innocence; force to drink alcohol, scalding tea, etc. to do acts which can lead to physical injury, mental torture or death; strip or do other obscenities or vulgarities.

Without the previous permission of the Competent Authority in writing:-

- (a) no meeting of students shall be called, or
  - (b) no public function to which any outsider is invited shall be organized, or
  - (c) no outsider shall be allowed to address the students within the precincts of the University.
- (vi) Indiscipline shall also include-
- (I) irregularity in attendance, persistent idleness or negligence or indifference towards the work assigned;
  - (ii) causing disturbance to a Class or the Office or the Library, the Auditorium and the Play Ground etc.;
  - (iii) disobeying the instructions of teachers or the authorities;
  - (iv) misconduct or misbehaviour of any nature at the time of elections to the Student

- Bodies or at meetings or during curricular or extra-curricular activities of the University;
- (v) misconduct or misbehaviour of any nature at the Examination Centre;
  - (vi) misconduct or misbehaviour of any nature towards a teacher or any employee of the University or any visitor to the University;
  - (vii) causing damage, spoiling or disfiguring to the property/equipment of the University;
  - (viii) inciting others to do any of the aforesaid acts;
  - (ix) giving publicity to misleading accounts or rumour amongst the students;
  - (x) mischief, misbehaviour and/or nuisance committed by the residents of the hostels;
  - (xi) visiting places or areas declared as 'out of bounds' for the students;
  - (xii) not carrying the Identity Cards issued by the University Authority;
  - (xiii) refusing to produce or surrender the Identity Card as and when required by Officers/ Staff of the University;
  - (xiv) any act and form of sexual harassment, ragging or discrimination on the basis of caste, category, religion, race;
  - (xv) engaging in unlawful activities that includes membership of banned organizations, organizing meetings and processions without due permission of the Competent Authorities;
  - (xvi) any other conduct anywhere which is considered to be unbecoming of a student.

(3) No students shall:-

- (a) by words spoken or written or by signs or visible representations insult a fellow student or any teacher or an officer or any other employee of the University; or
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- (b) misappropriate, destroy, mutilate, disfigure or otherwise damage any property of the University including furniture, books, equipment, etc.; or
  - (c) disobey any order issued by any Authority of the University or any rule enforced by the University; or
  - (d) adopt unfair means or indulge in any breach of discipline in University examinations.
- (4) A student shall be guilty of a breach of discipline if he/she violates any of the provisions of this Statute or is otherwise guilty of misconduct or indecorous behaviour such as-
- (i) eve teasing or disrespectful behavior to women or girl-students;
  - (ii) an assault upon, or intimidation of, or insulting behavior towards a teacher, officer, employee or student or any other person;
  - (iii) causing or colluding in the unauthorized entry of any person into the campus or in the unauthorized occupation of any portion of University premises, including hostels or residence, by any person;
  - (iv) getting enrolled in more than one course of study simultaneously in violation of the University Rules;
  - (v) committing forgery, tampering with or misuse of the University documents or records, identification cards etc;
  - (vi) furnishing false certificate or false information to any office under the control and jurisdiction of the University;
  - (vii) consuming or possessing alcoholic drinks, dangerous drugs or other intoxicants in the University premises;
  - (viii) indulging in acts of gambling in the University premises;
  - (ix) possessing or using any weapons such as knives, Lathis, iron chains, iron rods, sticks, explosives and arms including fire arms in the University premises;
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- (x) arousing communal, caste or regional feelings or creating disharmony among students;
  - (xi) not disclosing one's identity when asked to do so by an employee or officer of the University who is authorized to ask for identity;
  - (xii) tearing of pages, defacing, burning and destroying of books of any library or seminar;
  - (xiii) unauthorized occupation of hostel, rooms or unauthorized acquisition or use of University furniture in one's hostel room or elsewhere;
  - (xiv) accommodating guests or other persons in hostels without permission of the Provost or Warden;
  - (xv) improper rendering of accounts for money drawn from or through any office under the control and jurisdiction of the University;
  - (xvi) Coercing the Medical Staff to render Medical Assistance to persons not entitled to the same or any other disorderly behavior;
  - (xvii) any act of moral turpitude;
  - (xviii) any offence under law;
  - (xix) committing any of the offences specified in the examination (Control of Unfair Means and Disorderly Conduct) Regulations of the University;
  - (xx) violation of the Traffic Rules as notified by the Competent Authority;
  - (xxi) improper behavior while on tour or excursion;
  - (xxii) pasting of posters or distributing pamphlets, handbills etc. of an objectionable nature or writing on walls and disfiguring buildings;
  - (xxiii) any other act which may be considered by the Shaikh-ul-Jamia (Vice-Chancellor) or the Board of Discipline to be an act of violation of discipline.
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*Officers authorized to take disciplinary action.*

152. (1) Without prejudice to the powers of the Shaikh-ul-Jamia (Vice-Chancellor) as specified in Chapter VII of the Statutes, the following persons are authorized to take disciplinary action by way of imposing penalties as specified in Chapter VII :-
- (a) Heads of the Departments / Centers;
  - (b) Directors of Schools;
  - (c) Deans of the Faculties / Dean of Students' Welfare;
  - (d) Librarian, Central Library;
  - (e) Wardens of Hostels etc.;
  - (f) Any other person employed by the University and authorized by the Shaikh-ul-Jamia (Vice-Chancellor) for the purpose;
  - (g) The Shaikh-ul-Jamia (Vice-Chancellor) may delegate all or such of his/her powers as he/she deems proper to any officer as he/she may specify in his/her behalf.
- (2) Any penalty enumerated in the Statutes may be imposed by the Shaikh-ul-Jamia (Vice-Chancellor) upon the recommendation of the Disciplinary Committee constituted under these Statutes.
- (3) Penalties other than those specified in clauses (i), (j), (k), and (l) of Statute 153 may also be imposed by any of the Officers enumerated in these Statutes within their respective jurisdictions.
- (4) Penalties on the offences relating to Examination will be dealt by the relevant Bodies.
- (5) Without prejudice to the generality of his/her powers relating to the maintenance of discipline and taking such action in the interest of maintaining discipline as may seem to him/her appropriate, the Shaikh-ul-Jamia (Vice-Chancellor) may, in the exercise of his/her powers, by order, direct that any student or students be expelled or rusticated, for a specified period, or be not admitted to a course or courses of study in Department/Centre/School or an Institution of the University for a stated period, or be punished with fine for an amount not exceeding rupees five thousand to be specified in the order, or be debarred from taking an examination or examinations

conducted by the University or a Department or an Institution for one or more years, or that the results of the student or students concerned in the examination or examinations in which he/she or they have appeared be cancelled.

*Nature of Penalties*

153. (1) The following penalties may, for act of indiscipline or misconduct or for sufficient reasons, be imposed on a student, namely:-
- (a) written warning and information to the guardian;
  - (b) fine up to Rs.5000/- ;
  - (c) suspension from the Class/Department/College/ Hostel/Mess/ Library/ or availing of any other facility;
  - (d) suspension or cancellation of Scholarship, Fellowship or any financial assistance from any source or recommendation to that effect to the sanctioning agency;
  - (e) recovery of pecuniary loss caused to University Property;
  - (f) debarring from participation in Sports/NCC/NSS and other such activities;
  - (g) disqualifying from holding any representative position in the Class/College/ Hostel/Sports/ Clubs and in similar other Bodies;
  - (h) Hostel shift and Hall shift;
  - (i) expulsion from the Hostel / Mess/ Library / Club for a specified period;
  - (j) campus ban;
  - (k) expulsion; and
  - (l) rustication.

Provided that no such punishment shall be imposed on an erring student unless he/she is given a fair chance to defend himself/herself. This shall not preclude the Shaikh-ul-Jamia (Vice-Chancellor) from suspending an erring student during the pendency of disciplinary proceedings against him/her.

- (2) Any student against whom a charge of misconduct has been made may be suspended from the rolls of

the University by the Shaikh-ul-Jamia (Vice-Chancellor) as he deems fit and proper, pending enquiry or pending trial on a cognizable offence before a court of law.

- (3) A review of disciplinary action(s) initiated against a student would lie with the officer issuing the orders, within seven days, and an appeal would lie against the orders of the Authorities mentioned in these Statutes (except the Shaikh-ul-Jamia (Vice-Chancellor)) to the Appellate Authority who shall be the Shaikh-ul-Jamia (Vice-Chancellor) where the Shaikh-ul-Jamia (Vice-Chancellor) is not the Disciplinary Authority. In case of penalty imposed by the Shaikh-ul-Jamia (Vice-Chancellor) the appeal may be referred to the Chancellor within 30 days from the date of order of penalty.

*Acting  
Chairperson of  
Meetings.*

154. Where no provision is made for a President or Chairperson to preside over a meeting of an Authority of the University or any Committee of such authorities or when the President or Chairperson so provided for is absent, the members present shall elect one from among themselves to preside at such meetings.

*Residence condition  
for membership and  
office.*

155. No person who is not ordinary resident in India, shall be eligible to be an officer to the University or a member of any Authority of the University.

*Alumni (Old  
Students')  
Association.*

156. (1) There shall be Alumni (Old Students') Association for the University.
- (2) No person shall be a member of the Association unless.
- (a) he/she has paid such subscription, satisfies such conditions as may be prescribed by the Ordinances; and
- (b) he/she is graduated from the University as an Under-Graduate/Post-Graduate/Doctoral student.

## Chapter-X

### CONVOCATION

*Degrees to be Conferred and Certain Medals, Diplomas and Certificates to be awarded.*

157. Degrees /Titles / Diplomas / Certificates and other academic distinctions shall be conferred by the Darbar-i-Aliah (Court) of the University at Convocation of the University.

*Provided that Degrees may be conferred, and Medals, Diplomas and Certificates awarded, in absentia.*

*Holding of Convocation.*

158. (1) Convocations of the University shall be held for the purposes referred to in Statute 157 on such date and at such times and places as the Shaikh-ul-Jamia (Vice-Chancellor) may fix in this behalf:

*Provided that one such Convocation shall ordinarily be held every year.*

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

*Order of Conferment of Degrees etc.*

159. Ordinarily the Degrees shall be conferred, and the Medals and Post-Graduate Diplomas and Certificates awarded, on presentation at a Convocation in the following order, namely:

- (a) Honorary Degrees in the order determined by the Shaikh-ul-Jamia (Vice-Chancellor);
- (b) Special Medals in the order determined by the Shaikh-ul-Jamia (Vice-Chancellor),
- (c) Doctors' Degrees in the order of Faculty Councils;
- (d) Masters' Degrees and Post-Graduate Diplomas and Certificates in the order of Faculty Councils and such other Post-Graduate Diplomas and Certificates as may be decided by the Shaikh-ul-Jamia (Vice-Chancellor) in this behalf;
- (e) Medals other than Special Medals as may be decided by the Shaikh-ul-Jamia (Vice-Chancellor) in this behalf.

**Explanation:** In this chapter “Special Medal” means a medal specified by the Majlis-i-Muntazimah (Executive Council) to be awarded at Convocation, but does not include a medal to be awarded on the results of any examination or other competition.

*Honorary Degrees.*

160. (1) For the purpose of the conferment of Honorary Degrees, the recipients of such degrees shall be presented by the Shaikh-ul-Jamia (Vice-Chancellor) to the Amir-i-Jamia (Chancellor) or in the absence of the Amir-i-Jamia (Chancellor), by the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) or the Musajjil (Registrar) in absence of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor), to the Shaikh-ul-Jamia (Vice-Chancellor).
- (2) The Officer so presenting the recipient of an Honorary Degree shall address the Chair and say, “Sir, I am privileged to present to you for the conferment of the Degree of honoris causa, which has been recommended by the Darbar-i-Aliah (Court) and confirmed by the Amir-i-Jamia (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 Amir-i-Jamia (Chancellor) or the Shaikh-ul-Jamia (Vice-Chancellor), as the case may be, shall thereupon, say, “The Darbar-i-Aliah (Court) of Aliah University is pleased to confer upon you the Degree of honoris causa” and may, in his discretion, add such remarks as he may think fit regarding the achievements of the recipient which has led to his being chosen for the high honour.

*Special Medals.*

161. (1) Following the conferment of Honorary Degrees, Special Medals shall be awarded by the Shaikh-ul-Jamia (Vice-Chancellor), on presentation by the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor), or the Musajjil (Registrar) in absence of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor), to those to be thus honoured.
- (2) In presenting the recipient of a Special Medal, the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) or the

Musajjil (Registrar) in absence of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall identify him/her 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 Shaikh-ul-Jamia (Vice-Chancellor) to receive the medal from him.

*Conditions of award of Degree/ Diploma/ Certificate.*

162. The Degrees (other than the Honorary Degrees), Diplomas or Certificates of the University shall be awarded to persons who have pursued a prescribed course of study in the University and have passed the examination of the University in the manner prescribed or carries on research under the conditions prescribed.

*Doctors' Degrees.*

163. (1) Candidates for the Doctors' Degrees shall be presented Faculty Council-wise in the order laid down in clause (c) of Statute 159 by the Deans of the concerned Faculty Councils.
- (2) The Dean of each Faculty Council shall say to the candidates for the Doctors' Degrees, "Will the candidates for the conferment of the Degree of ..... please stand up and remain standing until I request them to resume their seats?"
- (3) The Dean shall then say to the Shaikh-ul-Jamia (Vice-Chancellor), "Sir, I present to you the candidates for the Degree of Doctor of.....(here mention the appropriate degree) and I pray that the degrees for which they have been recommended may be conferred on them." Thereafter the Dean shall say to the candidates, "Please be seated".
- (4) When all the candidates for the Doctors' Degrees have been so presented by the concerned Deans, the Shaikh-ul-Jamia (Vice-Chancellor) shall say, "Will all the candidates who have been presented for Doctor's, Degrees please stand up? (Pause). The Darbar-i-Aliah (Court) of the Aliah University 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 Shaikh-ul-Jamia (Vice-Chancellor) of this University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."



164. (1) Candidates for the Masters’ Degrees and Post Graduate Diplomas and Certificates shall be presented Faculty Council-wise, in the order laid down in clause (d) of Statute 159-those from the University colleges or Professional and Constituent colleges, if any, by the Deans of the concerned Faculty Councils for Post-Graduate Studies.
- (2) The Dean of each Faculty Council shall say to the candidates, “Will the candidates who are to be presented for the Degree of Master of ..... /Diploma in /Certificate in from the University colleges/ Professional colleges/ constituent colleges please stand up and remain standing until I request them to resume their seats?”
- (3) The Dean shall then say to the Shaikh-ul-Jamia (Vice-Chancellor), “Sir, I present to you the candidates for the Degree of Master of ..... / Diploma in ..... Certificate in ..... and I pray that the degree/ diploma/certificate for which they have been recommended may be conferred/awarded on them.” He shall thereafter say to the candidates, “Please be seated.”
- (4) After the candidates for the Masters’ Degrees and Post-Graduate Diplomas and certificates have been so presented, the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall say, to the External candidates, if any, for Masters’ Degrees, “Will the External candidates who are to be presented for the Masters’ Degrees please stand up and remain standing until I request them to resume their seats?”
- (5) The Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) shall then say to the Shaikh-ul-Jamia (Vice-Chancellor), Sir, I present to you the External candidates for the Degree of Master of ..... (here mention the appropriate degrees) and I pray that the degrees for which they have been recommended, may be conferred on them.” He shall then say to the External candidates, “Please be seated.”
- (6) When all the candidates for Masters’ Degrees and Post-Graduate Diplomas and Certificates have been so presented, the Shaikh-ul-Jamia (Vice-Chancellor) shall say, “Will all the candidates who have been

presented for Masters' Degrees and Post-Graduate Diplomas and Certificates please stand up ? (Pause)  
The Darbar-i-Aliah (Court) of the Aliah University 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 Shaikh-ul-Jamia (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.* 165. After the conferment of the Degrees and the award of the Post-Graduate Diplomas and Certificates, the Musajjil (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 Shaikh-ul-Jamia (Vice-Chancellor) to receive his/her medal from him.
- Absence of Specified Presenting Officer from Sessions of Convocation.* 166. In the absence of the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) or of the Dean of any Faculty Council from a session of a Convocation, the functions of such Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor) or Dean, at such session shall be performed by the Musajjil (Registrar).
- Academic Procession.* 167. (1) There shall be an Academic Procession which shall include the following personnel, in the order specified below:
- (a) the Musajjil (Registrar),
  - (b) the Amir-i-Jamia (Chancellor),
  - (c) the Shaikh-ul-Jamia (Vice-Chancellor),
  - (d) the Guest-Speaker, if any,
  - (e) the immediately preceding Shaikh-ul-Jamia (Vice-Chancellor),
  - (f) the Naib Shaikh-ul-Jamia (Pro-Vice-Chancellor),
  - (g) Members of the Darbar-i-Aliah (Court),
  - (h) Deans of the University.

Members of the Academic Procession who have degrees from any other University, Indian or foreign, may, if they so desire, wear dresses, if any, appropriate to such degrees.

- (2) Members of the Academic Procession shall, at the commencement of a session of a Convocation, proceed to the dais in the order referred to in clause (1) and take seats reserved for them. At the end of a session of a Convocation, whether on adjournment or on conclusion, the members of the Academic Procession shall leave the dais in the same order.
- (3) When the Academic Procession enters or leaves the venue, 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 venue, as the case may be.

*Opening and Closing of Convocation.*

168. (1) The Amir-i-Jamia (Chancellor) or in his absence, the Shaikh-ul-Jamia (Vice-Chancellor) shall preside at a Convocation. The Amir-i-Jamia (Chancellor) or the Shaikh-ul-Jamia (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 Amir-i-Jamia (Chancellor) or the Shaikh-ul-Jamia (Vice-Chancellor), as the case may be, presiding there at, shall say, at the end of each session other than the final session, "I declare this Convocation adjourned till....."

*Chief Guest and Convocation Address.*

169. (1) The Shaikh-ul-Jamia (Vice-Chancellor) may invite a Chief Guest at a Convocation.
- (2) When a Chief Guest is invited at a Convocation under clause (1) the Shaikh-ul-Jamia (Vice-Chancellor) shall present the Chief Guest and shall introduce him in appropriate words befitting the occasion.
- (3) The address at a Convocation by the Chief Guest and by the Shaikh-ul-Jamia (Vice-Chancellor), if he so chooses, shall be at such stages as the Shaikh-ul-Jamia (Vice-Chancellor) may deem fit.

- (4) Save as the Amir-i-Jamia (Chancellor) may otherwise decide, the address or remarks of the Amir-i-Jamia (Chancellor), if any, shall be made immediately before the conclusion of a Convocation.

*Academic  
Robes.*

170. There shall be the academic robes of Sky Blue colour with distinguishing borders according to the following list, to be worn at the Convocation and the other occasions of the University. The robes shall be the property of the University and shall be as follows:-

- (a) Gown for students will be of sky blue colour with 2-inch distinguishing border of
- (i) deep green colour for undergraduates,
  - (ii) maroon colour for post-graduates, and
  - (iii) deep yellow colour for doctorates.

There will be square shaped cap of navy blue colour with a lace of respective colour. Length & size of the gown will be three types:- (i) small, (ii) medium and (iii) large.

- (b) Gown for Amir-i-Jamia (Chancellor) will be Deep red colour with 2-inch distinguishing border of gold colour ornamental design/embroidered.
- (c) Gown for Shaikh-ul-Jamia (Vice-Chancellor) will be Silver colour with 2-inch distinguishing border of gold colour ornamental design/embroidered.
- (d) Gown for other distinguished personnel will be Dark green colour with 2-inch distinguishing border of gold colour ornamental design/embroidered.

## Chapter-XI

### MISCELLANEOUS

- Miscellaneous.* 171. (1) The power of interpreting these Statutes is reserved to the University whose decision shall be binding on all concerned.
- (2) These Statutes when applied shall not adversely affect the terms of employment and conditions of service to the existing permanent employees of the University.
- (3) Wherever these Statutes do not cover any point in respect of service matters of the teachers/officers/ non-teaching employees, the same may be decided by the Darbar-i-Aliyah (Court) on the recommendations of the Majlis-i-Muntazimah (Executive Council), if any.
- Honorary Degrees* 172. (1) The Majlis-i-Muntazimah (Executive Council) may, on the recommendation of the Majlis-i-Talimi (Academic Council) and by a resolution passed by a majority of not less than two-thirds of the members present and voting, make proposal to the Amir-i-Jamia (Chancellor) for conferment of the Honorary Degrees.
- Provided that in case of exigency, the Majlis-i-Muntazimah (Executive Council) may, on its own, make such proposals.*
- (2) The Majlis-i-Muntazimah (Executive Council) may, by a resolution passed by a majority not less than two-thirds of the members present and voting, withdraw, with the previous sanction of the Shaikh-ul-Jamia (Vice-Chancellor), any Honorary Degree conferred by the University.
- Withdrawal of Degrees, etc.* 173. The Majlis-i-Muntazimah (Executive Council) may, by a special resolution passed by a majority of not less than two-thirds of the members present and voting, withdraw any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by the University for good and sufficient cause:
- Provided that no such resolution shall be passed until a notice in writing has been given to that person calling upon him/her to show cause within such time as may be specified in the notice as to why such a resolution should not be passed and until his/her objections, if any, and any evidence he/she may produce in support, have been considered by the Majlis-i-Muntazimah (Executive Council).*
- Study Centre.* 174. Research Institutes, Distance Education Centres and Study Centres may be established by the University in such

manner as may be prescribed by the Ordinances.

*Lien.*

175. (1) An employee on substantive appointment to a permanent post acquires a lien on that post and ceases to hold any lien previously acquired on any other post.
- (2) The lien of an employee on a permanent post which he/she holds substantively shall be terminated if he/she is appointed in a substantive capacity
- (a) to a tenure post, or
  - (b) to a permanent post outside the cadre on which he/she is borne.
- (3) If an employee holding a substantive appointment to a post and having confirmed therein, is subsequently confirmed to another permanent post, in some other establishment, his/her lien on the permanent post held earlier shall be terminated, unless the employee indicates in writing not to accept the appointment so made substantively to another permanent post. In such an event, the employee shall revert immediately to the post on which he/she holds lien.
- (4) (a) An employee holding a substantive appointment may be granted lien on his/her permanent post, if he/she applies for grant of lien consequent upon his/her obtaining an appointment in any establishment outside the University.
- Provided that such employee shall have to submit the letter of appointment showing the nature of appointment offered to him/her and the other terms and conditions of service in the new establishment.*
- Provided further that such employee shall be permitted to retain his/her lien for a period of one year initially which may be extended by another year if the employee concerned is not confirmed within a period of one year in the post in which he/she was appointed in the new establishment or if the employee is likely to be left without a lien on any permanent post.*
- (b) The lien on the permanent post held by an employee shall be terminated immediately on his/her confirmation to any other permanent post he/she joined with the approval of the University.

*Crediting of Earned Leave and Medical Leave.*

176. The Earned Leave and Medical Leave of past services of the Government Employees, Employees of the West Bengal Govt. Colleges, West Bengal Govt.-aided Colleges, and West Bengal Govt. Sponsored Colleges and Universities within the jurisdiction of West Bengal will be considered for crediting.

**The Schedule - I**  
**[See Statutes 48 and 71]**

*Registrar/  
Controller of  
Examinations*

- (i) Uniformly good academic record with a minimum Master's Degree with 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- (ii) At least 15 years' experience as Sr. Lecturer/ Reader/Assistant Professor in the AGP of Rs. 7000/- and above or with 8 years of service in the AGP of Rs. 8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or in an Institute of Higher Learning of which 5(five) years must be in a University or in an Institute of Post Graduate Study.

Or

Comparable experience in research establishments and other institutions of higher learning.

Or

15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post.

- (iii) For the post of Controller of Examinations, it is essential to have experience in conducting examinations in an Institution of higher learning.

*Finance Officer*

- (i) Uniformly good academic record with a Master's Degree in Commerce with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- (ii) Chartered Accountant or Cost Accountant or equivalent professional qualification.

Or

- (iii) Master's Degree in Business Administration with specialization in Finance. In case of candidates holding professional qualifications as in item (ii) the requirement of higher academic degree may be waived.

- (iv) 15 (Fifteen) years of working experience in management of finance in a Government sector / University or Institute of Higher Learning /Commercial Establishment of which 5 years must be in a high administrative post involving supervision, control, planning and administration.

*Librarian*

- (i) A Master's Degree from a recognized University in Library Science/ Information Science/Documentation Science with

at least 55% marks or its equivalent grade of B in the UGC seven point scale and consistently good academic record.

- Deputy Librarian*
- (ii) At least thirteen years' experience as a Deputy Librarian in a University library or eighteen years' experience as a College Librarian.
  - (iii) Evidence of innovative library service and organization of published work.
- Assistant Librarian*
- (i) A Master's Degree from a recognized University in Library Science/Information Science /Documentation Science with at least 55% of the marks or its equivalent grade of B in the UGC seven point scale and a consistently good academic record.
  - (ii) Five years of experience as an Assistant University Librarian / College Librarian.
  - (iii) Evidence of innovative library service and organization of published work and professional commitment, computerization of library.
- CVS Administrator*
- (i) A Master's Degree from a recognized University in Library Science / Information Science / Documentation Science or an equivalent Professional Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) and a consistently good academic record with knowledge of computerization of library.
  - (ii) Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC.
  - (iii) However, candidates, who are, or have been awarded Ph. D. degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of Ph.D. Degree), Regulations 2009, shall be exempted from the requirement of the minimum eligibility condition of NET/SLET/SET.
- CVS Administrator*
- (i) Uniformly good academic record with a Master's Degree from a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
  - (ii) At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government Organization of which at least 5 (five) years administrative experience.



*Deputy  
Controller of  
Examinations*

- (i) Uniformly good academic record with a Master's Degree from a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- (ii) At least 10 years' of experience as Lecturer/ Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/ or in an Institute of Higher Learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

Or

Comparable experience in research establishments and other institutions of higher learning.

Or

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or Assistant Controller of Examinations or equivalent post.

*Development &  
Planning Officer*

- (i) Uniformly good academic record with a Master's Degree from a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- (ii) At least 10 years' experience in a position involving supervision, control and planning of administration of Colleges, Universities/Institutes of Higher Learning or Government or Quasi Government Organization.

*Training &  
Placement  
Officer*

- (i) Uniformly good academic record with a B. Tech. / B. E. Degree along with MBA from a recognized Institution/ University with minimum 60% marks or its equivalent grade in the point scale wherever a grading system is followed having experience of minimum 10 years in MNC/ Institute of Higher Education in the supervisory capacity.

Or

Uniformly good academic record with M. Tech./ M. E. Degree from a recognized Institution/ University with minimum 60% marks or its equivalent grade in the point scale wherever a grading system is followed having experience of minimum 7 years in MNC/ Institute of Higher Education in the supervisory capacity.

- (ii) Working experience as a TRAINING & PLACEMENT OFFICER in an AICTE approved Engineering College / University.

<i>University Engineer</i>	<ul style="list-style-type: none"> <li>(i) Uniformly good academic record with a Bachelor's Degree in Civil Engineering with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.</li> <li>(ii) At least 10 years' experience in Planning, Architecture, Urban designing/ management, supervision construction of multi-storied buildings, lecture theatres, laboratories, auditoria, residential quarters, roads, water supply, sanitary installations and construction work under Government/ Quasi Government / University/ Institute of Higher learning.</li> </ul>
<i>Audit &amp; Accounts Officer</i>	<ul style="list-style-type: none"> <li>(i) Uniformly good academic record with a Master's Degree from a recognized University in Commerce/Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.</li> <li>(ii) Experience in Audit and Accountancy work for at least five years in a senior position involving Supervision, Control and Planning and Management of Audit and Accounts.</li> </ul>
<i>Assistant Registrar/Assistant Controller of Examination</i>	<ul style="list-style-type: none"> <li>(i) Uniformly good academic record with a Master's Degree from a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.</li> <li>(ii) At least 10 years, experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organization of which at least 5 (five) years administrative experience.</li> </ul>
<i>Public Relation Officer</i>	<ul style="list-style-type: none"> <li>(i) Uniformly good academic record with a Master's Degree from a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.</li> <li>(ii) At least 10 years' experience in a Supervisory capacity in a University or a Research Institute or a Government/ Quasi Government organization of which at least 5 (five) years administrative experience.</li> </ul>
	Or
	Employee from Govt. Organization/ Autonomous Bodies holding analogous post on regular basis.
	(iii) Good command over English, Bengali, Hindi and Urdu.
<i>Security Officer</i>	(i) Bachelor's Degree or equivalent qualification with 50% marks from a recognized University.

- (ii) At least 15 years' experience in Police/Para-Military Forces /Armed Forces of the Union and held not below the rank of Sub-Inspector (Exe)/Subedar or an equivalent position with Exemplary service.
  - (iii) Holding a Valid Driving License (LMV/Motor Cycle).
  - (iv) Knowledge in Computer.
- Sports Officer*
- (i) Constantly good academic records followed by Master's Degree from a recognized University in Physical Education or a regular Master's Degree with a diploma or degree in Physical Education.
  - (ii) A minimum of 5 years' experience in organizing and conducting physical education or sports activities in a College/ Institute of Higher Learning.
- Medical Officer*
- (i) An M.B.B.S. Degree recognized by the M.C.I.
  - (ii) At least 10 years' experience of medical practice in a Government/ Military/ Quasi Government Hospital.
  - (iii) 10 years' experience in hospital may be relaxed in case of private practice of reputation for 15 years.
- Junior Medical Officer (Gynecology-1 & Medicine-1)*
- (i) An M.B.B.S. degree recognized by the M.C.I
  - (ii) At least 5 years' experience of medical practice in Government/ Military/ Quasi Government Hospitals of 7 years' private medical practice of reputation.
  - (iii) Specialization in Gynecology.
  - (iv) Specialization in Medicine.
- Deputy Registrar/ Secretary, Faculty Council*
- (i) Uniformly good academic record with a Master's Degree from a recognized University with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
  - (ii) At least 10 years' of experience as Lecturer/ Assistant Professor in the AGP of Rs. 6000/- and above with experience in educational administration in Academic Institutions like University, Research Establishment and/ or in an Institute of Higher Learning of which 5 (five) years must be in a University or in an Institute of Post Graduate Study.

Or

Comparable experience in research establishments and other institutions of higher learning.

Or

10 (ten) years' administrative experience, of which 5 years shall be as Assistant Registrar or equivalent post.

*Estate & Trust  
Officer*

- (i) A Post graduate degree in Law or Management.
- (ii) At least 5 years' experience in dealing with matters for up-keeping of an estate including management of properties, control of personnel, etc.

*System  
Administrator /  
Analyst*

- (i) Uniformly good academic record with a Master's Degree from a recognized University in Computer/Information Science/Technology/ Computer Applications with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
- (ii) At least 5 years of experience in system management in Academic Institution / Government/ Quasi Government / Corporate Bodies.

*Physical  
Training  
Instructor*

Master's Degree from a recognized University in Physical Education with one year of experience in relevant field.

Or

Bachelor's Degree in Physical Education with three years of experience in relevant field.

*Technical  
Assistant (Grade-  
I) Dept. of  
Computer Sc. &  
Engineering*

B. E. / B. Tech./ MCA in Computer Sc. & Engineering from a recognized Institution having 2 years of experience in Networking, Hardware and Software as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.

Or

First class Diploma in Computer Sc. & Engineering or its equivalent from a recognized institution having 3 years of experience in Networking, Hardware and Software as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution / Industry.

*Technical  
Assistant (Grade-I)  
Dept. of  
Electronics &  
Communication  
Engineering*

B. E. / B. Tech. in Electronics & Communication Engineering from a recognized Institution having 2 years of experience as a Laboratory/Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.

Or

First class Diploma in Electronics & Communication Engineering/ Electronics & Telecommunication

*Technical Assistant (Grade-I) Dept. of Mechanical Engineering*

Engineering or its equivalent from a recognized institution having 3 years of experience as Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.

B. E. / B. Tech. in Mechanical Engineering from a recognized Institution having 2 years of experience as a Laboratory/Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.

Or

First class Diploma in Mechanical Engineering or its equivalent from a recognized institution having 3 years of experience as Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.

*Technical Assistant (Grade-I) Dept. of Electrical Engineering*

B. E. / B. Tech. in Electrical Engineering from a recognized Institution having 2 years of experience as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.

Or

First class Diploma in Electrical Engineering or its equivalent from a recognized institution having 3 years of experience as Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.

*Technical Assistant (Grade-I) Dept. of Civil Engineering*

B. E. / B. Tech. in Civil Engineering from a recognized Institution having 2 years experience as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.

Or

First class Diploma in Civil Engineering or its equivalent from a recognized institution having 3 years of experience as Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.

*Technical Assistant (Grade-I) Dept. of Physics*

B. Sc. (Hons.) in Physics with 1 yr. working experience in PG/UG Lab. of Physics as a Technical Assistant preferably in an academic institute.

*Technical Assistant (Grade-I) Dept. of Chemistry*

B. Sc. (Hons.) in Chemistry with 1 yr. working experience in PG/UG Lab. of Chemistry as a Technical Assistant preferably in an academic institute.

<i>Technical Assistant (Grade-I) Dept. of Mathematics</i>	B. Sc. (Hons.) in Mathematics with 1 yr. working experience in PG/UG Lab. of Mathematics as a Technical Assistant in an academic institute.
<i>Technical Assistant (Grade-I) Dept. of Statistics</i>	B. Sc. (Hons.) in Statistics with 1 yr. working experience in PG/UG Lab. of Statistics as a Technical Assistant preferably in an academic institute.
<i>Technical Assistant (Grade-I) Dept. of Geography</i>	Hons. Graduate in Geography with 1 year working experience in PG/UG Lab. of Geography as a Technical Assistant preferably in an academic institute.
<i>Technical Assistant (Grade-I) Dept. of Management Studies</i>	B. E. / B. Tech. in Computer Sc. & Engineering or MCA from a recognized Institution having 2 years of experience in Networking, Hardware and Financial Software as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.
	Or
	First class Diploma in Computer Sc. & Engineering or its equivalent from a recognized institution having 3 years of experience in Networking, Hardware and Accounting Software as a Laboratory/ Workshop Technician/ Technical Assistant or its equivalent in any recognized Educational Institution/ Industry.
<i>Programme Assistant</i>	MCA / B. Tech. in Computer Sc. or relevant field with 3 years of working experience in Hardware.
<i>Jr. Superintendent/ Section Officer</i>	<ul style="list-style-type: none"> <li>(i) Bachelor in any discipline from a recognized University.</li> <li>(ii) 5 years of relevant experience as Senior Assistant or in equivalent level.</li> <li>(iii) Knowledge of Computer, office application of MS Word, MS Excel etc. and exposure to office procedure like maintenance of Files, Noting and Drafting etc. are essential.</li> </ul>
<i>Compositor (Arabic/ Urdu)</i>	<ul style="list-style-type: none"> <li>(i) Hons. Graduate in Arabic with Urdu as a combination subject having 5 years of working experience as Jr. Assistant or its equivalent in University/ College/ Institute of Higher Learning in relevant field.</li> <li>(ii) Ability of typing with minimum speed of 35 words per minute having sound knowledge of MS Word, MS Excel etc. as reflected from Certificate/ Diploma course in Computer Application from a recognized institution.</li> <li>(iii) Having experience in Arabic and Urdu software typing.</li> </ul>

<i>Compositor (English/ Bengali)</i>	<ul style="list-style-type: none"> <li>(i) Hons. Graduate in English with Bengali as a combination subject having 5 years of working experience as Jr. Assistant or its equivalent in University/College/Institute of Higher Learning.</li> <li>(ii) Ability of typing with minimum speed of 35 words per minute having sound knowledge of MS Word, MS Excel etc. as reflected from Certificate/ Diploma course in Computer Application from a recognized institution.</li> <li>(iii) Having experience in Bengali software typing.</li> </ul>
<i>P.A.</i>	<ul style="list-style-type: none"> <li>(i) Minimum Graduate from any recognized University.</li> <li>(ii) Good command in English Language and working knowledge in Arabic language.</li> <li>(iii) Computer English Typing and shorthand.</li> </ul>
<i>Sr. Assistant</i>	<ul style="list-style-type: none"> <li>(i) Bachelor in any discipline or its equivalent from a recognized University.</li> <li>(ii) Must have at least 3 years' experience as Jr. Assistant or its equivalent position in a Govt./ Autonomous Bodies / University / Institution of Higher Learning.</li> <li>(iii) Knowledge of MS Word, MS Excel etc. as reflected from Certificate/Diploma course in Computer Application from a recognized institution.</li> <li>(iv) Exposure to Office procedure like maintenance of Files, Noting, Drafting etc.</li> </ul>
<i>Record Keeper</i>	Graduate preferably in Science or Engineering Graduate with 3 years of experience in Examination section with certificate course/ Diploma in Computer Application.
<i>Pharmacist</i>	B. Pharm. with 1 yr of experience in Govt./ Private Hospital or D. Pharm. with 3 years of experience in Govt. / Private Hospital.
<i>Cashier/ Accountant</i>	<ul style="list-style-type: none"> <li>(i) Bachelor Degree with Honours in Commerce or its equivalent from any recognized Indian University.</li> <li>(ii) Should be conversant with common Accounting Software tools e.g. Tally.</li> <li>(iii) At least 4 years of experience in clerical works in a University in Accounts/ Finance section as evidence by a certificate issued by the competent authority.</li> <li>(iv) Experience of handling cash and bank transaction.</li> </ul>

<i>Electrician-Cum-Generator Operator-Cum-Pump Operator</i>	A diploma or a certificate from ITI or from any Govt. recognized institutions with a qualification of 10th standard. Minimum 5 years of experience in Electrical works and having a sound knowledge in operating Generator and also having an experience of operating any kind of Pumps including servicing & repairing works.
<i>Jr. Assistant</i>	<ul style="list-style-type: none"> <li>(i) Passed H.S. or equivalent examination, with English typing speed @ 30 w.p.m.</li> <li>(ii) Knowledge of MS Word, MS Excel etc. as reflected from Certificate/Diploma course in Computer Application from a recognized institution.</li> <li>(iii) Exposure to Office procedure like maintenance of Files, Noting, Drafting etc.</li> </ul>
<i>Junior Store Keeper</i>	<ul style="list-style-type: none"> <li>(i) Passed H.S. or equivalent examination, with English typing speed @ 30 w.p.m.</li> <li>(ii) Knowledge of MS Word, MS Excel etc. as reflected from Certificate/Diploma course in Computer Application from a recognized institution.</li> <li>(iii) Exposure to Office procedure like maintenance of Files, Noting, Drafting etc.</li> </ul>
<i>Telephone-Operator</i>	B. E. / B. Tech in Electronics & Communication Engineering. / Computer Sc & Engineering with sound knowledge in English language and proficiency of Computer Application and experienced in EPBX system.
<i>Care Taker</i>	<ul style="list-style-type: none"> <li>(i) Graduation from a recognized University or equivalent.</li> <li>(ii) Retired Person from Army Services.</li> <li>(iii) Knowledge of Hostel administration.</li> </ul>
<i>Gardener/Ground Supervisor/Gardener -I, Ground Supervisor-I,</i>	Class-VIII passed and having an experience in Gardening as well as having certificate in Lift operation for minimum 3 years.
<i>Off. Attendant/ Jr. Peon</i>	Passed Class VIII.
<i>Plumber</i>	<ul style="list-style-type: none"> <li>(i) Passed class VIII.</li> <li>(ii) Having practical experience for plumbing for a period of 3 years.</li> </ul>
<i>Driver</i>	<ul style="list-style-type: none"> <li>(i) Passed class VIII.</li> <li>(ii) Driving License for Light Motor Vehicles (LMV).</li> </ul>



(iii) 3 years of experience of driving.

Note:

- (i) Provided that in case of employees of the University serving on substantive basis who are otherwise found eligible for the post of the Officers of the University the prescribed age limit may be relaxed by 2 years on the recommendation of the Selection Committee.
- (ii) Provided further that the candidates willing to apply for the post of officers should have the basic knowledge of Islamic culture & civilization and Madrasah education system.
- (iii) The lower age limit of all the posts may be such as applicable to corresponding posts as per Government order. The upper age limit may be decided by the appropriate Bodies of the University. Age limit may be relaxed for SC/ST/OBC as per Government norms.

## The Schedule-II

### [See Section 65]

Teachers of the University	Minimum Qualifications
ASSISTANT PROFESSOR in Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism & Mass Communication, Management/Business Administration	As per rule prescribed by UGC/ Higher Education Dept., Govt. of West Bengal from time to time.
ASSOCIATE PROFESSOR in Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism & Mass Communication, Management/Business Administration.	As per rule prescribed by UGC/ Higher Education Dept., Govt. of West Bengal from time to time.
PROFESSOR in Arts, Humanities, Sciences, Social Sciences, Commerce, Education, Languages, Law, Journalism & Mass Communication, Management/ Business Administration.	As per rule prescribed by UGC/ Higher Education Dept., Govt. of West Bengal from time to time.

**Note:** Provided further that the candidates willing to apply for the post of Assistant Professors, Associate Professors and Professors should have the sound knowledge of Islamic culture and civilization.

**NOTE:** For appointment of Associate Professors and Professors

- (i) Relevant/ allied disciplines in each case, Good Academic Record and Maximum Age limit may be decided by the appropriate Body of the University.
- (ii) Period of time taken by the candidates to acquire M. Phil and/ or Ph. D degree shall not be considered as teaching/ research experience to be claimed for appointment to the post of Associate Professor/ Professor.
- (iii) Composition of the selection committee and the selection criteria based on the candidates' academic record, research experience, performance in his/ her previous academic/ research positions in the colleges/ Universities/ research institutes/ industries and other related aspects may be decided by the appropriate Body of the University taking into consideration as far as practicable, the relevant guidelines of UGC in such matters.
- (iv) A minimum score as stipulated in the Academic Performance Indicator (API) based on Performance Based Appraisal System (PBAS) may be considered while deciding on the selection criterion.
- (v) In addition to the minimum eligibility criteria and experiences as stated above for each category of academic positions, the University may include other relevant qualifications/ experiences.

- (vi) A relaxation of 5% in the marks may be provided for the persons belonging to SC/ST/OBC/Differently-abled (physically as well as visually) categories
  - (a) at the Masters level required to satisfy the minimum eligibility criteria.
  - (b) for assessing good academic record throughout the candidate's career.

The marks in each case mean the qualifying marks without any grace marks and/ or rounding off procedures.

- (vii) A relaxation of 5% may be provided for the minimum eligibility marks of 55% at the Master level to the Ph. D. degree holders who have obtained their Masters degree prior to September 19, 1991.

### Schedule III

The method of recruitment in the post of non-teaching staff shall be as follows:-

Sl No	Name of the post	Method of Recruitment
1.	Junior Peon	By direct recruitment through Selection Committee
2.	Junior Assistant	80% by direct recruitment through Selection Committee and 20% by promotion from confirmed employees belonging to the category-1 having qualification as prescribed for this post on merit-cum-seniority basis, failing which by deputation from State Government holding analogous post or by direct recruitment.
3.	Senior Assistant	50% by direct recruitment through Selection Committee and 50% by promotion from confirmed employees belonging to category-2 on merit-cum-seniority basis, failing which by deputation from State Government holding analogous post or by direct recruitment.
4.	Accountant	By direct recruitment through Selection Committee.
5.	Junior Superintendent	50% by direct recruitment through Selection Committee and 50% by promotion from confirmed employees belonging to category-3 on merit-cum-seniority basis, failing which by deputation from State Government holding analogous post or by direct recruitment.

By Order of the Amir-i-Jamia (Chancellor)

sd/-

Prof. Abu Taleb Khan  
Vice-Chancellor  
Aliah University