

West Bengal University of Health Sciences

Ordinances – 2002

PRELIMINARY

Chapter – I

Short Title :

1. These ordinances may be called the West Bengal University of Health Sciences Ordinances, 2002.
2. In these ordinances, unless there is anything repugnant in the subject or context, ...

(Definitions) ?????

- i) “academic year” means a period of 12 months commencing on the first day of June;
- ii) “Chapter” means a chapter of these ordinances.
- iii) “examiner” includes a convener, a head examiner, a paper setter and a moderator
- iv) “Ordinance” means an ordinance of these ordinances
- v) “ Post-Graduate studies” means studies for admission to which necessary qualification is a Bachelor degree in a discipline in Health Science or its equivalent;
- vi) “Section” means a section of the Act.
- vii) “the Act” means the West Bengal University of Health Sciences Act, 2002;

- viii) "Undergraduate Studies" means studies which lead to a certificate or degree of the University and are not Post-Graduate studies, and
- ix) Words and expressions used but not otherwise defined shall have the same meaning as in the Act.

3. Save as otherwise provided, admission of students to colleges, institutions and conducted colleges shall be allowed at the commencement of an academic year and on before such date as may be decided by the Executive Council in this behalf.

4. A person shall be eligible for admission to the University if he has passed the degree examination in any discipline of Health Sciences or its equivalent examination from a college affiliated to a University for pursuing a post-graduate course of study in any discipline in Health Science in consistent with his academic qualification-provided he has been successful at a test examination conducted by the University for admission to post-graduate course of studies.

5. (1) Save as otherwise provided, a person who applies for admission to a course of study in a college or university may be admitted upon production of either the certificate or mark sheet of a recognised Board or of a University or the mark sheet along with the admit card of the last examination as proof. Of his having passed the qualifying examination. In case of admission to an undergraduate course of studies in a college no student shall be allowed as such unless he has been successful at the test examination conducted by the West Bengal Board of Joint Entrance Examination and placement at different affiliated colleges or the University if there be any undergraduate course of study made by board after counselling of students.

(2) In special cases, a person may be provisionally admitted to course study in an affiliated college or the University without production of the aforesaid proof of his eligibility for admission on conditions that he shall produce such proof before he is sent up to the University examination, failing which admission be *void ab initio*.

6. If a student sent up to any University examination has not either appeared or failed in a University examination applies for admission, he may on production of the mark-sheet, be admitted to any college or to the University. The admit card with the fact and date of his admission written across it shall be retained by the Principal of the college or the appropriate authority of the University. An attested copy of the same may be delivered to the student concerned, if so desired.

7. The fees to be charged for admission and enrolment of students as well as monthly tuition fees for pursuing a course of studies leading to degrees, diplomas and certificate in any discipline of Health Science in an affiliated college or in the University including hostel charges and examination fees shall be such as may be provided in the rules framed by or amended to by the Executive Council on the recommendation of the Academic Council of the University from time to time.

8. (1) For efficient management and maintenance of residences of students of the University and affiliated colleges there shall be an advisory committee consisting of the following members, namely :

- a) the seniormost pro-Vice-Chancellor, - Chairman -*ex-officio*,
- b) two pro-Vice-Chancellors belonging to the discipline of Health Sciences other than that of the Senior most pro-Vice-Chancellor-*ex-officio*.
- c) The Deans of Faculties, *ex-officio*,
- d) Two Principals of colleges of whom one shall be a woman, if there be such a Principal, nominated by the Vice-Chancellor.
- e) The Inspector of colleges, - member- Secretary.

Provided that the Registrar shall perform the duties and functions of the member secretary in case of absence from duties of the inspector of colleges or in case the post remaining vacant for any reason, whatsoever.

Provided further that a nominated member shall hold office for a term of four years and he shall cease to be such a member if he ceases to hold the office by virtue of which he was nominated as such.

2. Five members shall be a quorum for a meeting of the committee.
3. Meeting of the committee shall be convened by the Secretary on such date, time and place as may be fixed in consultation with the chairman. At least 7 days notice shall be given for a meeting. In exigency of the circumstances an emergent meeting may be called by the Secretary with a shorter notice with the approval of the Chairman. The committee shall meet at least once in three months or more often if required.
4. The Secretary shall keep on record the proceedings of the meeting which shall be placed before the Executive Council for confirmation.
5. The committee may delegate to the Secretary such powers and assign such duties as it may determine.
6. The term of the members shall be for 4 years.
- 9.** (1) The powers and duties of the committee shall be as follows :-
 - a) to institute and maintain hostels ;
 - b) to consider and dispose of applications for recognition of hostels ;
 - c) to supervise and control all residences of students;
 - d) to ensure observance of rules of discipline;
 - e) to arrange for periodical inspection of residence of students
 - f) to deal with every case of indiscipline in students' residence in accordance with the rules of discipline laid down hereinafter.
- (2). All decisions of the committee shall be subject to confirmation by the Executive Council.
- 10.** (I) There shall be an Advisory Committee to deal with the discipline of students which shall constitute as follows :
 - a) the Senior most pro-Vice-Chancellor - Chairman / Chairperson-*ex-officio*.
 - b) The other two pro -Vice– Chancellors - members – *ex-officio*.
 - c) The Deans of the Faculties *ex-officio*

- d) Two Principals of affiliated colleges of whom one shall be a woman provided there is such a Principal, nominated by the Vice-Chancellor, and
- e) The Inspector of colleges – Member–Secretary

Provided that in case of absence from duties of the Inspector of colleges for any reason, whatsoever, or in case the post remaining vacant, the Registrar shall perform the duties and functions of the Inspector of colleges as Member-Secretary of the committee

- (2). The term of the committee shall be for four years.
- (3). Five members of the committee shall be a quorum.
- (4). Meeting of the committee to deal with the indiscipline of students shall be convened by the secretary on such dates, time and places as may be fixed by the Secretary in consultation with the Chairman of the committee.
- (5). All decisions of the committee shall be subject to confirmation of the Executive Council.

11. (I) The functions and responsibilities of the committee shall be as follows :

- a) to scrutinise the report of suspension or expulsion of an offending student from the centre of a University examination as submitted to the secretary of the committee by the presiding officer along with documentary evidence for offence committed by the students concerned.
- b) To frame charge–sheet making the offence specific after proper scrutiny of the allegations against the student concerned and make immediate arrangement for communicating the same to the student
- c) The student concerned shall be asked for an explanation which shall be submitted within a period of time as may be fixed by the committee.
- d) To scrutiny of the explanation so offered by the offending student and if the committee is satisfied that a *prima-face* case has been established against

the student, the committee may call for personal appearance of the student at a date, time and place fixed for the purpose.

2. The committee shall then call a meeting to discuss and decide whether the offences committed by the students are of minor nature or deserve imposition of severe punishment on the offending students. If the committee is of opinion that :-

- a) the offence of the student is not of serious nature the student concerned may be exonerated from the charges leveled against him.
- b) the offence is of serious nature the offending student may be debarred from appearing at a university examination for one year or more depending on the nature of the crime, and
- c) offence is proved to be of serious nature for expulsion of the student from the college or the University may be recommended for such period, as it may think fit.

(3). All decisions of the committee is subject to approval of the Executive council.

12. (i) A student making a false declaration in respect of guardianship shall be punished.

ii) There shall be a Resident Superintendent in each hostel who shall ordinarily be a teacher of the University or the college.

iii) A roll shall be called both morning and evening by the Resident superintendent.

iv) No student shall absent himself from the hostel between 9 p.m. and 6 a.m. without the permission of the Resident Superintendent which shall be recorded in a book maintained for the purpose.

v) A Gate Book shall be maintained by the Resident Superintendent having entered names of all the students residing in the Hostel and in case a student does not adhere to the prohibitory order relating to the hours of absence from the

hostel his name shall be forwarded by the Resident Superintendent to the Advisory Committee to deal with the discipline of students after obtaining explanation from the student concerned together with his remarks thereon for such action as the committee may think fit.

vi) The Resident Superintendent shall keep a Register of boarders containing the names and permanent addresses and their parents or guardians and the Resident Superintendent shall put his remarks against every boarder and a quarterly statement shall be submitted to the Advisory committee on students' Residence for perusal.

vii) All questions of discipline shall be dealt with by the Advisory Committee on discipline of students and the decision of the committee in this behalf shall be final.

13. (1) Save as otherwise provided in the Act, student of the University or a college shall --

- a) by words spoken or by signs or visible representation offend or insult a fellow student or any teacher, officer and employee of a college or the University.
- b) misappropriate, destroy, mutilate, disfigure or otherwise damage and college or University property in particular, furniture, books and apparatus, or,
- c) disobey any order or rule for the time-being in force in the college or the University.

(2). A student shall be guilty of a breach of discipline if breaks any of the foregoing rules or otherwise guilty of misconduct or indecorous behaviour.

(3). For a breach of discipline within or outside the college or the University the Advisory Committee to deal with discipline of students may –

- a) impose a fine on a student
- b) suspend the student for one month or less or
- c) expel him from the college or the University for such period as it deems fit.

(4). The student concerned may however, prefer an appeal to the university which shall be placed before the vice-chancellor for a decision whose decision on the subject shall be final.

14. The qualifications and classification of teachers in the University Departments, college and recognized institutions shall be such as may be provided in the regulations.

15. (I) In respect of every examination for a degree, diploma or certificate in a course of Post-Graduate studies there shall be Board of Examiners consisting of such number of examiners and other members as the Academic council may appoint subject to delegation of such powers by the Executive Council.

(ii) Examiner and other member of the Board shall be appointed on the recommendation of the relevant Board of studies. In case there is no Board of studies, such appointment shall be made on the recommendation of the pro-Vice-Chancellor of the respective discipline of Health Science.

iii) The Head of the Department concerned shall be the Chairman of the Board and shall preside over the meeting of the Board. In case there is no such Head, the pro-Vice-Chancellor of the appropriate discipline of Health Science shall recommend a person who shall be the Chairman of the Board.

iv) The Board shall meet on such date and such time as the Chairman may fix and shall consider the results of the Examination which it appointed and make recommendation in respect of the examination to the Academic Council.

16. (I) In respect of every examination for a degree, diploma or certificate in a course of undergraduate studies there shall be examiners, who shall be appointed in the manner mentioned below :

a) On the basis of the list of teachers with teaching experience in the subject concerned along with their residential address supplied by the Controller of Examinations of the University, the relevant Board of studies shall in the first instance recommend the names of Paper-setters, moderators, examiners and scrutinisers from amongst the names of persons contained in the list to the

Academic Council for consideration. Academic Council if it so desire, may, before making any recommendation refer the matter to the relevant. Faculty.

b) The Academic Council shall consider the names of such persons to be selected for paper-setters, moderators, examiners and scrutinisers and after proper scrutiny of the names of persons in the list, recommend such names from among themselves with any addition or alteration if necessary, recommend to the Executive Council for appointment of such persons as the Executive Council thinks fit.

(2). The number of examines scrutinisers or the members of the Board of Examiners shall be such as may be determined by the Executive Council on the recommendation of the Academic Council.

3. The Executive Council shall have the power to cancel appointment of paper setters, moderators, examiners, scutinisers and members of the Board of Examiners at anytime, if it thinks fit and proper so to do.

17. (I) Notwithstanding anything contained elsewhere in these ordinances and subject to delegation of powers by the Executive Council, the Pro-Vice-Chancellor in-charge of the concerned discipline in Health Science may, if there be inordinate delay on the part of any paper-setter, moderator, examiner or scrutiniser to complete his job, cancel his appointment as such and appoint another person in his place to complete the job without any prejudice to **sub-clause (2) of clause 16** of the ordinance.

(ii) In the case of examines and scrutinisers, the answer scripts shall also be taken back and re-assign the same to another set of examiners and scrutinisers freshly appointed in place of them for the purpose. In the face of any opposition by such persons, the University shall have the right to take recourse to the help of Police authority to take back the answer scripts from them.

18. (I) Any intending teacher of a University or a college may offer his name through the Head of the department of the University or of the college for being enlisted for appointment as a paper setter/moderator/ examiner/scrutiniser in the Register maintained by the Controller of Examinations which shall be submitted

on a prescribed form obtainable from the office of the Controller of Examinations. The Controller of Examinations shall annually prepare a list of persons eligible for serving as paper-setters, moderators, examiners and scrutinisers in respect of different examinations of the University separately and submit the same to the relevant Board of Studies for consideration.

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

(2). The relevant Boards of studies or the pro-Vice-Chancellor in-charge of the discipline of Health Science concerned, in case there is no Board of studies in respect of relevant field of studies, shall review the list so prepared by the Controller of Examinations and make recommendations to the appropriate authority in this behalf.

19. The examiners shall ordinarily have the following duties and responsibilities, namely :

- a) paper-setters shall set the papers in respect of the examinations in accordance with the syllabus and text books prescribed for the course of study so that the papers set may conform to the established standard.
- b) moderators shall moderate the question papers so that they may conform to the syllabus and prescribed text books as well as established standard.
- c) in case of Head Examiner, if there be anyone --
 - i) to set the standard of evaluation of answer scripts of a University examinations
 - ii) to supervise valuation of answer scripts and ensure uniformity in standard of marking by issuing instructions in writing to the examiners under him and by systematic sampling of at least five percent of the answer scripts and also by revising the markings, if necessary.

- iii) To arrange for scrutiny of answer scripts so as to ensure uniformity of standard of marking and also to see that each question is marked and the totals are calculated correctly and entered into the mark sheets.
- iv) To report to the Academic council, the results of examination and work of examiners and scrutinizer.
- v) To report about the performance of candidates at the examinations and such other matter related to the examinations.
- vi) To perform such other work pertaining these to as may be assigned to him by the Academic Council from time to time.

2. The duties and responsibilities of the scrutiniser shall be to check the answer scripts so as to ensure that each question has been marked and the totals are correctly calculated and entered into the mark sheet. He shall perform such other duties as may be assigned to him by the Head Examiner or by the pro-Vice-Chancellor in-charge of the relevant discipline in Health Science, if there is no Head Examiner.

3. In the case of examiners other than clause (a), (b) and (c) to evaluate the answer scripts in accordance with the instructions of the Head Examiner if any, and where there is no Head Examiner in accordance with such standard and system of marking as may be decided upon at a meeting of all examiners including paper-setters and moderators to be convened for the purpose by the Controller of Examinations.

20. Thesis published by a candidate for the Doctor's degree or a research degree shall be adjudicated upon by referring the same to three examiners appointed by the Academic Council subject to delegation of such power by the Executive Council.

Provided that in the case of a thesis for Ph.D. degree the appointment of adjudicators shall be made after considering suggestion from the relevant Faculty. The teacher under whom the candidate shall be one appointed one of the adjudicator for examining the thesis.

21. Members of the Board of examiners, Head Examiners, scrutinisers, moderators and paper-setters shall be paid remuneration of such an amount as may be determined by the Executive Council on the recommendation of the Finance Committee from time to time.

Provided that in case any examiner or scrutinizer fails to complete the work assigned to him within the period of time fixed in this behalf, the remuneration to which he may be otherwise entitled shall be reduced by such an amount of the remuneration as may be determined by the Executive Council.

Provided further that in case of any difficulty arises as to the appointment of examiner Scrutinizer or in any matter relating to the conduct of examination, the matter shall be referred to the vice-chancellor whose decision shall be final.

22. (I) The Controller of Examinations is the Principal Executive officer in respect of the conduct of University examination. Besides appointment of paper-setters, moderators, examiners and scrutinisers he shall make arrangement for scrutiny of forms for admission to different examinations, preparation of admit card and despatch of the same to the University departments and the affiliated colleges well in advance of the date and time of examinations. Arrangement for printing and keeping the questions papers and answer papers in safe custody maintaining liaison with the State Government authorities shall be ensured for holding different examinations of the university be for holding different examinations. He shall also ensure availability of question papers at different centres before the time of commencement of the examinations.

ii) The pro-Vice-Chancellor of the concerned discipline shall require the Principal of an affiliated college to provide, within the precincts of such college, accommodation for such number of candidates at any examination held by the University pertaining to the discipline for which he holds charge. He may also specify all other facilities as may be required for holding the examination in respect of those candidates. He shall also advise the Controller of Examinations

to in the process for publication of results of examinations as soon as possible and ensure availability of mark sheet to the college or University departments on the same day.

iii) At the centre of an examination held by the university in any affiliated college, the Principal of the college or such other teacher of the college as the Principal may appoint for the purpose, shall be the Presiding officer, and Supervisor and Invigilators at the centre of such examination :

Provided that supervisor shall be appointed from, the teaching staff of the college and any excuse offered for not attending the examination duty, unless the principal is satisfied that the absence from duty was due to circumstances beyond the control of the person concerned, shall be entertained.

Provided further that the Principal shall also engage the required number of non-teaching staff of the college for holding the examination in an efficient manner as a part of their official duty in the college and no excuse, unless the Principal is satisfied that the absence from examination duty due to circumstances beyond and control of the absentee, shall be entertained.

CHAPTER

PART

Recognition of the teachers of the University and condition for their recognition as qualified to give instructions, in the university, affiliated colleges and recognised institutions.

23. Notwithstanding anything contained elsewhere, the Executive council after taking the views of the Academic Council may, if it thinks fit, in consideration of high academic standard attained by a person in the field of any discipline of Healthy Science, recognise a person to be qualified to give instructions in the University department or an affiliated or recognised college subject to such conditions as may be provided in the regulations to be framed for the purpose.

Inspection of colleges and institutions affiliated to or recognised by the University (????)

24. (I) Every affiliated college and recognised institutions shall be inspected at least once in every three years and more often as may be required for judging the academic standards and standards of academic administration. The Vice-chancellor shall also cause inspection of university departments at least once in every three years and more so as may be required from time to time to judge the academic and administrative standards of the academic departments of the university. Inspection shall be conducted by one or more committees appointed by the Vice-Chancellor in this behalf. The committee shall consist of :-

- i) a Dean nominated by the Vice-Chancellor-Chairpersons
- ii) One expert having no post of profit in the university, nominated by the Academic council
- iii) One expert to be nominated by the Executive Council

Provided that no member of such committee shall be connected with the management of the committee in any way.

II) The Committee shall submit its report to the vice-chancellor for consideration. He may direct for further action in the matter as he deems fit and proper.

III) The report of the inspecting team shall contain, among other things, the following matters :-

- i) The constitutions and the names of the local managing committee of the college concerned or of any committee constituted for a university department

- ii) Suitability of the buildings, the accommodation of the students in attendance, the furniture, the lighting, the ventilation of the rooms, and the sanitary arrangements
- iii) Whether the qualifications of teaching staff conform to the norms prescribed by different central council
- iv) The adequacy of the Library, Scientific apparatus and teaching appliances.
- v) Subjects taught, the number of lectures delivered in each subject and the adequacy of teaching staff.
- vi) The regularity as to the maintenance of college Register, stock Register of apparatus and appliances.
- vii) Daily attendance of students during the last 12 months as compared with the previous years.
- viii) Result of the university examinations during the previous three years
- ix) Hostels and other residences for students and their sanitary conditions.
- x) Financial resources of the college and the rates of tuition and other fees charged and maintenance of discipline in students residence.
- xi) Any other matter that may be relevant to the inspection.

4. The following books shall be maintained by every college and the university departments :

- i) An admission register in such form as may be prescribed by the Academic council,
- ii) An attendance register for students, teachers and non-teaching employees,
- iii) A students' conduct register with record of punishment and fines imposed, if any

- iv) A register of the results of periodical as well as annual examinations or of examinations held by semester systems
- v) Register of transfer certificates issued and or received,
- vi) A cash-book and other account books
- vii) Minutes book of the meetings of the local managing committee or advisory committee of the college or of the university department if there be any such committee
- viii) A service book and character rolls for teachers as well as non-teaching staff, and
- ix) Such other books and records, as may, from time to time be directed by the authorities of the university.

Investigation into the affairs of the College :

17.(I) If at any time for any reason, whatsoever, the Academic Council is of considered opinion that a college has not been maintaining proper standards of teaching, training or research, on the basis of such a report from. The Pro-vice-chancellor in the respective field of administration, the Academic Council shall cause an investigation into the affairs of the college by a team of persons as it may deems fit.

(II) The Local managing committee or the advisory committee of the college concerned shall –

- i) provide all facilities to the investigating team and give access to all, the records on demand for the purpose.
- ii) Submit to such team of persons all registers, documents and other papers including reports and returns concerning the affair of the college.

III) The investigating team after completion of the investigation shall submit a report with their findings to the Academic council relating to the affair of the college. The Academic council after considering the report, may, if it deems fit and proper, take the following college of action in respect thereof :

- i) either proceed for disaffiliation of the college in accordance with the provisions of the Act and that statutes, or
- ii) take necessary steps for temporary taking over the management of the college until further order.

Chapter

Mode of execution of contract or agreement for, by or on behalf of the university

26 (I) Any agreement relating to acceptance of grants, endowment and raising or accepting loans or benefaction or any contract, involving financial or academic matter shall, at the first instance, be referred to the Finance committee. In case of any contract regarding academic matter, which may have some financial implications also, shall then be placed before the Academic council for obtaining views thereon. All matters, other than academic, may be placed directly before the Executive Council whose decision on the subject shall be final.

(II) Before making its recommendation the Finance committee shall consider the terms and conditions of such agreement in details as may be executed between the university and the party concerned as well as the nature of financial implication there of if any, and refer the matter to any other authority of the university, if it thinks fit, for obtaining their comments on the subject.

(III) In case of raising loan from the state government or the central government or any other funding agency sponsored or recognized by the state or central government, the contract or agreement to be executed on behalf of the university shall be subject to the provisions of the Act, statutes and Ordinances,

Transfer and withdrawal of students

27 (I) A student admitted to a college for pursuing a course of studies in Health Science in an affiliated college, recognized institutions, conducted institutions or the university, shall not ordinarily be allowed to take a transfer certificate.

(II) A student may be allowed transfer from one college to another or from one university to another university only in consideration of humane grounds to the satisfaction of the Academic Council and the Executive Council, subject to payment of a prescribed fee and observance of provisions of the Act, statutes and ordinances of the university.

(III) A student who is allowed such transfer shall pay all tuition fees due to the college or the university before transfer certificate is issued.

(IV) A student who desires to withdraw from a college must apply in writing for a withdrawal certificate after paying all the dues relating to tuition fees, hostel charges, etc, if any.

(V) Withdrawal certificate may be issued by the Principal of the College on payment of fee prescribed for the purpose.

(VI) When a student is granted withdrawal certificate, he shall on re-admission have the benefit of the lectures attended by him with the special permission of the Executive Council.

(VII) A withdrawal or transfer certificate may be refused on the ground that the applicant is guilty of gross misconduct or has failed to pay the money due to the college.

(VIII) A withdrawal certificate shall not entitle a student to admission to any other college which can be secured only on the production of transfer certificate.

(IX) In all cases not expressly provided for by these ordinances, the Principal shall make such decision as he thinks fit and equitable in the eyes of law.

(X) An aggrieved student may, however, prefer an appeal to the Pro-vice-Chancellor – in-charge of discipline concerned for redressal of his grievances, if he so desires, and the decision of the Pro-vice-chancellor in this behalf shall be final.

Inspection of Hostels

28 (I) There shall be a visiting committee in the university composed of the following :

- i) Senior most Pro-vice-chancellor, chairman ex-officio
- ii) Two Deans of Faculties nominated by the academic council
- iii) Two Principals of colleges of whom at least one shall be woman nominated by the Executive Council.
- iv) The Inspector of colleges ex-officio member-secretary.

(II) The visiting committee shall inspect the Hostels whether attached to the university or colleges at least once in Six months and more so, if required. The committee shall, after visiting the hostel, submit a report relating to their findings to the committee to deal with residence of students. The report shall contain as to whether.

- a) the hostel is being managed and maintained in conformity with the provisions of the foregoing ordinance relating to maintenance and management of hostels,
- b) proper sanitation of the hostel is maintained,
- c) Code of conduct of is strictly observed by the students
- d) Rules of discipline is observed by the students
- e) Strict control and Supervision is being ensured by the superintendent of the Hostel concerned,
- f) Register of the Boarders is maintained properly,
- g) there is any unauthorised occupation by any person other than the regular boarders

III) The report, so submitted by the visiting committee, shall be placed before committee to deal with residences of students and the decision of the committee shall be communicated to the competent authority after approval by the Executive Council.

Maintenance and management of University Library.

29 (I) Subject to general control of the Executive council, the university Library shall be under the management of a committee consisting of :-

- a) The Senior most pro-vice-chancellor-chairman
- b) The Finance officer
- c) The Registrar
- d) One member of the Executive Committee to be nominated by it.
- e) two members of the Academic Council to be nominates by it
- f) The Librarian member secretary.

(II) The term of the Committee shall be for four years. \

(III) In the event of a vacancy arising out of the term of four years, the vice-chancellor shall appoint a suitable person from the categori of person whose membership has fallen vacant.

(IV) In the absence of the Senior Pro-vice-changellor, the vice-chancellor shall preside over the meeting of the committee.

(V) Three members shall be a quorum.

(VI) The proceedings of the meeting shall be submitted to the Executive council and the Executive Council may approve or modify any resolution of the committee or refer any matter back to the committee for re-considerations.

29 (I) The duties of the Library Committee shall be to frame rules from time to time in respect of –

- a) The use of the library by the member of the General Council, the Executive Council, the Academic Council and other members of the academic bodies of

the university, teachers, students, research fellows of the university as well as colleges and the registered graduates of the university.

- b) Payment of fees for use of the Library
- c) The conditions for borrowing and returning books.
- d) the suspension of privileges for the loss, mutilation or disfigurement of books or breach of the Library rules.

(II) The duties of the committee shall also be

- a) to advise the Librarian on plans and procedure for the purchase, management of cataloguing of books, manuscripts and other library materials
- b) to advise the Librarian on such matters as may be referred to it by him regarding functioning of the library.
- c) to advise the Librarian with respect to the annual budget estimates and
- d) to consider and advise with respect to the periodical inspection of the library.

(III) The Library Committee shall ordinarily meet once in three months and more often, if required.

(IV) The Secretary shall keep proceedings of the meeting on record.

Maintenance and management of University Laboratories and / or university museums

30 (I) University Laboratories and University Museums shall be maintained by the Executive Council with the assistance of the Pro-Vice-Chancellor of the relevant discipline.

(II) The management of a University or a University museum shall vest in the Pro-vice-chancellor of the discipline concerned subject to the control of the vice-chancellor.

Provided that the vice-chancellor, if he considers it necessary, may appoint a committee to advise him or the Pro-vice-chancellor-in-charge of the discipline concerned on any matter relating to the management of the laboratory or the museum which may be referred to the committee.

(III) In case the vice-chancellor prefers to constitute a committee for the purpose, it may consist of the following :-

- a) The Dean of the Faculty concerned
- b) The Head of the Department Vice-Chairman-Chairman/Chairperson-Chairperson,
- c) Teachers of the relevant department,
- d) Two persons having specialised knowledge in the subject or subjects concerned appointed by the vice-chancellor

(IV) Rules and procedure relating to day-to-day functioning of the laboratory or the museum as the case may be shall be framed by the Head of the Department with the advice of the Pro-Vice-Chancellor-in-charge of the relevant discipline placed before the committee for consideration. The Rules and procedure as may be considered by the committee shall be subject to approval of the vice-chancellor.

Teacher's Council

31 (I) There shall be a Teachers' Council in every college. All the teachers including the principal of the college shall be eligible to become members of the council.

(II) The Teacher Council shall be composed of all the whole-time permanent teacher including Part-time teachers and the teachers appointed on contractual basics, if any. The principal of the college shall be the chairman / chairperson of

the council. In every Teachers' Council there shall be a Secretary elected by the teachers of the college at a meeting to be convened for the purpose by the Secretary and presided over by the Chairman / Chairperson. The Secretary shall give at least seven days notices for such a meeting. The term of the committee shall be for one year. The election of the secretary of the council shall be in such a manner as may be decided in the meeting convened for the purpose. Any period that may elapse between the expiry of the said period of one years term shall include the date of next election which shall not exceed in any case more than a month.

(III) Meetings of the Teachers' Council shall be convened by the Secretary of the council with seven days' notice and with a definite agenda in consultation with the chairman of the council. The Secretary shall keep the minutes of the meeting on record and place the proceedings at the next meeting of the council for confirmation.

(IV) One third of the total number of members of the council to the nearest whole number shall be a quorum.

(V) All matters shall be decided in a meeting of the Teacher's Council by majority of the members and the chairman shall have a casting vote in case of equality of votes.

(VI) The functions and duties of the Teacher's council shall be to assist and advise the principal of the college on all academic matter including students' welfare, arrangement of time table, admission of students, conduct of university and college examinations, improvement of students' and teachers' facilities in libraries and laboratories and all-round teaching facilities of the college concerned.

The Powers and functions of the student's organisations in the university and colleges

32. The students of the university and the affiliated colleges may form Association, the constitution of which shall be such as may be provided in the Regulations.

The powers and functions of the students' Association shall be :-

- a) to safe guard the academic interest of the students;
- b) to suggest to the Academic Council through the Faculty concerned to modernise the curriculum and courses of studies according to present-day need
- c) to suggest for changes in class routine to the advantage of the students.
- d) to suggest measures for annual check-up of students health, particularly those residing in university and college hostels
- e) to inculcate a sense of good-will and brotherhood among the students' community
- f) to encourage organisation of annual rural camps for health – check up of village community with the help of village panchayet organisation and to suggest procedure to the Academic Council in consultation with the dean of the Faculty concerned in this behalf
- g) to organise and promote social and cultural activities
- h) to suggest measures to the university and for launching health awarness programme among the village community and to encourage students for participation in it
- i) to suggest measures for maintaining cordial teacher-students relation.

33. In the case of any doubt or difficulty as to the interpretation of these ordinances, the matter shall be referred to the vice-chancellor and his decision thereon, subject to the provisions of the shall be final.