

THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES
First Regulations - 2003



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES
Salt Lake, Kolkata 700 064

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CHAPTER - I

Part - I

Preliminary.

1. These Regulations may be called the West Bengal University of Health Sciences Regulations, 2003.
2. In the Regulations, unless there is anything repugnant in the subject or context :
 - i. "academic year" means a period of twelve months commencing on the first day of July;
 - ii. "chapter" means a chapter of these Regulations;
 - iii. "Examiner" includes a convener, a head examiner, a paper-setter and a moderator;
 - iv. "Regulation" means a Regulation of these Regulations;
 - v. "Post-graduate studies" means studies for admission to which the requisite qualification is the Bachelors' degree or its equivalent in a discipline in Health Sciences education;
 - 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 in any discipline of Health Science on successful completion of which a certificate or a degree is awarded by the University and are not Post-graduate or higher studies; and,
 - ix. Words and expression used but not otherwise defined shall have the same meaning as in the Act.

Definitions.

Part - I

Appointment of Vice-Chancellor.

3. i) The Vice-Chancellor shall be a distinguished Professor of Modern System of Medicine with sufficient experience in academic administration and shall be appointed in the manner prescribed below:

There shall be a search Committee appointed by the Executive Council. The committee shall consist of :

 - a. an eminent person of modern system of medicine nominated by the Chancellor — Chairman;
 - b. a senior member of the Medical Council of India, nominated as such; and,
 - c. a distinguished person, not holding a post of profit, in the University, nominated by the Executive Council.
- ii) The Committee after due deliberation shall forward a panel of three names to the Executive Council arranged in alphabetical order according to surname of the candidates stating in details the academic attainments and experience in academic administration of the persons so empanelled.
- iii) The Executive Council shall appoint a person from amongst such candidates

to be the Vice-Chancellor of the University in consultation with the Chancellor of the University.

- iv) Save as otherwise provided in the Act, the term of the Vice-Chancellor shall be for a period of three years subject to his attainment of age of sixty-five years.
- v) The Registrar shall act as Secretary to the committee and keep proceedings thereof.

Appointment of Pro-Vice-Chancellor.

- 4. i) The Pro-Vice-Chancellor shall be a Professor of a University or a Professor or a Principal of an affiliated college with excellent record of academic performance together with sufficient experience in academic administration in a University or in an affiliated college.
- ii) As soon as a vacancy occurs in the office of the Pro-Vice-Chancellor due to health, resignation or for any other reasons, whatsoever, a Committee shall be appointed by the Executive Council which shall consist of :
 - a. A distinguished academician in the discipline concerned - Chairman;
 - b. A member of the Central Council concerned or its West Bengal Branch, nominated as such and;
 - c. A person having expertise in the discipline concerned, nominated by the Executive Council.
- iii) The Committee after conclusion of its deliberations shall submit a report to the Executive Council suggesting a panel of three names with bio-data of the candidates arranged in alphabetical order according to the surname of the persons, so empanelled.
- iv) On receipt of the report of the Committee the Executive Council shall appoint a person to be the Pro-Vice-Chancellor of the University in the discipline concerned in consultation with the Chancellor from among the names recommended by the Committee.
- v) If the Pro-Vice-Chancellor is unable to perform his duties at any time during the tenure of his term of office for any reason, the Executive Council may call upon the senior most professor of the University in the discipline of Health Science concerned or a Principal of an affiliated college pertaining to the same discipline to act as such in consultation with the Chancellor, during the temporary absence of the Pro-Vice-Chancellor or during the unexpired portion of the term of his office, as the case may be.
- vi) The Registrar shall act as Secretary to the committee and keep record of proceedings of the meeting.

Part - II

- 5. **Salaries and allowance of the Vice-Chancellor and the Pro-Vice-Chancellors.** Salaries and allowances payable to the Vice-Chancellor, the Pro-Vice-Chancellor and other officers of the University shall be such as may be determined by the Executive Council from time to time in consultation with the State Government.
- 6. i) Terms and conditions of service of teachers, officers and non-teaching employees of the University and the affiliated colleges as embodied in Chapter

VII Part I of the Statutes in terms of clause (8) of Section 25 of the Act. shall apply *mutatis-mutandis* in relation to the conditions of service of the Registrar, the Controller of Examinations and the Finance Officer of the University.

- ii) The salary and allowances payable to the Registrar, the Controller of Examinations and the Finance Officer shall be such as may be determined by the Executive Council in consultation with the State Government.

Chapter - II

Part - I

Declaration of the posts of the officers of the University.

7. Save as otherwise provided in the Act, the following posts are hereby declared to be the posts of officers of the University under clause (5) of Section 16 of the Act.

- a. Inspector of the colleges;
- b. University Librarian;
- c. Director of the Planning Board;
- d. Deputy Registrar;
- e. Deputy Controller of Examinations;
- f. Deputy Finance Officer;
- g. Assistant Registrar;
- h. Assistant Controller of Examinations; and,
- i. Assistant Finance Officer;

8. Inspector of colleges.

The Inspector of colleges shall work under the direct control and supervision of the Vice-Chancellor. He shall be responsible for ensuring implementation of the terms and conditions of affiliation laid down in the respect of affiliated colleges in accordance with the provisions made in the Act and the Statutes. It shall be the duty of the Inspector of colleges to inspect the Affiliated colleges at once a year along with the Finance Officer and submit inspection report stating, among other things, how far the conditions of affiliation are complied with by the affiliated colleges. The report shall also contain as to whether the college has maintained financial accounting efficiently. He shall also check up whether the academic administration of the college is being carried on properly.

9. University Librarian.

The University Librarian shall work under the direct control and supervision of the Vice-Chancellor. He shall be the in-charge of the library and shall be responsible for: -

- i) The selection, requisition and the cataloguing of library books, journals and other publications;
- ii) Developing the procedure to ensure effective use of library facilities; and
- iii) Planning for development and modernisation of library to ensure proper use of library facilities.

He shall perform such other functions as may be assigned to him by the Vice-Chancellor and different authorities of the University.

10. Director of Planning Board.

The Director of Planning Board shall be under the direct control and supervision of the Vice-Chancellor. He shall be responsible for :

- i) Preparation of a perspective plan for educational development and selection of location for establishment of colleges or institutions of higher learning in a manner so as to ensure equitable distribution of facilities in health Sciences education keeping in view the needs of unserved and underdeveloped areas within then jurisdiction of the University;
- ii) Scrutiny and processing of application for opening new colleges or institutions of higher learning in Health sciences education;
- iii) Preparation of development plan;
- iv) Academic audit of the planning board, University departments, colleges and recognised institutions of higher learning;
- v) Planning, monitoring, guidance and co-ordination of post-graduate and undergraduate academic programmes and development of affiliated colleges or institutions.

11. Deputy Registrar.

The Deputy Registrar shall work under the direct supervision of the Registrar. He shall assist the Registrar in the performance of his function as may be assigned to him by the Registrar in the sphere of his administrative jurisdiction.

12. Deputy Controller of Examinations.

The Deputy Controller of Examinations shall work under the direct supervision of the Controller of Examinations and assist him in the performance of his duties as may be assigned to him by the Controller of Examinations.

13. Deputy Finance Officer.

The Deputy Finance Officer shall work under the direct supervision of the Finance officer and he shall assist him in the performance of his duties as may be assigned to him by the Finance Officer.

14. Assistant Registrar.

The Assistant Registrar shall work under the direct supervision of the Registrar and he shall assist him and the Deputy Registrar in the performance of their functions as may be assigned to him by the Registrar and the Deputy Registrar.

15. Assistant Controller of Examinations.

The Assistant Controller of Examinations shall work under the direct supervision of the Controller of Examinations and he shall assist the Controller of Examinations and the Deputy Controller of Examinations in their performance of day-to-day functions as may be assigned to him by them.

16. Assistant Finance Officer.

Assistant Finance Officer shall work under the direct supervision of the Finance Officer. He shall assist the Finance officer and the Deputy Finance Officer in the performance of their functions as may be assigned to him by them.

Chapter - II

Part - II

17. 1) Save as otherwise provided in the Act, and the Statutes other officers of the University declared in terms of clause (g) of Section 16 of the Act and all the teachers and non-teaching employees of the University shall be employed under a written contract containing the following general conditions of service which shall be strictly adhered to :

- i) Unless otherwise relaxed by the Executive Council under exceptional circumstances, no person whose age exceeds thirty-seven years may be admitted into the service of the University.
- ii) Every University employee shall submit a declaration stating the year, month and date of his birth at the time of his first appointment. The declaration once submitted, shall not be revised subsequently for any reason, whatsoever. Declaration of age shall be submitted in a prescribed form set out below.
- iii) The person selected for appointment shall submit evidence i.e. pass certificate from the West Bengal Board of Secondary Education or equivalent examination from a recognised Secondary Board of Education in support of the declaration of age. In case of appointment of subordinate employees who have not passed the Secondary examination, an affidavit to this effect sworn before a Judicial Magistrate by the guardian of the selected person or birth certificate from a Municipal authority, may be submitted as evidence in support of age.
- iv) Every University employee shall submit a recent Medical Certificate of physical fitness from a Registered Medical practitioner or a Medical officer of a Government Hospital at the time of first appointment to any post under the University in a prescribed form given herewith.
- v) An employee appointed against a substantive post shall be placed on probation for a period of one year. On satisfactory completion of the probationary period he shall be confirmed with effect from the date of joining the posts. Probationary period may be extended for another one year or the appointment may be terminated if the service rendered by the employee during the period of probation is not found satisfactory on the basis of a report from the Head of the Department concerned.
- vi) Whole-time of a University employee is at the disposal of University. He may be employed in any manner required by proper authority without claim for additional remuneration.
- vii) A University employee shall draw pay and admissible allowances as provided in the appointment letter from the date of his joining the post.
- viii) Unless directed otherwise by the competent authority, no University employee shall be permitted to resign if he fails to serve due notice to the appointing authority at least three months prior to the date on which the resignation from the service shall take effect.
- ix) Every University employee shall retire from service compulsorily with effect from the afternoon of the last day of the preceding month on attaining the age of sixty years whatever may be the actual date of retirement within the said month.

Duties

- x) Every University employee shall faithfully discharge his duties, always behave courteously with the members of the public, colleagues, students or teachers of the University and shall always try to help them in all possible ways through quick and faithful discharge of duties assigned to him.
- xi) Every University employee shall maintain integrity, impartiality and devotion to duty and shall not indulge in any activity derogatory to the prestige of the University.
- xii) Every employee shall promote and encourage collective functioning in the interest of administrative efficiency and apply personal initiative to the efficient discharge of duties.

Rights

- xiii) Every University employee shall have the right to form association and there shall be no bar to trade union activities in a democratic way but shall not indulge in any activity prejudicial to the interest of the University.
- xiv) Every employee shall have full democratic right which shall not be construed to include those activities punishable under the law of the land.
- xv) Every employee shall enjoy all the benefit of leave rule and retirement benefit as provided in the Statutes, Ordinances, Regulations and Rules of the University.

Obligation

- xvi) Every employee shall abide by and strictly adhere to service conditions and conduct rules embodied in the Statutes, Ordinances, Regulations and/or Rules of the University.
- 2). Any dispute arising out of the contract may be referred to a tribunal as constituted under Statute 135 of the University Statutes, whose decision in the matter shall be final.
 - 3). One copy of the general conditions of service shall be lodged with the University and a copy of the same shall be sent to the employee concerned along with his appointment letter.

Form for Declaration of age.

1. In terms of Sub-clause (ii) and (iii) of clause (i) of Regulation 17 of the University, I _____, having been selected for the post of _____ (designation), do hereby declare that my date of birth is _____ (day) _____ (month) _____ (year). I annex herewith the following documents in support of the statement :-
2. I do further declare that the age as recorded herein is binding on me and I shall not pray for any modification thereof at any subsequent date during the period of service in the University.

Place _____

Signature of the employee

Date _____

Note: The Declaration so obtained shall be kept in the Service Book under signature of the Head of the Department.

Form for Medical Certificate of fitness

(in terms of Sub clause (iv) of Clause (1) of Regulation 17)

I hereby certify that I have examined _____ (name), a candidate for employment in the _____ (name of the Department) of the West Bengal University of Health Sciences and could not discover that he has any disease or physical weakness or infirmity which may be a disqualification for employment in the office of the University.

Signature of the Physician with Registration number
of the Medical Council/Medical Officer of a
Government Hospital with official seal.

Note: The Medical Certificate of fitness must be obtained by the candidates from a Registered Medical Practitioner or from a Medical Officer of a Government Hospital, which shall be kept in the Service Book of the employee concerned under the signature of the Head of the Administrative/Academic Department or Institutions.

18. Employees of the University and the affiliated colleges are entitled to contribute to the Provident fund and other retirement benefit at the rate and according to rule provided for the employees of the State Government subject to approval of such rate and rule by the Executive Council.
19. **Explanation :** The term "employee" used in these regulations shall convey the same meaning as "teachers /officers and non-teaching employees" of the University and affiliated colleges.
20. **Removal of difficulty:** In case of any doubt or difficulty as to the interpretation of these regulations, the matter shall be referred to the Vice-Chancellor whose decision in this behalf, subject to the provisions of the Act, shall be final.

CHAPTER - III

Budget.

21. 1) Every year before 31st of March, the Annual Financial Estimates (Budget) of the University as prepared by the Executive Council shall be placed before the Annual Meeting of the General Council by the Vice-Chancellor on a date and time as may be fixed by the Chancellor together with a report of working of the University during the preceding year along with a statement of receipts and expenditure and the audited balance sheet as specified in clause (d) of Sub-Section (5) of Section 18 of the Act.
- 2) Subject to the provisions in Sub-Section (2) of Section 41 of the Act., any expenditure is to be incurred in excess of the budget provision to meet an exigency, a report with reasons recorded in writing, shall be made to the General Council. Ordinarily no expenditure, not covered by the budget grant, shall be incurred by the University.
- 3) Under exceptional circumstances, expenditure in excess of the budget provision may, however, be incurred only when —
 - a. devastation caused due to natural calamity;
 - b. political turmoil which shakes the social structure; any other expenditure has to be incurred for academic activities which could not be otherwise foreseen.

- c. sudden price-hike of materials and equipment compels the University to incur expenditure, and;
- d. amount required to be spent due to escalation in cost of the on-going development project.

Annual Report.

22. 1) The Executive Council after completion of each financial year, shall prepare the Annual Report containing such particulars as the General Council may specify under the supervision of the Registrar and place the same before the General Council ordinarily at its annual meeting. The Executive Council, if it deems fit, may, however, present the Annual Report to the General Council at a special meeting convened for the purpose on a date as may be fixed by the Chancellor.

Provided that, the Vice-Chancellor and the Executive Council may forward its suggestions to the General Council for inclusion of such particulars in the annual report, as they think fit and proper.

- 2) The Registrar shall, after preparation of the draft of the Annual Report, place the same before the meeting of the Executive Council, well in advance of the date of the Annual meeting or the special meeting, as the case may be, for consideration.
 - 3) The particulars to be included in the Annual Report as may be specified by the General Council at its meeting for the first time may have a continuous effect in so far as the preparation of the Annual Report is concerned, unless otherwise specified by the General Council.
 - 4) The General Council may pass resolutions thereon and the Executive Council shall take action in following up the resolution with intimation to the General Council as regards the action taken in this behalf. The Annual Report with resolution thereon shall be submitted to State Government which shall be laid before the State Legislative Assembly at its next earliest session as required under Sub-Section (2) of Section (42) of the Act.
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