

DIAMOND HARBOUR WOMEN'S UNIVERSITY
SARISHA, DIAMOND HARBOUR,
SOUTH 24-PARGANAS, WEST BENGAL

FIRST ORDINANCE

NOTIFICATION

No.....Date.....In exercise of the power conferred by section 49 of the Diamond Harbour Women's University Act, 2012 (West Bengal Act XXXVII of 2012), the Vice Chancellor of the Diamond Harbour Women's University hereby causes, with the approval of the Chancellor and with the assistance of the committee consisting of members nominated by the State Government, vide No.....dated.....the following ordinances to be framed:–

CHAPTER -1

Preliminary

1. Short title and commencement:–

(1) These Ordinances may be called the First Ordinances of the Diamond Harbour Women's University, 2018.

(2) These shall come into effect from the date of receiving approval of the Chancellor.

2. Definitions: –

(1) In these Ordinances unless there is anything repugnant in the subject or context:–

- (a) "Academic year" means a period of twelve months commencing on the first day of July;
- (b) "Act" means the Diamond Harbour Women's University Act, 2012;
- (c) "Chapter" means a chapter of these Ordinances;
- (d) "Examiner" includes a Convener or a Scrutinizer, a Head Examiner, a Paper-Setter and a Moderator;
- (e) "Ordinance" means an Ordinance of these Ordinances;
- (f) "Post-Graduate Studies" means studies for admission to which necessary qualification is a Bachelor's Degree or its equivalent;
- (g) "Undergraduate Studies" means studies which lead to a certificate, diploma or degree of the University and are not Post-Graduate Studies; and

(2) Words and expressions used but not otherwise defined shall have the same meaning as in the Act.

3. Admission and Enrolment of Students:–

- (a) Candidates selected by the Admission Committee will be admitted by the Registrar.
- (b) A student on admission shall have his name entered in the University Register which shall be maintained by the Registrar and which shall contain entries in regard to the age and other particulars of students.

- (c) A student shall not ordinarily be allowed to change her Honours or Subsidiary subject (in case of under graduate studies) unless the same is applied for and permitted within thirty working days of the commencement of the classes. Such application shall be made to the Dean of the respective Faculty Council who shall send it for record to the Registrar with the decision arrived at by him in consultation with the Heads of the Departments concerned.
- (d) Admission once taken shall be counted to be for one whole academic session and a student shall be liable to pay all dues up to the end of the session.
- (e) A student who, due to some unavoidable reasons, is unable to continue his studies for the unexpired period of the session, may be permitted to have his name withdrawn from the rolls with effect from the month in which he applied provided he has paid all dues for and up to the previous month and will be eligible for readmission in the following session without having to pay any dues for the unexpired period of the previous session.
- (f) A student may be permitted to migrate from the University after payment of all his dues up to the month in which he migrates.
- (g) No student is allowed to withdraw unless under clause (b) or unless she has been permitted to migrate from the University.
- (h) A student who migrates from another University in the middle of the session shall have to pay the admission fee and tuition fee from the month after that on which he/she last paid tuition fee at the last University.
- (i) Students who are eligible should apply and take readmission within three weeks from the date of publication of results, provided that in an appropriate case the Faculty Council concerned shall be entitled to grant such relaxation of the period as it may deem fit.
- (j) A student who has already obtained the Masters' Degree from an Indian University is not eligible for admission to the post-graduate course of this University in the same subject in which she has obtained such degree. Such student is, however, eligible for admission to the Post-graduate Course in any other subject, provided that she has satisfied the requirements for admission to such course.
- (k) No undergraduate or postgraduate student of this University shall pursue any other course of study simultaneously leading to a degree in this University.
- (l) A student must abide by all the rules of the University in force at the time of his/her admission or as may be altered from time to time. Ignorance of rules shall not be accepted as a valid plea for failure to observe any rule.
- (m) Subject to the control and superintendence of the Registrar, correspondence with candidates for admission shall be carried on by the Superintendent of Admission on behalf of the Registrar under the direction, if any, of the relevant Admission Committee.
- (n) In case of student seeking admission from other University/foreign University, there shall be an Equivalent Committee for recommending the suitability of the candidate for admission and thus the

decision of the Committee shall be final and binding. The Equivalent Committee shall be constituted by the Executive Council.

CHAPTER -2

Levy of Fees in University Departments, Institutions, Centers and Laboratories

(4) Following fees to be charged for the purposes mentioned below:--.

Type of Fees	Particulars	Rates
Application Form	Application Form/Online	300/- + 60/- (Bank Charges)
Common fees for Arts , Science & Commerce	One time Admission Fee Library Caution Deposit(refundable) Registration fee Inward migration fee Identity card Per Semester Tuition fee Library fee Development fee Electricity fee Student Aid Fund Students Activity fee Generator Charges Examination fee	600/- 500/- 100/- 100/- 50/- ----- 1000/- 300/- 200/- 200/- 50/- 100/- 100/- 500/-
For Laboratory based courses	Practical Examination fee Laboratory fees Caution Money for Laboratories	200/- 200/- 2000/-

A onetime fee of Rs. 500/- for Students Welfare fund will be charged during the time of admission. This fee may be upgraded from time to time as per the decision of the Executive Council.

(5) Other fees:--

Sl. No.	Type of Fees	Rates in Rs.
(i)	Registration fee for Ph. D degree	5000/-
(ii)	Thesis adjudication fee for Ph. D per Examiner	1000/-
(iii)	Migration Certificate fee (onward)	100/-
(iv)	Duplicate Migration Certificate	100/-
(v)	Duplicate mark sheet fee	100/-
(vi)	Convocation fee (in person)	500/-
(vii)	In absentia Degree Certificate fee	100/-
(viii)	Duplicate Certificate fee	100/-

- (a) Tuition fees and all other prescribed fees are to be paid regularly after having made all the relevant entries in Receipt Book obtainable on payment of Rs. 10/- per book per year. Payment should be made during the scheduled hours as notified from time to time.
- (b) A student who defaults in paying his tuition fees or other levy or fees by the due date will be liable to have his name struck off the rolls after three months of continuous default but may be re-admitted on application and on payment of all dues in arrear as well as an enrolment fee of Rs. 100/- only.
- (c) A student whose name has been struck off the rolls for reasons other than default in paying tuition fees or other levy by the due date may be re-admitted only by the order of the Vice-Chancellor. An enrolment fee of Rs. 100/- shall be payable for the appropriate entry to be made in the University Register.
- (d) Caution money deposit for working in the laboratories, workshop and other practical classes is refundable at the end of the students' studies at the University after deduction for breakage or dues, if any. The student must apply for its refund from the University and if she fails to do so her deposit money will be forfeited.
- (e) At the beginning of each session, students are to pay the breakage charge of the previous session:
- (f) Library deposit is refundable at the end of the students' career at the University or earlier on application.
- (g) All casual students of this University shall have to pay the Casual Students' fee of Rs. 100/- by the 30th December and shall have to apply to the Controller of Examinations stating the papers/ subjects they want to appear in.
- (h) All fees and levies stated above shall be subject to up gradation / changes from time to time

CHAPTER -3

Condition of Residence and Rules of Discipline of the Students & Levy of Fees for Residence in Halls

6. Definitions: – (a) in these Ordinances, unless the context requires otherwise-

- (i) 'Board' means the Board of Residence and Discipline constituted under these Ordinances;
- (ii) 'Hall'/ 'Hostel' means a residence for students of a University Department of Studies which is under the direct and exclusive control of the University;

7. Halls and Hostels:–

(a) Subject to the general control and supervision of the Executive Council the Halls/ Hostels of the University shall be established, maintained and managed by the respective Faculty Council provided that before establishing any Hall or Hostel, the relevant faculty as the case may be, shall initiate a survey and shall decide that-

- (i) the establishment of the Hall or Hostel is necessary to meet the existing needs;
- (ii) suitable plans for establishment/construction of Hall or Hostel has been drawn up; and

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

(b) Halls or Hostels shall be maintained and managed in accordance with such standards as may be laid down by the relevant faculty council or the concerned Council for post-graduate & under-graduate Studies, as the case may be.

(c) In the matter of maintenance and management of Halls or Hostels the relevant Faculty Council for Post-Graduate Studies or Under-Graduate Studies shall consult the Advisory Bodies of the University concerned with residence, discipline and health of students residing in Halls and Hostels subjects to the overall control of the Registrar under the supervision of the Vice Chancellor.

8. Board of Residence and Disciplines: –The Board of Residence and Discipline shall be constituted with the following members, namely–

(i) the Vice-Chancellor, who shall be the Chairman (ex-officio);

(ii) the Deans of the Faculty Councils for Post-graduate and Under graduate Studies, (ex-Officio);

(iii) the Medical Officer of the University (ex-officio);

(iv) one representative of the Executive Council not being a teacher, to be nominated by that Council;

(v) four teacher-members of the Faculty Councils for Post-graduate and Under-graduate Studies, one from each Faculty, to be nominated by the Executive Council.

(vi) Registrar of the University shall function as Secretary.

9. Members of the Board of Residence and Disciplines:–

(i) One third of the total number of members of the Board plus one shall be the quorum for a meeting of the Board:

Provided that no quorum shall be required for an adjourned meeting.

(ii) The Board shall meet at least thrice a year, preferably once in every three months or at shorter intervals if the Vice-Chancellor deems it necessary.

(iii)The Secretary to the Board shall keep a record of the proceedings of the meetings of the Board.

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

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

10. Functions of the Board of Residence and Disciplines:–Subject to the provisions of the Act, the Statutes, the Ordinances, the Regulations and the Rules, the Board shall exercise the following powers and perform the following duties, namely-

(a) to recognize or withdraw recognition of halls or hostels in accordance with the provisions of the University Ordinances relating to Residence and Discipline of Students;

(b) to recognize temporarily, in a case of emergency, as a hostel any residence for students other than the halls and the hostels referred to in clause (iii) of Section. 2 subject to such terms and conditions as the Board may, in each case impose;

(c) to supervise and control all halls, hostels and other places of residence for students referred to in clause (iii) of Section. 2 and to enforce the observance therein of the rules of discipline that may be made by the authorities of the University;

(d) to arrange for the periodical inspection of halls, hostels and other places of residence referred to in clause (iii) of Section. 2;

(e) to deal with cases of breach of discipline in any hall / hostel or such other place of residence in accordance with the provisions at the University Ordinances relating to Residence and Discipline; and

(f) to advise the Court and the Executive Council on the matters referred to in clauses(c) of Section 49 of the Act in so far as they relate to the matters of residence and discipline of the students of the University.

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

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

(h) If any question arises in respect of any interpretation of the provisions envisaged in the Ordinances under this Chapter or if any difficulty is experienced in the application thereof, the Vice-Chancellor shall give such directions as he may consider necessary in the matter and such directions shall be final and binding.

- (i) Every student of the University who does not reside with his parents or other legal guardian shall, subject to availability of accommodation, ordinarily reside either in a hall or a hostel or in any other private accommodation within the knowledge of the authority concerned.
- (j) Any change of residence by a student shall forthwith be communicated by him in writing indicating the full address thereof to Head of the University Department of Studies concerned, as the case may be.
- (k) The management of every hall or hostel shall vest in one or more persons appointed by the Board, hereinafter referred to as the Committee of Management.
- (l) The Board or the Committee of Management or the University authorities shall appoint a Superintendent for every hall/ hostel and, if necessary, one or more Assistant Superintendents/Wardens to be in-charge of such halls / hostels. The Superintendent shall maintain a Register of the students of the hall / hostel in which shall be entered the names and permanent addresses of the students and of their parents or other guardians and such other particulars as may be prescribed by Rules made by the Board.

11. Hostel Rules:-

- (a) The following rules shall apply to every hall or hostel, namely-
 - (i) Rules of Discipline appended to these Ordinances;
 - (ii) Rules made by the Board and the Committee of Management;
 - (iii) Except with the previous permission of the Superintendent which shall be recorded in a Register kept for the purpose, no student residing in a hall or hostel shall remain absent from the hall or the hostel between the hours of 9 p.m. and 6. a.m.: and
 - (iv) The Superintendent shall keep a Gate Register in which she shall enter the name of every student residing in the hall or the hostel who is absent there from for any period between the hours as specified at (iii) she shall also put his remarks in respect of each such entry.
- (b) Subject to the provisions of these Ordinances and the Rules made by the Board, if any, the Committee of Management shall have the power to frame any other Rules for the management of the hall or the hostel, provided that, a copy of every such Rule shall be forwarded to the Board for approval. Such Rules shall be given effect to after they are approved by the Board.
- (c) A copy of all Rules referred to in paragraphs (a) and (b) shall be displayed prominently in the hall or the hostel for information of the students residing therein.
- (d) All matters relating to discipline in a hall or hostel shall be dealt with by the Board and decided by it. A student residing in a hall or hostel who is punished by the Board for any breach of discipline shall have no right of appeal to any authority against the orders of the Board.
- (e) The Board shall have the power to withdraw recognition from any hostel if it is satisfied that the hostel is not being managed or run in accordance with the provisions of these Ordinances and the

Rules made there under or that there has been a general and serious failure of discipline amongst the students residing therein.

- (f) The Levy of fees, fines and other charges is to be decided by the Committee of Management subject to the approval of the Board.
- (g) Decisions of the Board of Residence & Discipline shall be subject to confirmation by the Executive Council and the decision of the Executive Council shall be final and binding.

12. Rules of Discipline:-

(1) Within the precincts of University hall / hostel-

- (a) no public meeting of students shall be called without the previous permission in writing of the University Authority;
- (b) no public function in which any outsider is invited shall be organized without the previous permission in writing of the University Authority;
- (c) no outsider shall be allowed to address the students without the previous permission of the University Authority; and
- (d) no theatrical performance, dance or show of any kind shall be held in the name of any institution without the previous permission in writing of the University Authority.

(2) No student shall-

- (a) by words spoken or written, or by songs or visible representation offend or insult a fellow student or any teacher or any employee, officer or authority of the University, hall / hostel; or
- (b) misappropriate, destroy, mutilate, disfigure or otherwise damage any property of the University, hall / hostel including furniture, books, equipment and apparatus; or
- (c) disobey any order issued by the University or the authorities of the hall / hostel; or
- (d) disobey any Rule or order for the time being in force in the University, hall or hostel.

(3) A student shall be guilty of a breach of discipline if he violates any of the provisions of Rule 2 or is otherwise guilty of misconduct or indecorous behavior.

(4) (a) For a breach of discipline committed by a student, University Authority may-

- (i) warn her; or
- (ii) impose a fine on her; or
- (iii) suspend her from the University, hall / hostel for one month or any shorter period; or
- (iv) expel her from the University, hall or hostel for such period as he thinks fit.

(b) When a student is expelled under paragraph 4 (a), the Superintendent shall forthwith report the matter to the Board and the Registrar with a brief statement of the case and the date and period of such expulsion.

(5) If a student commits a breach of discipline at any time after he has been sent up for a University examination, the Superintendent shall report the facts to the Board as soon as practicable for suitable action. The Board may, thereupon recommend to the Executive Council-

(a) that the examination of the student be cancelled; and/or

(b) that he be debarred from every University examination for a specified period.

(6) The Executive Council may, after considering such recommendation pass such order as it thinks fit.

(7) All questions arising in relation to the interpretation of these Rules, shall be referred to the Board for decision.

(8) Decisions of the Board of Residence & Discipline shall be subject to confirmation by the Executive Council and the decision of the Executive Council shall be final and binding.

(9) In all matters of discipline not expressly covered by these Rules, the Vice-Chancellor may take such action as he thinks fit.

CHAPTER -4

Appointment of Teachers, Officers and Other Employees of the University, their Duties, Emoluments and other Terms and Conditions of Service

PART-I

TEACHERS

13. Creation of Post:-

(a) Subject to the provisions of the Act, the Faculty Councils for Post-graduate and Under-graduate Studies may, from time to time, recommend to the Executive Council the creation and institution of Professorship, Associate Professorship, Assistant Professorship and other teaching posts as also the determination of duties and emoluments attached to such teaching posts.

(b) The Executive Council shall, thereupon, refer the proposals for creation of posts mentioned in subparagraph (a) above to the Court along with its recommendation:

Provided that in respect of teaching posts created on recommendation of the University Grants Commission, the Executive Council shall have the competence to create such teaching posts with the approval of the State Government but the matter should be reported to the Court at the earliest meeting.

(c) The Court may, with the approval of the State Government, abolish at any time any post so created.

14. Procedure of selection:-

(1) When a teaching post is created for the first time or when a vacancy arises in any such post for any reason whatsoever, the post shall be advertised through open advertisement and applications shall be invited in prescribed manner:

Provided that if any vacancy arises on account of the expiry of the term of office of an incumbent, the Executive Council may, after considering the recommendation of the concerned Faculty Council

for Post-graduate and Under graduate Studies, if any, re-appoint the incumbent, if he is otherwise eligible, for a further term without advertising the post.

(2) (a) Teachers of the University shall receive pay and other allowances as per the scale of pay prescribed by the State Government from time to time:

Provided that the Executive Council shall have the power to appoint part-time teacher, on such remuneration as may be prescribed by it, or to appoint such or any other teacher without remuneration subject to the condition that all such part-time appointment and the remuneration to be paid in each case shall be reported to the State Government.

(b) The Executive Council shall have the power to fix the pay of a teacher of the University in the prescribed time-scale at the time of initial appointment on the basis of the last pay certificate to be furnished by him:

Provided that in case of new recruits all persons appointed to teaching posts will normally draw pay at the initial stage of the time-scale:

Provided further that on the merit of any particular case, the Executive Council may, on the recommendation of the relevant Selection Committee, grant a higher starting pay to such a person in consideration of his academic distinction, research papers or books published and/ or teaching/ research activities.

15. Duties and penalties:–

(1) No whole-time salaried teacher of the University shall accept any other full time appointment elsewhere, with or without remuneration:

(2) Provided that such a teacher may be permitted by the Vice-Chancellor to accept a part-time teaching or research assignment without remuneration for not more than one day in a week.

(3) No teacher of the University shall be entitled to enjoy any leave except as may be prescribed under the University Leave Rules:

(4) Provided that a part-time teacher shall not be entitled to any kind of leave other than casual leave. Every teacher of the University shall be entitled to such allowances in addition to his salary including special pay, if any, as may be sanctioned by the State Government from time to time.

(5) (a) Every teacher of the University shall be subject to such rules of discipline and conduct as the Executive Council may make in this behalf.

(b) A teacher of the University shall have full liberty to hold his own opinion regarding any question relating to a political or to any affair of the University; but shall not take part in any controversy in respect of any such question in a manner which may lead to or encourage any act of indiscipline on the part of the students or any University employee.

(6) If any complaint is received that any teacher of the University–

(i) has violated any of the provisions of sub-paragraph (a) or (b) above, or,

(ii) has been guilty of gross negligence of duty, or any other misconduct, or,

(iii) has violated any term or condition of his service; the nature of such complaint shall be communicated to the teacher concerned and the Vice-Chancellor shall make or cause to be made such enquiry into the same as he considers necessary and shall submit along with the reply, if any, offered by the teacher, a report to the Executive Council on the matter.

(7) If the Executive Council decides that the teacher is guilty of any such misconduct, negligence or violation of any term and condition of his service, it may impose upon him anyone or more of the following punishments as it may consider necessary:

- (i) Censure,
- (ii) with-holding of increments,
- (iii) Reduction of tenure of service,
- (iv) Reduction of pay,
- (v) Removal from office,
- (vi) Premature retirement, and
- (vii) Dismissal.

16. Part-time teachers: – A part-time teacher of the University shall ordinarily retire after the completion of 60 years of age:

Provided that the Vice-Chancellor may, on the recommendation of the Departmental Committee concerned, re-appoint such a teacher till he completes 65 years of age, subject to the condition that no such re-appointment shall be granted for more than one year at a time. The period of extension may be curtailed by the Vice-Chancellor at any time before the expiry of such period on ground of ill-health of the teacher.

17. Patent and Intellectual Property:–

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

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

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

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

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

18. Right of the Teachers:–

(a) A whole-time teacher of the University may, with the written permission of the Vice-Chancellor, render Consultancy service in his capacity as a specialist pertaining to the sphere of his expertise.

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

Provided that –

Application for permission to engage in such work shall be made in writing indicating the time supposed to be involved in the work and the terms and conditions under which it is to be carried out and shall be addressed to the Head of the Department concerned who shall forward the application with his observations to the Vice-Chancellor;

Such works shall not interfere with the regular performance of the responsibilities of the teacher concerned in the University;

(c) The maximum time to be devoted by the teacher concerned in such work shall not exceed one third of time covered by his hours of duty in connection with his regular work in the University;

(d) When such work carries with it any remuneration, such part, not exceeding 30 percent, thereof as may be fixed by the University shall be paid by the teacher concerned to the University.

(e) Any person contravening the provisions of paragraph (a) or paragraph (b) shall be liable to Disciplinary action.

19. Registrar of teachers:– The Registrar shall maintain and keep up-to-date a Register for all Teachers of the University in which he shall enter–

(a) the name of every Teacher of the University;

(b) the date of his birth ;

(c) the date of his first appointment as a Teacher;

(d) the age on the date of such appointment;

(e) the date on which he is due to retire;

(f) extension of term, if any; and

(g) remarks; if any.

Explanation: Entries relating to the age of a Teacher of the University shall be made on the basis of his age as recorded in his Madhyamik Examination Certificate or the Certificate of any such First Public Examination, as the case may be, passed by him, whenever available; or, in the absence thereof, on such basis as the Vice-Chancellor may decide in each particular case.

PART-II
OFFICERS

20. Recruitment of Officers: – No person who has not acquired the minimum academic qualifications prescribed by the University, in accordance with the orders issued by the State Government from time to time for any post of Officer shall be eligible for appointment to such post.

21. Procedure: – (1) Whenever a vacancy occurs in any post of Officer, the Registrar shall arrange for getting the vacancy advertised in widely circulated newspapers including the statutory agencies as required by law in force inviting applications in the form prescribed by the Executive Council.

(2) On receipt of applications for appointment to any post of Officer, the Executive Council shall constitute a Standing Committee for selection of persons for appointment to such post.

22. Standing Committee:–

(a). The Standing Committee shall consist of the following:–

(i) The Vice-Chancellor or in his absence the Senior most Dean of a Faculty Council for Post-graduate and Under-graduate Studies to be nominated by the Vice Chancellor as Chairman.

(ii) Two external experts not holding any office of profit under the University and having special knowledge in administration to be nominated by the Executive Council- Member.

(iii) One nominee of the Executive Council-Member.

(iv) One person to be nominated by the State Government-Member.

(v) One expert to be appointed by the Vice Chancellor.

Provided that in the case of temporary appointments for any period not exceeding six months, appointments in the post of such officers may be made by the Vice Chancellor in his discretion without any recommendation.

(b) The Registrar or in his absence any person, nominated by the Vice-Chancellor, shall act as Secretary to the Standing Committee.

(c) A nominated member shall hold office for a period of two years from the date of nomination.

(b) When a post of Officer is created for the first time or when a vacancy arises in such post, the Executive Council may make an ad-hoc arrangement temporarily for a period of six months subject to the condition that steps should be taken for filling up the post or the vacancy in accordance with the provisions of these Ordinances within the said period of six months.

(c) The Executive Council shall accept the recommendation of the Standing Committee and if it fails to accept the same, the recommendation shall be referred back to the Standing Committee giving reasons for the non-acceptance of the same. The Standing Committee shall thereupon reconsider the

recommendation and again make its recommendation which may or may not be the same. The decision of the Executive Council on the reconsidered recommendation shall subject to the provisions of the Act, be deemed as final.

(d) Three members of whom at least one shall be external expert not connected with the University shall form a quorum for a meeting of the Standing Committee.

PART III

NON-TEACHING EMPLOYEES

23. Recruitment and procedure:–

(1) The necessary qualifications required for appointment to different non-teaching posts shall be such as may be determined by the Executive Council in concurrence with the State Government.

(2) Whenever any vacancy occurs in any base post of non-teaching category, the Registrar shall arrange for getting such vacancy notified through advertisement and notification in the University Notice Board and intimation to the Local Employment Exchange inviting applications in such form as may be specified by him.

(3) In observing the procedure of filling up of the non-teaching posts the principle of reservation of posts for the candidates belonging to the Scheduled Castes and the Scheduled Tribes and Other Backward Classes shall be followed as per orders issued by the State Government from time to time.

(4) The non-teaching employees attached to the academic and non-academic departments of the University shall be classified broadly as under:

Category A : Superintendent, Auditor, Accountant, Supervisor, Technical Supervisor, Senior Technical Assistant Research Assistant, Laboratory Assistant, Library Assistant and Museum Assistant and such other posts ranking below that of the Superintendent and above that of Senior Assistant and its equivalent cadre.

Category B: Senior Assistant of posts or equivalent cadre, Junior Technical Assistant and such other non-teaching posts.

Category C: Junior Assistant and its equivalent cadre.

Category D: Posts below the rank of Junior Assistant and its equivalent Cadre.

(5) Qualifications necessary for appointment to the post of officers shall be such as may be determined by the Government Order of the State Government from time to time in consultation with the University and in conformity with the Rules and the Regulations of the UGC or any other body in force from time to time in this connection.

(6) All matters pertaining to processing of applications, procedure and mode of selection etc. shall be determined by the Standing Committee at its meeting convened for the purpose, unless directed otherwise by the Executive Council.

(7) The Standing Committee (s) shall be constituted by the Executive Council in terms of the provisions of Section 32 of the Act in the manner indicated hereafter in the following ordinances.

- (7) (a) The Standing Committee shall consist of the following members:
- (i) Three persons to be nominated by the Executive Council from amongst its members:
 - (ii) One person being the Head of the concerned Department of the University to be nominated by the Vice-Chancellor;
 - (iii) One expert member to be nominated by the Vice-Chancellor; and
 - (iv) The Registrar who shall act as Member-Convener.
- (b) The members, present at a meeting shall elect a Chairman from amongst themselves.
- (c) Three members of the Standing Committee shall form a quorum;
- (d) In case of selection to post(s) requiring specialized technical expertise in the field, the presence of the expert member nominated by the Vice-Chancellor shall be necessary.
- (8) (a) All appointments to the permanent and regular vacancies in the non-teaching posts shall be made on the basis of the recommendation of the Standing Committee:
Provided that the minimum age of entry into the services should be eighteen years of age.
- (b) The recommendation of the Standing Committee shall be placed before the Executive Council for approval and on being approved by the Executive Council, letter(s) of appointment shall be issued by the Registrar.
- (c) In case of any dispute arising between the Standing Committee and the Executive Council in regard to the recommendations made by the former, the Executive Council shall refer back the recommendations to the Standing Committee with its observations. If the Standing Committee reiterates its earlier recommendations and the Executive Council do not accept the same on reconsideration, the decision of the Executive Council thereupon shall be final and binding.
- (d) In case of situation of emergent nature, the Vice-Chancellor may make ad-hoc appointment on temporary basis for a period not exceeding six months and send a report to the Executive Council at the earliest. Any extension beyond six months shall require the prior approval of the Executive Council. But such employees as appointed on ad-hoc basis shall have no claim for automatic absorption on permanent basis and all such appointments shall have to be regularized by the normal procedure of appointment.
- (e) All letters of appointment shall be signed and issued by the Registrar in terms of the provision of Section 30 of the Act read with the provisions of clause 29 (b) of this Ordinance and the provisions of Section 23 of this chapter.
- (10) The members of the Non-teaching Staff as are posted to the different Administrative Departments, Branches or Units as also the Departments of Studies of the University shall be deemed to have been placed under the administrative control of the respective Officer or the Head of the Department of Studies who holds the overall charge of the Department, Branch or Unit:
Provided that, a member of the Non-teaching Staff placed under the administrative control of a particular Officer or head of Department of Studies, may be posted on transfer, to any other

Department, Branch or Unit of the University by the Appointing Authority with the approval of the Vice-Chancellor.

(11) Every Non-teaching Staff of the University shall be entitled to pay and allowances conforming to the time-scale of pay and rates of allowances as may be prescribed by the State Government on the subject from time to time.

(12) Subject to the terms of contract in any particular case and the Orders as may be issued by the State Government from time to time, every Non-teaching Staff of the University shall retire from services from the afternoon of the last day of the month in which he completes the 60th year of his age.

(13) No whole-time salaried Non-teaching Staff of the University shall accept any employment with or without remuneration other than that of his office.

Explanation: If any question arises whether any arrangement entered into by a Non-teaching Staff amounts to an employment within the meaning of this Ordinance, the matter shall be decided by the Executive Council.

23. Register of employees :- (1) The Registrar shall maintain and keep an up-to-date Register in respect of all Non-teaching Staff of the University in which he shall enter—

- (a) the name and designation of every Non-teaching Staff of the University;
- (b) the date of his birth;
- (c) the date of his first appointment under the University;
- (d) his age on the date of such appointment;
- (e) the date on which he is due to retire; and
- (f) remarks, if any.

Explanation: Entries relating to the age of a Non-teaching Staff of the University shall be made on the basis of his age as recorded in his Matriculation, School Final, Higher Secondary or Madhyamik Examination Certificate or the Certificate of any such First Public Examination, as the case may be, passed by him whenever available; or in the absence thereof, on such basis as the Vice-Chancellor may decide in each particular case.

(2) If any doubt or difficulty arises in regard to the interpretation or application of the provisions of any of these Ordinances, or if any matter is not covered by these Ordinances, the Vice-chancellor may issue such directions as he may consider proper and shall report the matter to the Executive Council forthwith.

24. Scales of Pay of Officers and Employees:-

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

25. Higher Initial Pay in Special Cases: – If, in special circumstances to be recorded, the appointing authority considers it necessary to do, so it may grant to any teacher, officer referred to in Ordinance or other employees of the University, a higher initial pay within the relevant pay scale with prior approval of the State Government.

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

26. Allowance:– Teachers, officers and other employees of the University shall be entitled, in addition to their salary including special pay, if any, to such allowances as the State Government may from time to time, determine, by Order.

27. Application for Outside Appointments, Scholarships etc.:–

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

(a) Vice-Chancellor, in the case of teachers and officers of the University, or

(b) The Head of the office concerned, in the case of the other employees:

Provided, in case any such application is withheld by the authority concerned, this should be submitted to the Executive Council for reconsideration.

28. Supplementary Employment:–

Save as hereinafter otherwise provided, officer or other employee of the University shall be entitled to accept, with or without remuneration, any employment, engagement or continuing commitment involving his services, in addition to his normal work in the University, except with the previous permission in writing of the appointing authority.

PART IV

ORDINANCES RELATING TO SERVICE AND DISCIPLINE

29. Service and Disciplines:–

(1) All appointments to all posts other than teaching posts under the University shall be made by a resolution of the Executive Council. The formal letter of appointment shall, however, be issued under the signature of the Registrar acting on behalf of the University.

(2) The following penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with the procedure laid down hereinafter.

(i) Censure,

(ii) Withholding of increment or promotion including the stoppage of increment at an efficiency bar, if any,

(iii) 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 increment of pay during the period of such reduction and whether

on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay,

(iv) Reduction to a lower time scale of pay, grade, post or service which shall not ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions to the restoration to the grade or post or service from which the employee was reduced and his seniority and pay on restoration to that grade, post or service,

(v) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order,

(vi) Compulsory retirement,

(vii) Removal from service which shall not be a disqualification for future employment under the University,

(viii) Dismissal from service which shall ordinarily be a disqualification for future employment under the University.

(3) Subject to the provisions hereinafter, the Vice-Chancellor of the University shall be the disciplinary authority in respect of all employees other than those belonging to the non-teaching staff and in the case of non-teaching staff, the registrar of the University shall be disciplinary authority, provided that the disciplinary authority shall not be entitled to impose any punishment other than "Censure" on any employee and in case the disciplinary authority is of opinion that the gravity of the offence proved may warrant imposition of any punishment other than Censure, it shall be the duty of the disciplinary authority to place all papers including the findings of the disciplinary authority on an enquiry, if any, before the Executive Council for passing the final order as the Executive Council may deem appropriate. It shall be for the Executive Council in such case, to decide whether the finding of the disciplinary authority should be accepted or not.

(4) (a) The disciplinary authority may place an employee under 'suspension— .

(i) where the disciplinary proceedings against him is contemplated for is pending or ;

(ii) where a case against him in respect of any criminal offence is under investigation, enquiry or trial.

(b) An employee shall be deemed to have been placed under suspension by an order of the disciplinary authority—

(i) with effect from the date of detention, if he is detained in police or judicial custody on a criminal charge for a period exceeding 48 hours;

(ii) with effect from the date of his conviction, if, upon such conviction, he is sentenced to a term of imprisonment exceeding 48 hours.

(c) Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or on review under this Ordinance or under any order of the Court

of Law and the case is remitted for further enquiry or action with any other direction his suspension shall be deemed to have continued and in force from the date of the original order of the dismissal and shall remain in force until further orders of the disciplinary authority.

(d) During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one half of his basic pay and allowances in full. In the event of his suspension being followed by punishment he shall not be entitled to any further emoluments other than what he had already been paid from the date of his suspension unless the Executive Council directs otherwise.

(e) An order of suspension under this Ordinance shall not be deemed to be or construed as punishment for any purpose whatsoever.

(5) when an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary, Appellate or Reviewing Authority, as the case may be, may grant him for the period of his absence from duty;—

(a) if he is honorably acquitted, the full pay and allowances other than the travelling allowance to which he would have been entitled, if he had not been dismissed or removed or suspended, less the subsistence grant.

(b) if otherwise, such proportion of pay and allowances as the Disciplinary, Appellate or Reviewing Authority may determine;

(c) in a case falling under clause (a) the period of absence from duty will be treated as a period spent on duty. In a case falling under clause (b) the period may be treated as on duty or leave as may be due to him, but it will not be so treated unless the Disciplinary, Appellate or Reviewing authority directs accordingly.

(6) (a) No order imposing of the penalties specified in Section 43 of this chapter shall be made except after an enquiry held in the manner provided in the Ordinance.

(b) The disciplinary authority shall draw or cause to be drawn up—

(i) the substance of the imputation of misconduct or misbehavior into definite and distinct article or articles of charge;

(ii) a statement of imputation of misconduct or misbehavior in support of each article of charge which shall contain—

(iii) a statement of relevant facts including any admission or confession made by the employee;

(iv) a list of documents by which, and a list of witnesses by whom, the article (s) of charge are proposed to be sustained;

(c) the disciplinary authority shall deliver or cause to be delivered to the employee, a copy of the article (s) of charge and the statement of imputation of misconduct or misbehavior prepared under sub-paragraph (ii) and shall require the employee to submit to the disciplinary authority, or to the enquiring authority where an enquiring authority has been appointed by the disciplinary authority,

within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person;

(d) the disciplinary authority may in a case for the purpose of enquiry, appoint an Enquiring Authority and forward to it:

(i) a copy of the article (s) of charge and the statement of the imputation of misconduct or misbehavior.

(ii) a copy of the statement of witnesses, if any,

(iii) evidence proving the delivery of the documents mentioned in sub-paragraph (ii) to the employee;

(e) the employee shall appear *in person* before the disciplinary/inquiring authority on such day and at such time within ten working days from the date of receipt by him of the articles (s) of charge and the statement of imputation of misconduct or misbehavior as the disciplinary/ inquiring authority may fix by a notice in writing in *this* behalf or within such further time as the disciplinary inquiring authority may allow;

(f) if the employee who has not admitted any of the article (s) of charge in his written statement of defence appear before the disciplinary /inquiring authority, such authority *shall* ask him whether he admits or pleads guilty to any of the articles of charge and shall record the plea, *sign* the record and obtain the signature of the employee thereon. There-upon the disciplinary/ inquiring authority shall return the findings of *guilt* or otherwise in respect of these articles of charge to which the employee pleads guilty. The disciplinary/ inquiring authority shall, if the employee *fails* to appear within the specified time or refuses or *omits* to plead *guilty* or claims to be tried, require the University or its representatives to produce the evidence by which *it* is proposed to prove the article (s) of charge and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the *employee* needs such time for the purpose of preparing *his* defence;

(g) the employee shall thereafter–

(i) inspect within 5 working days of the order or within such further time not exceeding 5 working days as the disciplinary/inquiring authority may allow, the documents specified in the list referred to in this paragraph;

(ii) submit a list of witnesses to be examined on his behalf;

(iii) give a notice within 10 working days of the order or within such further time not exceeding 10 working days as the disciplinary/ inquiring authority may allow asking for the discovery or production of any documents which are in the possession of the authority but not mentioned in the list mentioned in sub-paragraph (ii);

(h) the disciplinary /inquiring authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the

documents are kept with a requisition for the production of documents by such date as may be specified in such requisition;

Provided that the disciplinary/inquiring authority may, for reasons to be recorded by it, in writing, refuse to requisition such of the documents as are, in its opinion, not relevant to the case;

(i) on receipt of the requisition referred to in sub-paragraph (g), every authority having the custody or possession of the requisitioned documents shall produce the same before the disciplinary/ inquiring authority;

Provided that if the authority having the custody or possession of the requisitioned documents is of the opinion for reasons to be recorded by it, in writing, that the production of all or any of such documents would be against the interest of the University, it shall inform the disciplinary/ inquiring authority accordingly and the disciplinary/ inquiring authority shall on being so informed communicate the opinion to the employee and withdraw the requisition made by it for the production or discovery of such documents;

(j) the disciplinary/ inquiring authority shall allow the employee an opportunity to cross examine the witnesses, if any, examined on behalf of the University in support of the charge and shall also allow the employee to examine such witnesses in support of his defence as may be considered relevant in the context of the charge;

(k) After the completion of the inquiry, the disciplinary/inquiring authority shall prepare its report which shall contain the following:—

(i) the article(s) of charge and the statement of imputation of misconduct or misbehavior;

(ii) the defense of the employee in respect of each article of charge;

(iii) assessment of the evidence in respect of each article of charge;

(iv) the findings on each article of charge and the reasons there of;

(l) (i) in such a case where the disciplinary authority is not authorised to impose the required penalty upon the employee, he shall forward his report together with records of the disciplinary proceedings to the Executive Council for consideration and necessary action. The Executive Council shall decide provisionally as to the punishment to be imposed upon the employee concerned, if it is proposed to punish the employee with any of the punishments viz dismissal, removal from service, reduction in rank or in time scale or grade or compulsory retirement. In all other cases, the Executive Council shall be entitled to pass a final order imposing any of the punishments upon the employee except those mentioned above;

(ii) if the inquiry has been conducted by an inquiring authority other than the disciplinary authority, then the inquiring authority shall forward the inquiry report together with the records of the inquiry proceedings to the disciplinary authority and the disciplinary authority shall consider the records of the inquiry and record its findings on each charge and thereafter the procedure mentioned in the sub-paragraph (l) (i) shall be followed;

(iii) If the Executive Council, having regard to the findings on the charges, is of the opinion that any of the punishments mentioned in sub-paragraph (1) (i) should be imposed and has recorded the provisional findings in that regard in the manner hereinbefore provided, it shall-

(a) furnish to the employee a copy of the report of the inquiry and a statement of its findings together with brief reasons for Executive Council's agreement, if any, with the findings of the disciplinary/inquiring authority;

(b) give him a notice stating the punishments proposed and the grounds thereof and calling upon him to submit within a specified time, such representation as he may wish to make on the punishment proposed, only on the basis of the evidence produced during the enquiry ;

(iv) The Executive Council shall consider representation, if any, made by the employee in response to the notice under clause (2) of sub-paragraph 1 (iii) and determine the penalty, if any, that should be imposed on the employee and pass such order as it may deem fit;

(v) an order passed by the Executive Council under sub- paragraph 1 (iv) shall be communicated to the employee in writing by the Registrar ;

(m) If more than one employee is involved in the allegations contained in the charge or charges for misconduct, the disciplinary authority may make inquiry in a common proceeding or direct that the inquiry in respect .of these employees be held in a common proceeding.

(7) Nothing in Section 45 of this chapter shall apply in a case where the Executive Council imposes any penalty enumerated in Section 41 on an employee–

(a) On the ground of conduct which has led to his conviction on a criminal charge or on the strength of facts or conclusion arrived at in a judicial trial;

(b) Who has absconded or where, for other reasons, it is impracticable to communicate with him.

(8) Any of the following acts of an employee shall be construed as an act of misconduct:

(a) gross negligence in the discharge of duties;

(b) willful insubordination or disobedience to a reasonable order of a higher authority or breach of discipline;

(c) theft, fraud or dishonesty in connection with the property of the University;

(d) giving false information regarding one's name, father's name, age, qualifications, previous service etc, at the time of employment;

(e) habitual late attendance or willful absence from duty without leave or sufficient causes;

(f) taking or giving bribes or any illegal gratifications or indulging in corrupt practices;

(g) indecent behavior or any other act subversive of discipline;

(h) assaulting or intimidating any employee of the University;

(i) sabotage or willful damage to or causing loss of goods or properties of the University;

(j) spreading false information with a view to cause disruption of the normal work of the University;

- (k) unauthorized use of land and building of the University;
 - (l) conviction in a Court of Law for offence involving moral turpitude;
 - (m) breach of rules and regulations, orders and circulars of the University or of any of the higher authorities;
 - (n) abatement or attempt to commit any of the acts of misconduct;
 - (o) any other ground which may be considered by the Executive Council to be detrimental to the interest of the University or the institution he is serving.
- (9) Whenever a complaint is made against an employee of the University about the committing of an act of misconduct, it shall be competent for the disciplinary authority described hereinbefore, to carry out a preliminary inquiry before commencing the formal disciplinary proceedings referred to hereinabove. Such preliminary inquiry may be made either by the disciplinary authority himself or by some other person(s) authorised by the said authority to carry out the inquiry. Such person (s) need not be connected with the University. This preliminary inquiry will be in the nature of a fact finding inquiry for the purpose of enabling the disciplinary authority to ascertain whether there is a prima facie case which will justify the commencement of formal disciplinary proceedings. The disciplinary authority, however, need not carry out such preliminary enquiry, if the said authority does not consider it to be necessary. It shall be competent for the Executive Council for good and sufficient reason, to direct the Vice-Chancellor or the Registrar to initiate either a preliminary inquiry or formal disciplinary proceedings against any of the employees of the University.
- (10) An appeal against an order imposing any of the penalties by the Executive Council except the punishment involving termination of service by way of dismissal or removal or compulsory retirement shall lie to an Appellate Authority to be constituted with three persons by a resolution of the Executive Council. At least one of these three persons shall be an outsider. Such appellate authority shall be appointed for such term and on such other terms and conditions with regard to the holding of office by the members of the Committee and with such staff as the Executive Council may determine by resolution.
- (11) An appeal against an order of dismissal or removal or compulsory retirement shall be made to the Tribunal constituted under section 33 of the Act.
- (12) No appeal preferred under Section 50 and Section 51 shall be entertained unless such appeal is preferred within the period of three months from the date on which a copy of the order, appealed against, is delivered to the employee concerned;
- Explanation:– The word “delivered” in this ordinance shall mean and include sending of the order to the employee concerned by registered post with acknowledgement due and a lapse of a period of 30 days from the date of posting of the order, if the employee concerned does not otherwise acknowledge in writing the receipt of the order or if he refuses to accept the order sent by registered

post; Provided that the Tribunal or Appellate Authority, as the case may be, may entertain an appeal after the expiry of the said period if sufficient cause for not preferring the appeal in time is shown.

- (13) (a) Every person preferring an appeal shall do so separately and in his own name and shall submit five copies of the appeal.
- (b) The appeal shall be presented to the authority to whom the appeal lies and it shall contain all materials, statements, together with a copy of the order sought to be appealed against and documents on which the appellant wants to rely. The language in the petition of appeal shall not be disrespectful or improper and shall be complete in itself
- (c) The authority which made the order appealed against, on receipt of a copy of the appeal, forward its comments thereon, if any, together with the relevant records to the Tribunal or Appellate Authority without any avoidable delay.
- (d) The Tribunal/Appellate Authority shall regulate its own procedure in the matter of hearing and disposal of the appeal.
- (14) (a) An employee, who is not on contract service, may at any time resign from his employment upon giving one month's notice in writing, provided no teacher shall be normally relieved during the course of the academic year unless the Executive Council decides otherwise in any individual case. If he is an officer or a teacher not below the rank of Professor, six months notice in writing will be required. In default, the employee concerned, unless Executive Council decides otherwise in any individual case, shall be liable to refund to the University an amount equal to his total emoluments for the shortfall of the period of notice. The Executive Council shall, however, have the right to deduct the same amount from his dues, if any, from the University.
- (b) On the termination of the service of an employee for whatever cause, the employee shall pay to the University any money that may be due from him, deliver to the authorities of the University all books, apparatus, records, and such other articles belonging to the University as may be in the possession at the time and take clearance certificate from the Registrar. In case of default on the part of such employees, the Executive Council shall have the right to deduct the money or the value of articles from his dues from the University.
- (15) An employee shall make a declaration of his age at the time of his entry into service based on his Matriculation, School Final, Secondary, Higher Secondary, Senior Cambridge or any other certificate approved by the Executive Council and in the case of non-Matriculates such other documentary proof as may be acceptable to the authority concerned upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

PART-V

ORDINANCES RELATING TO OTHER SERVICE CONDITIONS

30. Other service conditions:–

(1) The increment in pay though provided for in the grade cannot be claimed as a matter of right but has to be earned by such employee by approved service. Every employee shall normally be paid the increment that may fall due according to the grade pay rules unless the same has been withheld by the university in terms of provisions as laid down in these Ordinances.

(2) Where an efficiency bar has been prescribed the increment next above the bar shall not be given to an employee without specific sanction of the Executive Council on the positive recommendation of the Vice-Chancellor in the case of Officers and Teachers and the Registrar in the case of Non-teaching staff in consultation with the Head of the Department or section concerned.

(3) The period of leave granted without pay shall not be taken into reckoning for the purpose of regular grade increment.

(4) An employee of the University who is injured in discharge of his official duty shall be entitled to all medical expenses and charge for conveyance incurred in connection therewith as may be approved by the Executive Council. The amount of medical expenses shall be determined according to the rules of the State Government applicable to their employees or as determined by the Executive Council.

(5) (a) Officiating allowance shall be admissible for all categories of staff other than Teachers. Such allowances shall be admissible only if a member has to do the work of another member holding a higher post carrying a higher scale of pay, provided that the duration of such officiating is not less than 30 days.

(b) If a person holding a substantive appointment is allowed to officiate in a post carrying a higher grade or higher fixed pay, the officiating allowance shall be a sum equal to the total of his grade pay or his fixed pay, as the case may be, together with his personal allowance (if any), and one fifth of the minimum of the grade or fixed pay, as the case may be, of the second post. Provided, however, that the officiating allowance along with the pay etc. shall in no case exceed the maximum of the grade or the fixed pay, as the case may be, of the second post. If any compensatory allowance be attached to the second post, he will be entitled to that also.

(c) Officiating arrangements may only be made in the case of a person who is holding a substantive appointment. A person who is holding either a temporary appointment or is already officiating in a lower post shall not be eligible to officiate in the next higher post.

(d) Any substantive post in the Non-teaching staff falling vacant may be filled by a permanent employee in the rank next below in an officiating capacity purely as a temporary measure.

(e) Such officiating arrangement will be made subject to the following conditions:

(i) No officiating arrangement will be made against any post expected to remain vacant for less than one month.

(ii) Officiating incumbent will be selected on the basis of seniority from amongst the permanent employees in the section/ department concerned in which the post falls vacant provided that the employee so selected is holding a substantive post below that in which he is to officiate:

Provided further, that he should, in the ordinary course, be eligible for promotion to that post. No employee will be permitted to officiate in a post for which he is not eligible for appointment in accordance with the rules for promotion.

(6) Any permanent employee of the University, on the completion of 15 continuous years of loyal and faithful service of the University, shall have the option of voluntary retirement with benefits of provident fund, gratuity and such other amenities as would be admissible on the date of retirement and a pension calculated on the basis of last pay drawn.

(7) The University shall maintain a Service Book, in duplicate, in Form No. I, in respect of every employee. The duplicate copy of the said Service Book, duly filled in, will be supplied to the employee concerned. There shall also be a Character Roll maintained in Form No.2 for the purpose of confirmation of an employee on completion of Probationary period, if any.

SERVICE BOOK

Form No. 1

[Vide Section 60]

Self signed Passport size Photograph of the employee to be Affixed here
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PART-1

Name of the employee:

Department/section:

Designation:

Address :

(a) Permanent:

(b) Present:

Father's/Husband's name with residential

Date of commencement of service:

Date of Birth by Christian era as entered into the

Age Register (the document on the basis whereof
the age has been admitted should be recorded):

Date of attaining the age of retirement:

Educational Qualifications:

Exact height by measurement:

Personal marks for identification, if any:

Signature of the employee (in the case of an illiterate non-teaching staff. Left thumb impression should be affixed and the same be duly certified by the Appointing Authority):

Signature of the Appointing Authority:

**PART-II
HISTORY OF SERVICE**

Name of the post	Scale of pay with stage of increment	Whether post is permanent or temporary	Nature of appointment permanent/temporary/officiating	Date of appointment	Pay/special pay/personal pay if any	Date of termination of appointment	Reason for termination of appointment (such as promotion/resignation/dismissal etc.	Nature and duration of leave taken	Record of appreciation/reward/praise/punishment if any	Signature (with date) of the employee	Signature (with date) of the appointing authority
1	2	3	4	5	6	7	8	9	10	11	12

Form No. 2

[Vide Section 60]

CONFIDENTIAL

Annual Report of the employee for the year.....

..... Department/Branch

Name :

Designation :

Scale of pay : Rs.

Date of Joining :

Date of birth :

Report of the Controlling Officer/Dean of the Faculty	
Assessment on	Remarks (only the following terms as may be applicable should be used-Very good; Good ; Average; Poor)

Section A	1. Knowledge - (a) of Branch/Section/Unit (b) of Department	...
	2. Personality and force of Character	...
	3. Power of taking responsibility	...
	4. Power of supervising staff	...
	5. Judgment	...
	6. Initiative	...
	7. Efficiency	...
	8. Attendance	...
	9. Devotion to duty	...
	10. Conduct & amenability to discipline	...

Section B

General remarks, if any, on outstanding nature of work done by the employee or special qualification not included above

Confirmation of the employee (only recommended/not recommended, as may be applicable, should be written).

I herein certify that in my opinion and to the best of my knowledge and belief the performance reports of the employee is as stated above.

Signature of the Controlling Officer/ Dean of the Faculty initiating the Report.

Date :

Designation

General
Decision of the Executive Council/Remarks of the Appointing Authority

Date :

(Signature

Office Seal

NOTES

Section A

Insert in this column any of the following markings as may be deemed fit against each item: Very good; Good; Average; Poor.

This report is to be regarded as confidential; but a poor marking against any item must be communicated in duplicate by the Registrar to the employee concerned. The employee should be required to sign and return to the Registrar one copy of intimations of Poor markings as evidence that he has been notified.

Every effort should be made to arrive at a just estimate of the qualities of the employee at the time the report is made. The person authorised to initiate the report should rely on his own judgment and experience, and should, in no circumstances have access to previous reports, if any, on the same employee.

The report shall be based on the work of the employee during the year under review and should contain no reference to matters unconnected with such work. The observations made should have a basis on facts which may or may not be specified in the report.

Chapter – V

The University Ordinances relating to the Rules for the Institution of Provident Fund or Other Funds for the benefit of the Teachers, Officers and other Employees of the University

31. Provident Fund:–

- (1) These Ordinances may be called the ordinances relating to the “Diamond Harbour Women’s University General Provident Fund”.
- (2) These Ordinances shall apply to teachers, officers and other non-teaching staff of the Diamond Harbour Women’s University who have been appointed on whole time basis against the posts and scales as approved by the State Government from time to time.
- (3) In these Ordinances unless there is anything repugnant in the subject or the context,
 - (i) Basic Pay means the Pay Band plus Academic Grade Pay / Grade Pay which is admissible to be drawn by an employee monthly and which corresponds to a stage in the time scale of pay as approved by the State Government and attached to the post held by him / her similarly approved by the State Government.
 - (ii) Employee means teacher, officer and other non-teaching employee of the University who has been appointed on whole time basis against the posts and scales as approved by the State Government from time to time.
 - (iii) Competent Authority means the Diamond Harbour Women’s University Executive Council.
 - (iv) Leave means any kind of leave admissible to an employee under the Ordinances applicable to him / her.
- (4) Any other expression used in these Ordinances which is defined either in the Provident fund Act, 1925 (Act XIX of 1925) or in the West Bengal Non-Government Educational Institution & Local Authorities (Control of Provident Fund of Employees) Act, 1983 (West Bengal Act XXXIX of 1983) used in the sense defined therein.

32. Constitution and Administration of Fund:–

- (1) The fund shall be created by opening of a Provident Fund Deposit Account in Government Treasury at Diamond Harbour Treasury-in favour of the Finance Officer, Diamond Harbour

Women's University in terms of the West Bengal Non-Government Educational Institution & Local Authorities (Control of Provident Fund of Employees) Act, 1983 (West Bengal Act XXXIX of 1983).

(2) Subject to the control of the University, the administrative and management of the General Provident Fund shall vest in the Executive Council which may from time to time make such rule or issue such general directions as may be consistent with the Regulation for the proper administration and management of the Fund or for defining the responsibilities and the privileges of the subscribers.

(3) Subject to the directions, if any, of the Executive Council/Governing Board, the Finance Officer shall operate the General Provident Fund on behalf of the University and shall have the power to do all such things as may be necessary for this purpose, provided that, in the event of the Finance Officer not being available, the Vice-chancellor and the Registrar shall also severally have the power and authority to operate the accounts or the investments, if any, relating to the Fund.

33. Nomination:—

(1) Every subscriber shall sign a Declaration Form in Form No.1 (Annexure 1) to the effect that he/she has read the General Provident Fund Ordinance and he/she agrees to bind himself/ herself and his/her nominees, legal heirs to abide by the provisions thereof. He/she shall also complete and file with the Finance Officer his/her nomination in Form No.3 (Annexure – 3), as may be appropriate in each case, after entering therein the name or names of the person or persons to whom he/ she wishes the accumulated amount in respect of his/her Provident Fund account to be paid in the event of his/her death. The subscriber in the presence of two witnesses (who shall certify that the subscriber has signed in their presence) shall sign every such nomination.

(2) A Subscriber may at any time cancel, revise or modify his nomination by a fresh nomination in Form No.3 (Annexure-3), filled in the manner mentioned in the Ordinance 7.

(3) A subscriber shall, in his/her nomination, provide for the disposal of the whole of the accumulated amount in his/her Provident Fund account at the time of his/her death and shall separately specify the share thereof to be paid to each nominee.

(4) No subscriber shall assign in his/her nomination any share of the accumulated amount in favour of a person who is not a member of the subscriber's family if the subscriber has any member of his/her family alive on the date of such nomination.

(5) If at the time of the death of a subscriber, any member of his/her family be surviving, any nomination assigning a part or the whole of the accumulated amount in his/her account to any person who is not a member of his/her family shall be void to that extent.

(6) If at the time of making nomination the subscriber has no family, the nomination shall become void in the event of his/her subsequently acquiring a family and he/she shall have to make a fresh nomination.

34. Family Means: –

(1) In the case of a male subscriber, the wife or wives and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber:

Provided that, if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these Ordinance relate, unless the subscriber subsequently indicates by express notification in writing to the Registrar of the University that she shall continue to be so regarded for the purpose of this Rule.

(2) In the case a female subscriber, the husband and children of the subscriber, and the widow or widows and children of a deceased son of the subscriber: Provided that if a subscriber by notification in writing to the Registrar of the University expresses her desire to exclude her husband from her family, the husband shall thenceforth be deemed to be no longer a member of the subscriber's family in matters to which these Ordinance relate, unless the subscriber subsequently cancels formally in writing her notification excluding him.

(3) Here "children" mean legitimate children. An adopted child shall be considered to be child when the Registrar of the University is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.

(4) When the subscriber leaves no family, nomination made by him/her in favour of any person or subsists, the amount standing to his/her credit in the fund or the part thereof to which the nomination relates, shall become payable to his nominee or nominees in the proportion specified in the nomination.

(5) All nominations and a Register of Nominations shall be kept in the safe custody of the Finance Officer.

35. Subscription to General Provident fund by the employees:–

(1) For being eligible to subscribe to the Fund, the service of an employee in Diamond Harbour Women's University should have to be confirmed by the University authority. Every new subscriber at the time of admission to the Fund will have to apply in the Form No.2: Option Form for Subscription to General Provident Fund (Annexure – 2).

(2) Every employee of the University will be required to subscribe to the General provident Fund at the rate of 8.33 per cent of basic pay (minimum) and 20 per cent of basic pay (maximum) or as per the Rules of the Government of West Bengal as approved by the Diamond Harbour Women's University Executive Council, with no contribution from the University. Such subscription shall be deducted from his/her pay when he/she draws the same and credited to his/her account in the Fund. The amount of subscription to be paid in anyone installment shall be rounded off to the nearest rupee.

- (3) Unless there is any specific provision to the contrary contained in the terms of the contract of his/her service, no employee shall have the right to subscribe to the Fund if he/she has been appointed to the post he/she holds for a term not exceeding one year or has been appointed to a post under a project or agencies and was not a subscriber to the Fund before such appointment.
- (4) When an employee was a subscriber to General Provident Fund with his/her previous employer, the accumulated balance in his/her previous account shall be transferred to the Provident Fund Deposit Account of the Diamond Harbour Women's University. In case of Contributory Provident Fund, the accumulated amount standing at the credit of the employee indicating therein the employee's portion and the employer's portion of contributions, mentioning the amount of withdrawal outstanding if any, may be transferred to this Fund.
- (5) Notwithstanding the provisions made in the foregoing Ordinances, in the case of an employee initially appointed for a term of one year or less which is extended beyond one year without interruption, if the employee does not come under the purview of the rule 18, he/she shall be allowed to subscribe to the General Provident Fund from the date of his initial appointment and pay the arrear subscription in such monthly installments, not exceeding twelve, as the Finance Officer may decide.
- (6) No interest will be admissible on such arrear contribution on retrospective basis.
- (7) The privilege allowed to an employee in terms of this rule to subscribe to Provident Fund, shall not entitle him/her to confirmation in service, by itself.
- (8) If a subscriber is on leave without pay, no subscription shall be payable for the period of such leave. During suspension period of a subscriber his/her subscription to the Fund is to be deducted from his/her subsistence allowance at his/her request in writing.
- (9) Option for change of the amount of subscription to the General Provident Fund will be entertained only in the months of February and June for deduction from salary payable for the months of March and July respectively.
- (10) Subscription towards General Provident Fund shall be stopped compulsorily three months before the date of retirement so that processing for final payment can be commenced three months preceding the date of retirement.
- (11) The amount of employees' subscription shall be deposited with the Diamond Harbour Treasury, Diamond Harbour-743331 in the manner prescribed by the West Bengal Non-government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Act, 1983 (West Bengal Act XXXIX of 1983) and the Rules made there under or by any subsequent order issued by the State Government in this respect. Exception, however, may be made where such exception has been accepted by the State Government. While depositing the amount of Provident Fund and further accruals thereto to the Diamond Harbour Treasury, as also in operating the Provident Fund, the

(12) Procedure prescribed in the West Bengal Non-Government Educational Institutions and Local Authorities (Control of Provident Fund of Employees) Rules, 1984 and the directions issued, from time to time, by the State Government in this behalf shall be followed except in those cases where such exception has been accepted by the State Government.

(13) The Operating Officer of the Diamond Harbour Women's University, while preparing the pay bills of the employees for any period / month, shall indicate therein separately (a) the amount of Provident Fund subscription, and (ii) the amount of installment of advance, if any, recovered from each subscriber.

(14) No deduction on account of subscription to the Provident Fund shall be made from the monthly pay bill of an employee unless an Account Number is allotted in his/her favour.

(15) The total amount of Provident Fund subscription / installment of advance shall be entered on the first page of the pay bill, as an item to be deducted from the gross of the pay bill.

(16) The amount of subscription to the Provident Fund and the amount of the advance recovered shall also be entered into a "Schedule of P.F. Deduction" in the Form No.4 (Annexure-4) which shall be attached with the challan while making deposits in three copies to be utilized as follows:

(a) One copy to be retained by the Diamond Harbour Treasury.

(b) One copy to be retained by the Authority of the Diamond Harbour Women's University.

(c) One copy to be sent to the Director of Pension, Provident Fund and Group Insurance.

36. Payment of Interest:

Every subscriber to the fund shall be entitled to get interest on the balance in his/her Provident Fund Account at such rate as may be declared, from time to time, by the State Government. Such interest shall be calculated in the manner as prescribed by the State Government from time to time. After the end of March every year, the interest which accrued during the preceding twelve months shall be credited to the account of such subscriber after the claim for interest is sanctioned and released by the Director of Pension, Provident Fund and Group Insurance. However, no interest shall accrue on the accumulated amount after the expiry of six month from the date on which the final payment becomes due.

37. Provident Fund Accounts & Accounting Procedures:

(i) The Deposit Account shall be purely Banking Account for the purpose of transaction under the Provident Fund deposits of employees of Diamond Harbour Women's University. All receipts and withdrawals from the Provident Fund account of the employees shall be credited or debited to the Provident Fund Deposit Account under the Major heads and Sub-heads given below:

(a) Receipt Side for Subscription / Recovery / Contribution

8336-00-800-001-19

(b) Disbursement Side for Withdrawal

8336-00-800-001-23

- (ii) The limit of the withdrawals from the Deposit Accounts shall be credit balance of the respective deposit account standing in favour of the Diamond Harbour Women's University at the material point of time.
- (iii) The Government shall be liable only to the extent of fund deposited in the respective Deposit Account by the Diamond Harbour Women's University, and shall not be liable for any irregularity or omission in respect of provident Fund matter made by any competent authority of Diamond Harbour Women's University.
- (iv) All deposits in the Deposit Accounts shall be made through Challans and withdrawals there from shall be made by cheques to be drawn by the Finance Officer of Diamond Harbour Women's University favoring the subscriber upon sanction by the competent authority.
- (v) Diamond Harbour Women's University shall maintain account for each subscriber and shall reconcile the figures with the Diamond Harbour Treasury every month by sending a statement showing subscriber-wise position.
- (vi) The Finance Officer, Diamond Harbour Women's University shall verify the balances of the Provident Fund Deposit Account at the end of each month with the Diamond Harbour Pay and Accounts Office balance. Similarly at the end of the financial year, the balance shall be verified with reference to Diamond Harbour Treasury figure and certificate of balance shall be forwarded to the Accountant General (A&E), West Bengal through Diamond Harbour Treasury by the 15th May of the next financial year.
- (vii) The Finance Officer shall maintain a Personal Ledger account in Form No.5 (Annexure-5) with respect to each subscriber and all subscription made and interest accrued to the credit of the account of the subscriber and also all withdrawals made there from and all refunds of withdrawals made by the employees thereto shall be entered in such Personal Ledger Account.
- (viii) A statement of the accumulated amount in the account of each subscriber shall be furnished to him/her in Form No.6 (Annexure-6) as early as possible at the end of each financial year. If a subscriber wishes to point out any mistake or discrepancy in the statement so furnished, he/she shall bring it in writing to the notice of the Finance Officer within one month from the date of receipt of the statement. If no such objection is received, the statement shall be deemed to have been accepted as correct by the subscriber and any subsequent representation objecting to the correctness for the statement shall be liable to be rejected summarily.
- (ix) At the close of each financial year the authorities of Diamond Harbour Women's University shall prepare a consolidated Annual Statement of Accounts in Form No.7 (Annexure-7) and send it to the Director of Pension, Provident Fund and Group Insurance to claim interest on Provident Fund Deposit and for allotment of fund for payment of interest.

- (x) The Finance Officer shall maintain an account showing all receipts to and disbursements and all refunds due from the Fund and such account shall be audited once a year in such manner as the Executive Council / Governing Board may decide.

38. Refundable / Temporary Advance:

- (1) The Vice-Chancellor may sanction an advance to a subscriber on an application made by him/her in Form No.8 (Annexure-8) from the accumulated amount in his/her account subject to the following conditions:
- (2) The total amount of such advance at any time shall not exceed three months basic pay or fifty per cent of the amount standing at the credit of the subscriber in the fund whichever is less.
- (3) The purpose of the advance shall be to meet expenses in connection with anyone of the following events:
- (i) Illness of the subscriber or a member of his/her family including any person solely dependent on him;
 - (ii) Marriage of self or son's/daughter's marriage;
 - (iii) Any rituals, which by the religion of the subscriber, is obligatory upon him/her to perform;
 - (iv) Purchase of a residential house site or house, or repair / addition / alteration of house, or repaying any loan taken expressly for the said purpose, or
 - (v) Education of children in post school stage.
- (4) The Vice-Chancellor may in case of urgent necessity and on the recommendation of the Finance Officer allow a subscriber a further advance or advances from the Fund although any part of a previous advance may be outstanding provided that the total amount due from the subscriber in respect of all such advances including the present advance shall at no time exceed seventy five per cent of the total amount standing at the credit of the subscriber in the Fund.
- (5) An advance shall be recovered from the subscriber in such number of equal monthly installments as the Vice-Chancellor may direct. However, such number shall not be less than twelve months, unless the subscriber so chooses, or, in any case, not more than twenty-four months. An installment shall not include any fraction of a rupee, the amount of the advance being suitably adjusted, if necessary, to ensure this. Direct re-payment in lump sum may be allowed subject to acceptance by the Sanctioning Authority.
- (6) When an advance is sanctioned before payment of the last installment of any previous advance, the balance of any previous advance not recovered shall be added to the advance so sanctioned and the installments for recovery shall be fixed with reference to the consolidated amount.
- (7) No interest shall be payable on advances from the Fund.
- (8) In the event of retirement or death of a subscriber before the advance is repaid in full, the amount still outstanding shall automatically be converted into non-refundable advance.

(9) Recovery of an advance shall commence on the first occasion after the advance is made in which the subscriber draws pay for a full month. Recovery shall not be made except with the subscriber's consent while he/she is on long leave or in receipt of subsistence allowance.

(10) Recoveries of advances shall be credited, as they are made, to the subscriber's account in the Fund and the amount be deposited to the Government Account as per the Rule 26 except in the cases where such exception has been accepted by the State Government.

(11) If the Vice-Chancellor applied for an advance from the accumulated amount in his/her account the sanctioning authority shall be the Governing Board of the University, which shall also decide any other issues relating to such advance on the basis of these Ordinances.

39. Non-refundable withdrawal /Advance before Retirement:–

(1) An employee may draw a non-refundable advance for special purposes at any time after completion of fifteen (15) years of service or within ten (10) years before the date of his/her retirement on superannuation whichever is earlier.

(2) Such non-refundable withdrawal may be sanctioned by the Vice-Chancellor for one or more of the following purposes on application made by the employee in Form No.8 (Annexure-8):

(i) For education outside India for academic, technical, professional or vocational course beyond High School stage of the subscriber, or for any child of the subscriber,

(ii) For any medical, engineering or other technical or specialized course in India beyond High School stage of the subscriber provided the course of study is not for less than three years, or for any child of the subscriber.

(iii) For meeting the expenditure in connection with marriage of the subscriber or his/her sons or daughters and any other female relations actually dependent on him/her,

(iv) For building or acquiring a house or ready built flat for his/her residence including cost of the site, if any.

(v) For repaying an outstanding amount on account of loan expressly taken for building or acquiring a suitable house or ready built flat for his/her residence.

(vi) For purchasing a house-site for building a house thereon for his residence or repaying any outstanding amount on account of loan expressly taken for this purpose.

(vii) For reconstruction, renovation or making addition or alteration of the existing house owned by the subscriber.

(3) Any sum withdrawn by a subscriber in terms of the Ordinance 41 and 42 shall not exceed seventy five per cent of the accumulated amounts standing to the credit of the subscriber's account.

(4) A subscriber, after making non-refundable withdrawals, will have to satisfy the sanctioning authority within six months that the whole of the amount withdrawn has been utilized for the purpose for which it was withdrawn. If he fails to do so, the amount withdrawn or so much thereof as has not been utilized for the purpose of withdrawal will be refunded forthwith in one lump sum.

40. Final Withdrawal:

(1) Every subscriber on his/her retirement on superannuating shall be entitled to receive the accumulated amount in his/her account calculated up to the date of his retirement subject to the right of the University to deduct there from any sum due from the subscriber, provided that the total sum so deducted shall not exceed the total of all subscriptions made by the subscriber to the account and any interest accrued thereon.

(2) Final withdrawal shall also be allowed in the following cases:

(i) Death during service.

(ii) Resignation.

(iii) Termination of appointment due to abolition of the post, or to expiry of the term of the contract of service.

(iv) Retirement on medical grounds.

(v) Termination of service on disciplinary ground.

(vi) Employees missing / disappearing.

(3) When a subscriber is suddenly missing or disappearing and his/her whereabouts are not known, the balance to the credit of his/her General Provident Fund account can be paid to his/her family having regard to the nomination made by the employee after one year from the date of such missing / disappearing as per the report of the Police Station subject to the following conditions:

(i) The family must lodge a report with the Police Station concerned and obtain a report that the employee has not been traced after all efforts have been made by the Police.

(ii) An Indemnity Bond shall be taken from the nominee / dependents of the employee to the effect that the payment will be adjusted against the payments due to the employee in case he/she reappears and makes any claim.

(iii) Interest will be allowed on the balance to the credit of such subscriber's General Provident Fund account up to six months from the date the report has been obtained by the family from the Police Department that the employee has not been traced after all efforts have been made by the Police or till the payment is made whichever is earlier.

(iv) No final withdrawal will be allowed in case the employee resigns and joins other organization where continuity of service is allowed for the purpose of retirement benefits. In such cases, the balance to the credit of his/her General Provident Fund account should be transferred to the organization where he/ she joins if his/her application has routed through proper channel and competent authority accords proper permission.

(v) Lien period shall count toward service for the purpose of retirement benefits, as prescribed or may be prescribed by the University or the State Government. The Provident fund balance held in the credit of such subscriber shall continue to earn interest at the rate last granted till the date of superannuating or termination of lien, whichever is earlier.

(vi) Every application for final withdrawal of the accumulated amount at the credit of a subscriber shall be made in Form No.9 (annexure-9).

41. Payment of death of the employee:

(1) On the death of a subscriber the accumulated amount in his/her account shall, subject to the provisions of Rule II, be paid in accordance with the terms of the subscriber's nomination to his/her nominees surviving on the date of his/her death or to their legal heirs in equal share in the absence of nominees.

(2) If any of the nominees of the subscriber has predeceased him/her, the whole of the amount which would have been payable to such nominee had he/she been surviving on the date of the death of the subscriber shall be paid to such other person (referred to hereinafter as a substitute nominee), if any, on whom the right to receive such payment has been conferred in accordance with the relevant provisions of the Provident Funds Acts, 1925.

(3) If there are no nominee or substitute nominees surviving at the time of the death of the subscriber, the accumulated amount shall be paid to the subscriber's legal heirs or such other person or persons as may be declared by a competent Civil Court to be entitled to receive the same, provided that if the amount does not exceed Rs.20,000/- it may be paid to such person or persons as the Executive Council may consider to be the proper person or persons to receive the same on submission of an Indemnity Bond.

42. Assignment or Encumbrance:

(1) Subject to the provisions of the Provident Fund Act 1925, the University shall not be bound by, or recognize, any assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulated amount in accordance with the Diamond Harbour Women's University General Provident Fund Ordinance.

(2) A deposit in the Provident Fund shall not in any way be capable of being assigned to Criminal Court in respect of any debt or liability incurred by the subscriber, and neither the Official Assignee or any Receiver appointed under the Provincial Insolvency Act, 1920 shall be entitled to or have any claim on any such compulsory deposit.

43. Resolution Dispute:

(1) Subject to the provisions of the Provident Fund Act, 1925 and the West Bengal Non-Government Educational Institution and Local Authorities (Control of Provident Fund of Employees) Act, 1983 and the Rules made there under, every question arising in respect of the interpretation of these Ordinances shall be decided by the Executive Council whose decision shall be final. In case of any confusion the matter may be referred to the State Government for decision.

(2) All subscribers to the Fund and their nominees, legal heirs shall be bound by the provisions of the Diamond Harbour Women's University General Provident Fund Ordinance and the Ordinance made

or directions issued, if any, as amended or revised from time to time, by the Executive Council or the State Government, as the case may be.

Chapter-VI

The University Ordinances Relating To Pension / Family Pension

44. Preliminary:– (1) These Ordinances may be called the Ordinances relating to Pension/ Family Pension for the benefit of the teachers, officers and other employees of the university under the Diamond Harbour Women’s University.

(2) In these Chapter, unless the context otherwise requires:-

(i) “Employee” means any Whole- time Officer (including Vice Chancellor), teacher or other non-teaching employee who is appointed by the university on whole time basis against the posts and scales as approved by the State Govt. from time to time.

(ii) “Family”, for the purpose of ‘Family pension’ means and includes following relatives of an employee.

(i) Wife, (ii) husband, (iii) minor sons including adopted sons, (iv) unmarried minor daughters including adopted daughters (v) dependent parents.

Note: Adoption or marriage after retirement to be recognized for the purpose of Family Pension

(3) An University employee retiring in accordance with the provision of West Bengal State aided Universities (Death-Cum-Retirement Benefit) Scheme, 1999 with reference to G.O. No. 85-Edn(U) dated 31.01.2000 read with W. B. State Aided Universities (Death-Cum-Retirement Benefit) Scheme, 2010 with ref. to G.O. No. 464-Edu(U) dt-13.08.2010 and G. O. No. 711(30)-Edu(U) dt-21.12.2010, after completion of minimum qualifying service of 10 years, shall be entitled to Pension and Family Pension.

(4) An University employee who has rendered minimum qualifying service of 20 years shall be entitled to full Pension at the rate of 50% of the last basic pay drawn subject to a maximum of Rs. 37,500/- per month or as revised by the state Govt. from time to time.

(5) An University employee who at the time of retirement has rendered qualifying service for 10 years or more but less than 20 years proportionate reduction shall be made while calculating the amount of Pension

(6) The maximum and minimum amount of monthly Pension will be governed by the Government order made from time to time.

(7) Continuous service of whole time employee in a post and scales as approved by the State Govt. in any State –aided University in West Bengal shall count as qualifying service.

(8) Continuous service rendered by an employee in an approved whole time post in any State Government establishment or Govt./aided /sponsored College affiliated to the State –aided University in West Bengal and other Research Institute of repute run fully or partly with the financial assistance

of the State Government and within the administrative jurisdiction of the Government of West Bengal will count towards the qualifying service.

(9) Approved whole time service including approved service on leave or deputation vacancy in one or more Universities or colleges (Aided/ Sponsored) or Govt. establishment shall count towards pension subject to fulfillment of other conditions for grant of pension.

(10) All periods of authorized leave other than extra ordinary leave without pay shall count towards qualifying service.

(11) Periods of suspension followed by reinstatement shall count towards qualifying service provided that it is treated as duty. Otherwise it shall not count towards qualifying service.

(12) Family Pension will be calculated at the rate of 30% basic pay last drawn by the employee subject to a maximum of Rs 22,500/- per Month or as revised by the state Govt. from time to time.

(13) The maximum and minimum amount of monthly Family Pension will be governed by the Government order issued from time to time.

(14) Lien period shall count toward service for the purpose of retirement benefits and other consequential benefits.

(15) A pension fund namely 'Diamond Harbour Women's University Pension Fund' shall be opened and all payments of pension and gratuity shall be charged from this fund.

Chapter-VII

The University Ordinances Relating To the Gratuity

45. Gratuity:—

(1) These Ordinances may be called the Ordinances relating to Gratuity for the benefit of the teachers, officers and other employees of the university under the Diamond Harbour Women's University.

(2) In this Chapter, unless the context otherwise requires:-

(i) "Employee" means any Whole- time Officer (including Vice Chancellor), teacher or other non- teaching employee who is appointed by the university on whole time basis against the posts and scales as approved by the State Govt. from time to time.

(ii) "Family", for the purpose of 'Family pension' means and includes following relatives of an employee.

(a)Wife, (b) husband, (c) minor sons including adopted sons, (d) unmarried minor daughters including adopted daughters (e) dependent parents.

(3) The University may pay to an employee a sum of money on the retirement of such employee as gratuity in addition to Provident Fund money. The authority of sanctioning of any amount as Gratuity will be the Executive council.

(4) The amount of gratuity will be an ex-gratia payment in consideration of loyal and meritorious service and cannot be claimed as a matter of right.

(5) No Gratuity will be payable to an employee against whom any disciplinary action has been taken during the tenure of his service unless the same is specifically permitted by the Executive council.

(6) The amount of gratuity will be calculated by multiplying half of the basic pay including grade pay and dearness allowance of the employee drawn by him on the date of retirement by the number of years of service put in by the employee subject to a maximum of Rs.6 lakhs vide G.O. No. 711(30)-Edu (U) dt.21.12.10 or as revised by the State Government from time to time.

(7) In the case of an employee eligible for Gratuity, the period of Lien / Leave on Deputation / Study Leave/ Special Leave shall not be counted for the purpose of Gratuity if he does not report back for duty from such Leave. Provided, however, the failure to report back for duty is not due to death/ disability/ any other cause deemed adequate by the executive Council.

(8) Gratuity will be payable to the family of an employee, defined by clause 3(d), in the event of the employee's death before retirement.

Annexure – 1

FORM NO. – 1

[Vide Memorandum No.85-Edn (U) dated 31.01.2000]

Diamond Harbour Women's University, Diamond Harbour

(See G.P.F Ordinance No.7)

DECLARATION

I, Shri/Smt. _____

_____ declare that I have joined the University service on and from _____

_____ as _____ of Department and my retirement benefit (Pension-cum-Gratuity) will be governed as per G.O. No. 85-Edn(U) dated 31.01.2000, I agree to bind myself and my nominees, heirs and legal representative to abide by the Diamond Harbour Women's University General Provident Fund Ordinance. I have no objection if my contribution to General Provident Fund is kept in the G.P.F. Account to be maintained in the Government Treasury. I further authorize the University Authority to take appropriate action with the relevant Department(s) of the Govt. of West Bengal at the appropriate time.

Dated: _____

SIGNATURE

Address:

(To be filled up in duplicate, at the time of joining the service. One copy to be kept Service Book of the employee and Second Copy to be preserved by the P.F. Section of the University.)

Signature of witness: 1).....

2).....

Accepted

Registrar

Diamond Harbour Women's University

Annexure – 2

FORM NO. 2

[Option Form for Subscription to General Provident Fund Account]

Diamond Harbour Women's University, Diamond Harbour

(See G.P.F Ordinance No.16)

I, Shri/Smt.....Son/Daughter/
Wife of.....here by opt to subscribe to my General
Provident Fund Account at the monthly rate of Rs.....(Rupees.....) only/
(.....percent of my Basic pay).

I also request you to deduct my arrear P.F Subscription from my salary in..... number of equal
monthly installments.

(See Note Below)

Signature in full

Designation & Department

Email Id & Contact No

Date of Birth

Date of joining in the post

Date of Confirmation in service

ACCEPTED

Finance Officer, Diamond Harbour Women's University, Diamond Harbour

NOTE:(i) The amount of subscription may be fixed either in lump sum rupees or in percentage of Basic
Pay (i.e., Pay in Pay Band plus Academic Grade Pay/Grade Pay) but in both the cases the amount will be at
the rate of 8.33% minimum and 20% maximum of Basic Pay.

(ii) Arrear P.F. subscription shall be deducted in the number of monthly installments as opted by
you subject to maximum of 12 monthly installments.

Annexure – 3

FORM NO. 3

[Form for Nomination of General Provident Fund Account; See- Ordinance -07& 08]

Diamond Harbour Women's University, Diamond Harbour

GPF Account No.....

I.....

Designation.....

Department..... hereby nominate the person(s) mentioned

below who is/are member(s)/non-member(s) of my family as defined in Ordinance – 13 & 14 of the
Diamond Harbour Women's University General Provident Fund Ordinance, to receive the amount that may

stand to my credit in the General Provident Fund Account as indicated below in the event of my death before that amount has become payable or having become payable has not been paid.

Name and full address of the Nominee(s)	Relationship with the Subscriber	Age of the Nominee(s)	Share payable to each nominee(s)
(1)	(2)	(3)	(4)

Contingencies on the happening of which the nomination will become invalid	Name, address & relationship of the persons), if any, to whom the right of nominee shall pass in the event of his/her predeceasing the subscriber.	If the nominee is not a member of the family as provided in rule- 10, indicate the reasons.
(5)	(6)	(7)

Dated this Day of.....20..... at..... the reasons.

Two witnesses to signature

Certified that the subscriber has signed in my presence.

Name and Address

Signature

Signature of the Subscriber

1)

2)

Name in Block Letter

Designation

.....

Space for use by the Head of Office

Nomination by Shri/Smt/Kumari.....

Designation: _____

Date of receipt of nomination: _____

Signature of the Registrar

Diamond Harbour Women's University

Annexure – 4

FORM NO. 4

[Form for Schedule of General Provident Fund Deduction, See- Ordinance -25(v)]

Diamond Harbour Women’s University, Diamond Harbour

For the month of.....20.....

Name of Employees*	P.F.A/C No.*	P. F. Deduction			
		Subscription	Loan	Total	
		Current	Arrear	Repayment	
		1	2	3	(1+2+3)

*For detail vide enclosed statement

Certified that the sum of Rs.....

(in words) as detailed above

in respect of number of employees of Diamond

Harbour Women’s University, Diamond Harbour have been deducted from the pay bill for the month of

.....(name of the month), 20..... (Year)

Signature with designation of the

Bill drawing Officer/Bill passing authority

Annexure – 5

FORM NO. 5

[Form for Personal Ledger Account in respect of General Provident Fund, See - Ordinance-8]

Diamond Harbour Women’s University, Diamond Harbour

Name of the subscriber.....

Designation

General Provident Fund Account Number.....

Month & Year	Opening Balance	Deposit during the year		Withdrawal	Closing Balance	Interest Monthly	Closing allowed Year the year Balance At the end of the year (including interest)

		Subscription	Recovery of advance				
1	2	3	4	5	6(2+3+4-5)	7	8 (6+7)

Date

Signature of Finance Officer.....

Diamond Harbour Women's University

Annexure – 6

FORM NO. 6

[Form for Annual Statement for General Provident Fund, See- Ordinance -29]

Diamond Harbour Women's University, Diamond Harbour

Annual Statement of General Provident Fund Account for the year ending on 31st March, 20.....

Name of the subscriber.....

General Provident Fund Account Number.....

Month & Year	Opening Balance As on 31.03.20	Deposit during the year		Withdrawal During the year	Closing Balance At the end of the month	Interest allowed	Closing Balance as on 31.03.20
		Subscription	Recovery of advance				

Date

Signature of Finance Officer.....

Diamond Harbour Women's University

Annexure – 7

FORM NO. 7

[Form for Annual Statement for Deposits and Withdrawal of General Provident Fund, See- Ordinance -30]

Diamond Harbour Women's University, Diamond Harbour

Annual Statement of General Provident Fund Account deposits and withdrawal for the year ending on 31st March, 20.....

Month	Opening Balance	Deposit during the year		Withdrawal during the year	Closing Balance
		Subscription	Recovery of advance		

Date:

Signature of Finance Officer.....

Diamond Harbour Women's University

Annexure – 8

FORM NO. 8

[Form for Application for Refundable/Non-Refundable Advance/Withdrawal from General Provident Fund, See- Ordinance -32&42]

Diamond Harbour Women's University, Diamond Harbour

To

The Finance Officer,

Diamond Harbour Women's University, Diamond Harbour

Sir/Madam,

I hereby apply for an advance (Refundable/Non-Refundable) of Rs.....from the sum at my credit in the G.P.F deposit out of my own subscriptions to the Fund. My particulars are as follows:

Name of the Subscriber :

Account Number :

Designation and Department :

Basic Pay (Pay in Pay Band + AGP/GP) :

Balance at credit of the subscriber on the date of application :

Account of advance outstanding if any and the purpose for which the advance was taken:

Amount of advance required :

Nature of advance (Refundable/Non-Refundable) :

Purpose for which the advance is required:

Amount of the consolidated advance (Item 6 & 7) :

Number and amount of monthly installments

in which the consolidate amount is proposed

to be paid :

Full particulars of the pecuniary

circumstances of the subscriber

justifying the application for the

temporary withdrawal :

Date of Joining :

Date of Retirement :

Whether the applicant has completed :

15 years of his/her service

(for Non-refundable advance only)

Whether the applicant has taken any

non-refundable advance previously, if so

the particulars thereof. :

Date:

Signature of the Applicant

Recommended/Not recommended

Signature of the Finance Officer

Diamond Harbour Women's University, Diamond Harbour

Date:

Sanctioned/Not Sanctioned

Signature of the Vice Chancellor

Diamond Harbour Women's University, Diamond Harbour

Date:

Annexure – 9

FORM NO. 9

[Form for Application for Final Withdrawal from General Provident Fund, See- Ordinance -50]

Diamond Harbour Women's University, Diamond Harbour

To

The Finance Officer,

Diamond Harbour Women's University, Diamond Harbour

Sir/Madam,

I hereby apply for the Final Withdrawal of my G.P.F Deposit amounting to Rs
including subscriptions and interests admissible to me. My particulars are as follows:

Name of the Subscriber :
Account Number :
Designation and Department :
Basic Pay (Pay in Pay Band + AGP/GP):
Date of Joining :
Date of Retirement :
Balance at credit of the subscriber :
Account of advance outstanding if any :
Total admissible amount (including subscriptions
and interests minus outstanding advance or others) :

Date:

Signature of the Applicant

Recommended for payment amounting to Rs

Signature and date of the Finance Officer

Diamond Harbour Women's University, Diamond Harbour

Sanctioned the above noted amount Rs.....

Signature and date of the Vice Chancellor

Diamond Harbour Women's University, Diamond Harbour

CHAPTER-VI

Establishment, Maintenance and Management of University Libraries, Museums, Halls and other University Institutions

1. These Ordinances may be called the Ordinances relating to the Rules for the establishment, maintenance and management of University Libraries, University Museums, Halls and other University Institutions under the Diamond Harbour Women's University Ordinances, 2018.
2. In these Ordinances unless the context requires otherwise, words and expressions used shall be interpreted to have the same meaning as they have in the Act.
3. University Libraries, and University Museums shall be established by the Court on the recommendation of the Executive Council, made after consultation with the relevant Faculty Council for Post-Graduate and Under- Graduate Studies:
Provided that, before making a recommendation to the Court for the establishment of a Library, Museum or Hall, the Executive Council shall ensure that-
(a) adequate resources for necessary libraries, laboratories or museums are available;
(b) proper syllabi for the proposed courses of study have been drawn up ;

- (c) properly qualified and competent teachers will be available to provide necessary instruction or research ;
- (d) in the case of a library, consider the views of the Library Committee which shall, initiate a survey and procure all facts and information as it may consider useful or necessary and submit the same to the Executive Council along with its recommendation,
- (e) in the case of a Museum, initiate a survey which shall decide that-
- (i) the establishment of such museum is necessary to meet the existing educational needs ;
- (ii) sufficient financial and other resources are available for the effective and efficient maintenance of the museum so as to serve the purposes for which it is established.
- (a) To encourage multi-disciplinary research -especially those involving expertise of more than one post-graduate Department and/or establishment of costly and sophisticated experimental facilities the Executive Council may establish for such purposes Specialized Research Institute /Centre / Unit with teachers and staff of one or more department.
- (b) Such Institute/Centre/Unit shall have separate budgets and be established for a term of five years, which may be continued, subject to satisfactory performance certified by an Expert Committee appointed by the Executive Council.
- (c) The Vice-Chancellor in consultation with the Dean of relevant Faculty Council for Post-graduate and Under- Graduate Studies shall appoint a University Professor/Associate Professor as Director/In-Charge for such Institute/Centre/Unit for a period of two years and his duties and functions shall be as provided in the Chapter 8 Section 9 and 10.
- (d) Such Institute/Centre/Unit shall be maintained by the Executive Council in consultation with the Administrative Committee consisting of the following members:-
- (i) The Vice-Chancellor– *Chairman*.
 - (ii) The Dean of relevant Faculty Council for Post-graduate Studies– *Vice-Chairman*;
 - (iii) The Finance Officer.
 - (iv) The Registrar
 - (v) The Director/In-Charge.
 - (vi) The Head of the Department to which the Director/In-Charge belongs, if he is not already a member.
 - (vii) Not more than four Experts to be nominated by the Vice-Chancellor of whom one shall be a Research Staff and one Research Scholar/Fellow attached to such Institute/Centre/Unit.
 - (viii) Secretary of the appropriate University Faculty shall be appointed Secretary to the Administrative Committee.
- (e) Appointment of staff specifically earmarked only for such Institute/Centre/Unit shall be made according to the recommendation of a Selection Committee consisting of Vice-Chancellor, the Dean

of relevant Faculty Council for Post-graduate Studies, the Director/In-Charge and three experts nominated by the Administrative Committee.

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

4. (a) In the case of Library, Consider the views of the Library Committee referred in Statute, Section 46 (hereinafter called the Library Committee) which shall, initiate a survey and procure all facts and information as it may consider useful or necessary and submit the same to the Executive Council along with its recommendation,

(b) University Museums shall be maintained by the Executive Council and the relevant Heads of Departments.

(c) The management of a University Museum shall vest in the Head of the Department concerned subject to the supervision and control of the Dean of the Faculty Council for Post Graduate and Under Graduate Studies:

Provided that the Dean of the Faculty Council for Post Graduate Studies and Under Graduate Studies may, if he considers it necessary so to do, appoint a committee to advise him or the Head of the Department concerned on any matter relating to the management of the museum which may be referred to the committee.

(d) The committee appointed by the Dean of the Faculty Council for Post Graduate and Under Graduate Studies under subsection (c) shall ordinarily consist of the teachers of the department concerned and may, if the Dean of the Faculty Council for Post Graduate and Under Graduate Studies thinks fit, include specialists or other persons interested in the subject or subjects concerned.

(e) Rules and procedure relating to day-to-day functioning of a museum shall be framed by the Head of the Department concerned after considering the views of the Committee, if any, appointed under subsection (d) in respect of the museum. All such rules and procedure shall be subject to the approval of the Dean of the Faculty Council for Post Graduate and Under Graduate Studies.

5. (a) Other institutions for study and research as may be necessary shall be established by the Court on the recommendation of the Executive Council made after consultation with the concerned Faculty Council for Post-Graduate and Under Graduate Studies.

(b) For the establishment, maintenance and management of any such institution, provisions of Section 4 and 5 of this chapter shall, as far as may be, applicable:

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

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

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

Chapter-VIII

The University Ordinances Relating to the Rules for the Imposition and Collection of Fees, Fines and other Dues Payable to the University

1. These ordinances may be called the ordinances relating to the Rules for the Imposition and Collection of Fees, Fines and other Dues Payable to the University.
2. Save as otherwise specifically provided in the Statutes, these Ordinances or Regulations, the Provisions relating to:
 - (a) The admission of students to the University Enrolment as such;
 - (b) Registration of Students;
 - (c) Conditions of residence and rules of discipline of student of the University;
 - (d) Imposition and collection of all fees, fines, levy and dues payable to the University, including fees in University and in University Laboratories, fees for residence in halls or charges for registration of students and their admission to the courses of study organized by the University, for holding examinations for granting degrees, diplomas and certificates and like purposes and the scales or rates thereof, contained in any orders, rules or regulations, Diamond Harbour Women's University Act, 2012 in force immediately, before the appointed day, shall in so far as such provisions are not repugnant of the Act, the Statutes, these Ordinances or the Regulations apply in respect of the University and be deemed to be provisions of these Ordinances as if herein made and shall continue in force as such until altered, amended or repealed:

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

- (i) In respect of any matter concerning residence of students, to the Board of Residence referred to in Ordinance, and
- (ii) In respect of any matter concerning discipline of students, to the Board of Discipline referred to in ordinance.

Provided that the Fees, Fines and other Dues payable to the University may be changed from time to time by the Executive Council in conformity with the extant Govt. order/UGC Rules.

Chapter-IX

The University Ordinances relating to the Duties and Functions of the Teachers of the University including the Heads of the Departments

1. These Ordinances may be called the Ordinances relating to Duties and Functions of the Teachers and Heads of the Department under the Diamond Harbour Women's University.
2. In these Ordinances unless the context requires otherwise, word and expressions used shall be interpreted to have the same meaning as they have in the Act.
3. General Functions:—

- (a) The general functions of a teacher (either whole –time or part time) of the University shall be-
- (b) To give instruction in accordance with the curriculum and time –table for the time being in force:
- (c) To advise students in matters relating to their course of study and other matters relevant thereto;
- (d) To work co-operatively with the department concerned in the conduct of instruction and research so as to enhance the good name and reputation of the University as an outstanding centre for teaching and advancement of learning.
- (e) To keep abreast of the current literature in his/her sphere of learning and to impart knowledge to and guide the students in accordance therewith;
- (f) To give to the Board of Studies and Faculty Council for Post Graduate Studies / Under Graduate Studies concerned , or the Executive Council, such advice as may be required by them with regard to any matter relating to his /her sphere of learning;
- (g) To give advice and suggestion to the Librarian regarding purchase and preservation of the Library of books , manuscripts , antiquities, arts, treasures, maps or other resources pertaining to his/her domain of learning;
- (h) To serve the University in connection with the conduct of examinations including supervision and invigilation/Paper-setting/examining/moderation/scrutiny and publication of results.
- (i) To take such part in the administrative and organizational work of the University by serving on Committees or Bodies or by individual consultation as may be required by the competent authority.
- (j) To serve the University in connection with NCC/NSS section of the University and active participation thereof.

4. Duties of Professors, Associate Professors and Assistant Professors:–

It shall be the duty and responsibility of every Professor, Associate Professor and Assistant Professor to deliver lectures, to conduct classes including Practical classes, to engage in research work, to supervise and assist students who are engaged in research work in his domain of learning, to undertake such tutorial work as may be required by the Head of the Department concerned and to do such other things like Educational Tour prescribed in the syllabus, consistent with his status, as he may, from time to time, be required to do in conformity with the extant Govt. order of the State Govt.

5. Special Provision relating to endowed posts:–

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

7. Lectures and Tutorial works:–

(a) A professor who is the Head of the Department shall deliver 6 to 8 lectures/Practical Classes in a week and a Professor who is not the Head of the Department, shall deliver at least 12 lectures / Practical Classes in a week or as per extant Govt. order of the State Govt. in conformity with the Guide lines of the UGC from time to time.

(b) An Associate Professor shall deliver at least 16 lectures/ Practical Classes in a week.

(c) An Assistant Professor shall deliver at least 22 lectures / Practical Classes in a week.

(d) Guest teachers /Resource Persons shall deliver lectures/ Practical Classes as per the requirement of the University assigned to them by the Registrar/Vice Chancellor.

(e) The tutorial works and Practical Classes may be distributed by the Head of the Department concerned among the Professors, Associate Professors, Assistant Professors, Guest teachers, Resource Persons in such a manner as he/she may consider fit in consultation with the Departmental committee to be approved by the Vice Chancellor.

8. Head of the Department:—

(a) In every teaching Department of the University, there shall be a Head of the Department who shall be appointed by the Vice Chancellor by rotation in order of Seniority from amongst the whole time permanent University teachers not below the rank of Associate Professor.

Provided that in a teaching Department where there are no Professors or Associate Professors, the Head of the Department shall be appointed from amongst the Assistant Professor by rotation according to the seniority and the designation will be Co-Ordinator of the Department.

(b) In a University teaching Department where there are Professor and Associate Professors, Professors shall be deemed to be senior in rank to Associate Professors.

(c) The appointment of the Head of the Department by the Vice Chancellor shall be reported to the Executive Council.

(d) A head of the Department hold the Office for a term of two years from the date of his appointment. A teacher shall cease to be the Head of the Department on attaining the age of superannuation.

(e) A teacher who has already served as the Head of the Department may be re-appointed to that office when everyone among the other eligible teacher of the Department has already served in that office in the manner prescribed in paragraph (a) & (b) above

(f) A Head of the Department may resign his office by writing under his hand to the Vice – Chancellor.

(g) The principle of rotation as embodied in paragraph (a) & (b) above shall apply in the case of a vacancy in the office of the Head of the Department caused by the resignation or release of an incumbent from the service of the University or by the grant of long leave in his/her favour.

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

9. Duties and Functions of the Head of the Department:–

(a) The Head of the Department shall be in overall charge of the Department, and shall exercise general supervision over the teaching and non-teaching staff of the Department,

(b) He shall take necessary action for holding of regular classes of the Department and keeping the Departmental Libraries, laboratories, workshops etc. in good conditions with the assistance of the teaching and non-teaching Staff of the Department.

(c) He shall take necessary action for the implementation of the decision of the Board of Studies, subject to the provisions of the University Statutes, Ordinances and Regulations and specific directives, if any, from appropriate authorities.

(d) He shall be responsible for the faithful observance of all the directives of the Executive Council, faculty Council and other appropriate authorities relating to academic as also administrative matters applicable to the Department.

(e) He shall help the Dean of the Faculty Council in framing the Class routine for the Department and shall cooperate with him in all academic matters.

(f) He may call for reports at the end of the semester session from all teachers of the Department in respect of the courses assigned to and taken by them and place these reports before the Board of Studies.

(g) He shall cooperate with other heads of the Departments of the University in the matter of inter departmental teaching and research.

(h) He shall cooperate with the Dean of the Faculty Council and Controller of Examinations in matters of holding and conducting University Examinations concerning the Department and quick publication of results.

(i) He shall have active interest in all academic programmed of the Department.

(j) He shall have the power to allocate/ reallocate duties to the non-teaching staff in consultation with Heads of Sections, if any, in the interest of the Department.

(k) He shall recommended the names of moderators/ paper setter /examiners and scrutinizers to the Controller of Examinations for different University Examinations and co-operate with the Controller of Examinations in conducting and smooth functioning of the Examinations and help in the publication of Results.

(l) He shall have the power to report to the Vice Chancellor in case of teachers of the Department, and to the Registrar in the case of other employees of the Department, in respect of gross misconduct or negligence of teaching, examinations and other duties on the part of the teachers/ employees.

(m) As Vice Chairman of the Board of Studies, he shall preside at its meetings in the absence of the Vice Chancellor.

(n) He shall prepare the agenda for the meeting of the Board of Studies and arrange for the circulation of the minutes to the members or for making the minutes otherwise available to the members for perusal and scrutiny.

(o) He shall perform such other duties and exercise such other powers as may be decided from time to time by the Vice- Chancellor and / or the Executive Council, or as may be delegated to him by any other appropriate authorities.

(p) The Head of every department shall act under the general supervision and control of the Vice Chancellor, subject to delegation of such power to an officer of the University and his/her duties and functions shall be to administer the academic affairs of the Department concerned in accordance with the provision of the Act, the statute, the Ordinances and the regulations so that the decisions which may be relevant to his/her Department are promptly complied with.

(q) The Departmental committee shall meet at least once in a month which shall be convened by the Head of the Department in the Department concerned with the agenda and the time of the meeting being decided upon in the preceding meeting so that no notice need to be circulated. Resolution of the Departmental committee, which shall ordinarily be arrived at through consensus, shall be kept under the custody of the Head of the Department and the same shall be submitted to the concerned faculty council of post Graduate Studies / Under Graduate Studies as and when called for .If the decisions of the Departmental Committee are not implemented by any teacher, the matter shall be referred to the relevant faculty council of Post Graduate Studies/ Under Graduate Studies and their decision is final and binding.

(r) In Case the Head of the Department disagrees with the Departmental Committee in respect of any matter, it shall be referred to the relevant faculty council of Post Graduate Studies/ Under Graduate Studies and their decision is final and binding.

CHAPTER-X

Registration of Students

1. These Ordinances may be called the Rules for the Registration of Students under the Diamond Harbour Women's University Ordinances, 2018.
2. In these Ordinances unless the context requires otherwise, words and expressions used shall be interpreted to have the same meaning as they have in the Act.
3. The University shall maintain a Register of Students in Form No. 1, hereinafter referred to as 'the Register', in which shall be entered-
 - (a) the name of every student who is registered as a student of the University on his being an enrolled member of a University Department for the first time for pursuing any course of study; and

- (b) the name of every student who is registered as a student of the University and who is allowed to appear at a University examination for the first time without being an enrolled member of a University Department.
4. The Register shall contain the following particulars in respect of every student whose name is entered therein:
- (a) the names of the examinations passed by the student qualifying him to be registered as a student of the University with the name of the Institution from which and the year in which he passed each such examination;
 - (b) the dates of admission to, and of leaving any college or University;
 - (c) the result of every University examination with his roll and number at such examination;
 - (d) every University scholarship, medal or prize won by him; and
 - (e) every Degree obtained by him.
5. (a) Whenever a student is admitted to a University Department for the first time, he shall submit an application to the Registrar through the Head of the Department of Studies of the University, as the case may be in Form No.2 for registration as a student of the University. Every such application shall be submitted within three months of the date of admission of the student to the University.
- (b) Whenever a student is permitted to appear at a University examination for the first time without being an enrolled member of a University Department of Studies, he shall submit an application to the Registrar in Form No. 3 for registration as a student of the University. Every such application shall be submitted within one month of the date on which the University granted him permission to appear at the examination.
6. (a) When a student applies for registration as a student of the University on migration from any other University or Institution, his name shall be registered with the University only after such inward migration has been sanctioned by the Registrar or any other Officer as may be authorised by him in this behalf.
- (b) An application for sanction of inward migration shall be made in such form as may be prescribed for the purpose along with remittance of an inward migration fee of Rupees one hundred or as may be determined by the Executive Council from time to time.
7. A student from a foreign country who desires to pursue studies in a University Department shall be required to get himself registered as a student of the University, but such registration shall be granted only on production by the student of his Residence Permit or Student Visa or such other document(s) as may be required in terms of circular(s) on the subject issued by the Government of India from time to time.
8. Every student applying for registration as a student of the University shall be required to pay a registration fee of Rupees one hundred or as may be determined by the Executive Council from time to time.

9. After a student has been registered as a student of the University, a Registration Certificate in the form as may be prescribed for the purpose shall be issued in his favour. The Registration Number indicated therein shall be quoted in all subsequent reports concerning the student and in all Transfer and Withdrawal Certificates as also in all applications made by the student thereafter to the University.
10. No student shall be eligible for admission to any University examination unless he is a registered student of the University.
11. The registration of a student may be cancelled by the Executive Council in consideration of the gravity of a particular case when, in the opinion of the Executive Council, such a student has been found guilty of serious breach of discipline or misconduct:
Provided that such disciplinary measure may be taken only after the student has been given the opportunity of representing his case in writing and also in person, if he so desires.
12. (a) A registered student of the University migrating to any other University in India or abroad for pursuing studies or undertaking research leading to a Degree, Diploma or Certificate of a University or an Institute deemed to be a University, shall apply to the Registrar in such form as may be prescribed for the purpose for the issue of an outward Migration Certificate, along with remittance of the outward Migration fee of Rupees two hundred or as may be determined by the Executive Council from time to time.
(b) On undertaking regular study or research leading to a Degree, Diploma or Certificate of any other University or Institute or on admission to any examination thereunder without being required to undergo regular study, a student shall be deemed to have ceased to be a registered student of the University and in no case a student shall remain a registered student of the Diamond Harbour Women's University and that of any other University or Institute simultaneously.
(c) In case a student who has migrated to any other University or Institute in terms of the provisions of the foregoing paragraph (a), desires to undertake regular study or research or applies for admission to a University examination as a Non-collegiate or an External student, his Registration Number shall be restored at the University on submission of an application in such form as may be prescribed for the purpose along with the outward Migration Certificate of the University/Institute from where he migrates back and the remittance of a fee of Rupees two hundred or as may be provided by the Executive Council, from time to time, towards restoration of the Registration Number.
13. A registered student may, at any time, obtain a certified copy of the entries in the Register relating to himself on submitting an application addressed to the Registrar along with the remittance of a fee of Rupees one hundred or as may be determined by the Executive Council from time to time.

Form No. 1

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Register of Students

[Vide Section 3]

Registration Number of student with year	Name of student	Registration Number of the University/ Institute, if any, from where the student migrated	Name of University Department of Studies where admitted	Date of admission to University Department of Studies	Examinations passed before such admission with year	Date of leaving College/ University Department of Studies	Examination to which admitted with year	Roll & No. at such examination	Result of examination	Degree taken, if any	Remarks
1	2	3	4	5	6	7	8	9	10	11	12

Form No, 2

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Form for application for Registration as a Regular Student

of the University

[Vide Section 1]

To

The Registrar,

Diamond Harbour Women's University,

Diamond Harbour Road, Sarisha,

South 24 Parganas, 743336

Sir,

I hereby apply for registration as a student of the University. I furnish below the particulars relating to myself:

Name in full (in block letters and according to Admit Card/Pass Certificate of the S.F./H.S./ Secondary or equivalent examination).	First Name	Surname	Middle Name

(a) Name of father (in block letters)

(b) Name of husband (in the case of married woman student only)

(a) Caste

(b) Religion

Address in full (with Pin Code)

Permanent

Present

Date of birth

(according to Admit Card / Pass Certificate of the S.F./H.S./Secondary or equivalent examination)

Date Month Year

Month Year

--	--	--

Date of admission to the Department

Class and Courses of Study to which admitted

Registration Number with year of the University / Board/ Institution

9. Examination passed –

Forwarded

Yours faithfully

Name of Examinations	Name of University/ Board /Council etc. with the name of the State where situated	Year	Class / Division

The particulars furnished are correct

.....
 (Signature of the Student in full)

(Signature with Office Seal
 Head of the Department).

Date

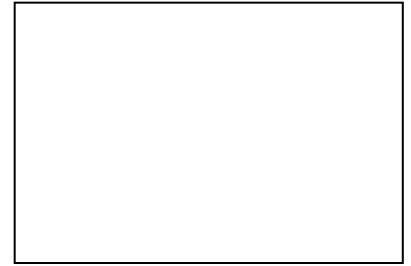
Form no. 3

DIAMOND HARBOUR WOMEN'S UNIVERSITY

Form for application for Registration as an External Student of the University

[Vide Section. 5(b)]

To
The Registrar,
Diamond Harbour Women's University,
Diamond Harbour Road, Sarisha,
South 24 Parganas, 743336



Sir,
I hereby apply for registration as a student of the University. I have been permitted by the University-
To appear at an examination of the University for the first time without being required to attend lectures in
Department of Studies [vide letter from the Registrar bearing No..... dated
.....] ; or
To carry on research work leading to Doctoral Degree in (subject), [vide letter from
the Registrar bearing No..... dated]

I furnish below the particulars relating to myself:

Name in full (in block letters and according to Admit Card / Pass Certificate of the S.F./ H.S. / Secondary or equivalent examination)	First name	Surname

2. (a) Name of Father (in block letters)
(b) Name of husband (in the case of married
Women students only)

3. (a) Caste
(b) Religion

4. Address in full (with Pin Code)

Permanent

Present

5. Date of Birth

(according to Admit Card / Pass Certificate of _____ Date _____ Month _____ Year
The S.F /H.S/ Secondary or Equivalent examination)

6. Registration Number with year of the University/
Board / Council/ Institute in which studied last _____ (Number) of _____ (Year)

7. Examination passed –

Name of the examination With year to which permitted to appear
.....

9. Name of the Department of the University from where intend to appear at the Examination
.....

10.Date of Registration with the University for Doctoral Degree (where applicable)
.....

Yours faithfully

Countersigned

The particulars furnished
are correct.

(Signature of the Student in full)
Date

(Signature with Office Seal of
Head of the Department)

Name of Examinations	Name of University/ Board /Council etc. with the name of the State where situated	Year	Class / Division
1			
2			
3			
4			
5			

Date.....

Chapter-XI

The University Ordinances Relating To the Appointment, Duties and Remuneration of the Examiners

1. These Ordinances may be called the Ordinances relating to Appointment, Duties and Remuneration of the Examiners under the Diamond Harbour Women's University.
2. In these Ordinances unless the context requires otherwise, words and expressions used shall be interpreted to have the same meaning as they have in the said Act.
3. The Head of the each Department shall recommend the names of the Paper setters, scrutinizer and Examiners to the Controller of examinations for Different University Examinations.
4. The Controller of Examinations shall appoint the Paper setters, Examiners and scrutinizers for different University Examinations as recommended by the Heads of Departments with the approval of the Vice Chancellor.
5. The Teacher appointed by the Controller of Examinations as paper setter and Examiner / Moderator/ Scrutinizer shall give in a printed form a declaration that neither any kin nor any student privately coached by him is a candidate to sit for the Examination.
6. The Paper setters and Examiners and scrutinizers are required to observe the directions given by the Controller of Examinations in following the time schedule strictly for the smooth conduction of Examinations and publication of results.
7. The examiners shall have to submit the award list and checked answer scripts within the stipulated period for smooth publication of results. If any examiner fails to evaluate the answer scripts within the time frame, disciplinary actions may be taken by the Executive Council.
8. All eligible Teachers/Librarians shall have to perform the duty of invigilation/examiner etc. and failing to do so attract disciplinary action by the Executive Council.
9. The following shall be the rate of remuneration for the setting of question papers and examining the answer scripts for the different examinations of the university, unless otherwise decided by the Executive Council with the approval of the State Government. The rate may be changed from time to time by the executive council.

Sl. No.	Examinations	Rate of remuneration for paper setting	Examination Fees per Answer Script
1	UG Examinations	Rs. 500/- (100 marks) Rs. 300/- (50 marks) Rs. 200/- (marks less than 50)	Rs. 15 (100 marks) Rs. 8 (50 marks) Rs. 5 (marks less than 50)

2	PG/M.Phil. Examinations	Rs. 600/-(100 marks) Rs. 400/-(50 marks) Rs. 300/-(marks less than 50)	Rs. 20 (100 marks) Rs.10 (50 marks) Rs. 6 (marks less than50)
3	UG Practical/ Viva- Voce Examinations/Dissertation		Rs. 20 per candidate(100marks) Rs. 10 per candidate (50 marks) (Amount to be shared equally by the Examiners)
4	PG Practical/Viva-Voce Examinations/ Dissertation/Projects		Rs. 30 per candidate (100 marks) Rs. 20 per candidate (50 marks) (Amount to be shared equally by the Internal Examiners) External Examiners will get the full amount without sharing subject to minimum of Rs 500/-
5	M. Phil. Thesis/ Dissertation/Projects		Rs 50/- per candidate (Amount to be shared equally by the External Examiners subject to minimum Rs. 500/-)
6	Sessionals UG/PG/ M. Phil. (To be certified by the H.O.D.)		Rs. 500/- for each sessional subject (100 marks) Rs. 250/- for 50 marks (To be divided among External examiners.)
7	Moderation per paper UG/PG/M.Phil.		i)Rs.200/- for 100 marks ii) Rs.100/- for 50 marks (To be divided among External members)
8	Scrutiny (UG/PG/M.Phil.)		Rs. 4/Answer Script (100 marks) Rs. 2/Answer Script (50marks)

Chapter-XII

The University Ordinances relating to the Rules for the Administration of Gifts, Endowments and Benefactions and for the institution and award of fellowships, Travelling Fellowships, Scholarships, Studentships, Stipends, Bursaries, Exhibitions, Medals and prizes etc.

1. These ordinances may be called the ordinances in respect of Rules for the Administration of Gifts, Endowments and Benefactions and for the institution and award of fellowships, Travelling Fellowships, Scholarships, Studentships, Stipends, Bursaries, Exhibitions, Medals and prizes etc.
2. They shall come into force from such date as the State Government may, under sub-section (5) of section 55 of the Diamond Harbour Women's University Act, 2012 appoint.
3. The Executive Council shall administer all gifts, endowments and benefactions to the University in such manner as it may decide on the advice of the Committee on Trusts and Gifts:

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

4. Institution and award of fellowship, etc. :-

- (a) recommendations to the Executive Council for the Institution of fellowships, travelling fellowship, scholarships, studentship, stipends, exhibitions, medals or prizes shall be made by the Vice Chancellor after consulting the Faculty Council for post-Graduate studies /under Graduate Studies and such consultation with the Faculty Council for post-Graduate Studies or the council for Undergraduate Studies concerned shall be made after obtaining the views of the Committee on Trusts and Gift.
 - (b) subject to the terms and conditions attached to any gift, endowment or benefaction relation to any fellowship, scholarship, studentship, stipend, bursary, exhibition, medal or prize, the procedure for selection of the recipient thereof and the conditions governing its award shall be such as may be formulated by the committee on trusts and gifts and approved by the Executive council.
5. For the purposes of advising the Executive Council regarding administration of gifts, endowments and benefactions and the institution and award of fellowship, travelling fellowship, scholarship, studentships, stipends, bursaries, exhibitions, medals or prizes there shall be a body of the University called "Committee on Trusts and Gifts" which shall consist of the following members, namely:
 - (a) The Vice- Chancellor, who shall be the Chairman;
 - (b) Registrar of the University will be the Convener of the Committee who will convene the meeting as per instruction of the Vice- Chancellor;
 - (c) Two members of the Executive Council nominated by the Vice-Chancellor;
 - (d) One member of the faculty Council for Post- Graduate Studies nominated by the Vice- Chancellor;
 - (e) One member of the council for Undergraduate Studies nominated by the Vice-Chancellor;
 - (f) The Estate and Trust Officer or any other Officer nominated by the Vice Chancellor shall be the Secretary of this Committee.

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

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

6. Meetings of the Committee on Trusts and Gifts:–

- (a) All decisions of the Committee on Trusts and Gifts shall be made at a meeting of the Committee. The Committee shall meet at least twice a year and oftener when so required by the Chairman.
- (b) Meetings of the Committee shall be convened by the Registrar on such dates and at such times and places as the Chairman may direct.
- (c) At least five days, notice shall be given for a meeting of the Committee:

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

- (d) Four members of the Committee shall be a quorum.
- (e) The Secretary shall maintain a record of proceedings of the meeting of the Committee.

7. Functions and responsibilities of the Committee on Trusts and Gifts shall be:–

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

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

Chapter-XII

The University Ordinances relating to the Rules and Procedure for Accepting Grants and Raising or Accepting Loans other than the Loans from the Central or any State Government or the University Grants Commission or any other recognised body /institution etc.

1. These ordinances may be called the ordinances in respect of Rules and Procedure for Accepting Grants and Raising or Accepting Loans other than the Loans from the Central or any State Government or the University Grants Commission or any other recognized body /institution etc.

2. They shall come into force from such date as the State Government may, under sub-section (5) of section 55 of the Diamond Harbour Women's University Act, 2012 appoint.
3. Finance Committee of the university shall be consulted in accepting grants or in raising or accepting loans.
4. In all matters relating to acceptance of grants or the raising or acceptance of grants or the raising or acceptance of loans the Executive Council shall act through the Vice-Chancellor or such other officer as the Vice-Chancellor may specify in any particular case, and only after considering the views of Finance Committee.
5. Provided that no grant or loan from any source other than the Central Government, the State Government or the University Grant Commission, shall be accepted without the prior approval of the State Government.
6. Before making its recommendations to the Executive Council in respect of any proposed grant or of any loan proposed to be raised or accepted the Finance Committee shall consider their terms and conditions of grant or loan, and may for the purpose of facilitating a detailed consideration of terms and conditions and the implications thereof in respect of any such grant or loan, appoint a Sub Committee on Grants / Loans constituted from among its own members or other members nominated by the Vice Chancellor and call for and consider the report of such Sub-Committee in respect of accepting/rejecting such grant or loan.
7. As soon as may be after the end of every financial year, the Vice-Chancellor shall submit to the Executive council a report stating therein the particulars of all grants accepted and those of all loans raised or accepted during such financial year and also the particulars of loans previously accepted or raised which are still outstanding.

Chapter-XIII

The University Ordinances relating to the Leave Rules and Leave Salary for Officers, Teachers and Other employees of the University

1. These rules may be called "Leave Rules" in respect of whole time Officers, Teachers and Non-Teaching Staff of the University.
2. They shall come into force from such date as the State Government may, under sub-section (5) of section 55 of the Diamond Harbour Women's University Act, 2012 appoint.
3. Subject to the provisions to the order of the State Govt. as may be issued from time to time the term "Leave" shall mean:
 - (a) Casual leave,
 - (b) Earned leave,
 - (c) On duty Leave,
 - (d) Study leave/Special Study Leave,
 - (e) Extra ordinary leave,

- (f) Maternity leave,
 - (g) Child Adoption leave/ Child Care leave,
 - (h) Quarantine leave,
 - (i) Medical leave/Half pay leave,
 - (j) Commuted leave,
 - (k) Compensatory leave,
 - (l) Leave not due,
 - (m) Special disability leaves,
4. These rules are applicable to all whole time Officers / Teachers /Librarians / Non- Teaching Staff of the University who are appointed by the university against the approved posts, sanctioned by the State Govt. and shall be guided by the Statute of Diamond Harbour Women's University approved by the Chancellor.
 5. Attendance Register: Separate attendance Register shall be maintained by the Registrar /Deputy Registrar or any other Officer nominated by the Vice Chancellor for all the employees including Teachers /Officers/Non –teaching staff of the University.
 6. Every 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 hour should be fixed generally 10 a.m. to 5.30 p.m. on all working days, with half an hour recess (for Saturday from 10 a.m. to 2 p.m. without any break) with provision for late marking for arriving late after 10.15 a.m. and for marking absent at 10.45 a.m. Any employee leaving office before the time as stipulated above will be marked absent and action as per University rule will be taken in such case. For every three days 'late attendance' in a month one day's casual leave shall be deducted from the credit of the employee. If there is no casual leave at his credit, earned leave shall be deducted from the accumulated earned leave of an employee. Officers and teachers shall have to perform their duties at least 5 days a week and Librarian and other Non-Teaching Employees shall have to perform 6 days a week. Off day / preparatory day is not permissible during University / Departmental meeting / seminar / University Examinations or during any other emergency work assigned by the Vice Chancellor / Registrar. The normal duty hours for teachers / officers shall be guided by the State Govt. order in conformity with the rules /regulations of the UGC and for Non-teaching staff by the State Govt. order issued from time to time.
 7. When an employee moves from University or Govt. establishment or College (Govt. /Aided / Sponsored) within the jurisdiction of Govt. of West Bengal to this University on lien or otherwise his/her accumulation of earned leave /half pay leave in the university will be as per previous norms of accumulation of leave i.e. in other words his/her leave account will be a continuous procedure. Earned leave available to the credit of an employee shall be carried forwarded and counted for calculation of total leave encashment at the time of retirement on superannuation/voluntary retirement/ death in

harness. Past service (continuous) rendered by the employee shall be counted towards calculation of his/her retirement benefit including pension.

8. Every whole time permanent Officers / Teachers / Non- Teaching Staff of the University shall be entitled to earned leave on full pay and admissible allowance:
 - a. during the first academic years of service to the extent of 15 days for every completed 12 months of continuous/active service and
 - b. From the eighth year of service onwards to the extent of 30 days for every additional completed 12 months of active service:

Provided that when the earned leave due amounts to three hundred days, the employee shall cease to earn such leave.
9. Every whole time Officers/Teachers / Librarians/Non- Teaching employee 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.
10. A leave register shall be maintained by the Registrar/ Deputy Registrar or any other Officer nominated by the Vice Chancellor recording various types of leaves taken by the officers /teachers /librarians/ non-teaching employees of the University.

By Order of the Chancellor,

Vice Chancellor
Diamond Harbour Women's University