

FIRST STATUTE

Approved by Govt. of West Bengal

[6th January 2022]

*Revised
vetted by law
Department.*

**University Area, Plot No. III- B/5, New Town, Action
Area- III, Kolkata- 700160**

FIRST STATUTES

UNIVERSITY OF ENGINEERING & MANAGEMENT, KOLKATA

NOTIFICATION

No. I/2018, dated 7th March, 2018, in exercise of powers conferred by section 28 of the University of Engineering and Management, Kolkata Act, 2014 (West Bengal Act No. XXV of 2014), the Governing Board of the University hereby causes the first statutes of the University as follows:-

**CHAPTER-I
PRELIMINARY**

X

1.Short title and commencement -

- (1) These statutes may be called the First Statutes of the University of Engineering and Management, Kolkata.
- (2) The statutes shall come into force on the date of their approval by the State Government.

2.Definition -

- (1) In these Statutes, unless the context otherwise requires, -
 - (a) "**Act**" means the University of Engineering and Management, Kolkata Act 2014 (West Bengal Act XXV of 2014);
 - (b) "**Authority**" means authorities specified in the Act and includes authorities incorporated by these Statutes;
 - (c) "**Board**" shall mean the Governing Board of the University,
 - (d) "**Academic Council**" means the Academic Council of the University;
 - (e) "**Board of Studies**" means the Board of Studies of a course of studies as offered by the University or its Institutions or Centres or Schools;
 - (f) "**convocation**" means the Convocation of the University;
 - (g) "**course**" means prescribed areas of study and of any other programme leading to the conferment or award of a degree, diploma, certificate or any other academic distinction or title of the University;
 - (h) "**Institution**" means an institution established as a constituent of and maintained by the University under the provisions of these Statutes;

(i) "**Employee**" means any person appointed by the University and includes teachers and any other staff of the University;

(j) "**Faculty Councils**" means faculty councils of various fields of study of the University listed in the Statutes or created by the University from time to time;

(k) "**Head of the Department**" means the Head of any academic Department or Head of any other Department or constituent Institutions;

(l) "**Open and Distance Learning**" means the programmes offered under Open, Distance and On-line modes;

(m) "**Principal and Director**" means the head of a constituent College or Institute and includes persons duly appointed to act as Principal or Director;

(n) "**Scheme and Curriculum**" means and includes nature, duration, pedagogy, syllabus, eligibility, and such other related details by whatever names they may be called, for the concerned course of the University,

(o) "**Seal**" means the common seal of the University as may be decided and designed by the University subject to further change as deemed necessary from time to time;

(p) "**Teachers**" means Professors, Associate Professors, Assistant Professors of the teaching and research departments of the University or of any constituent College or Institution maintained by the University, and such other persons as may be appointed for imparting instructions or conducting research, with the approval of the Chancellor of the University.

(2) Words and expressions used but not defined in these Statutes shall have the same meaning as assigned to them in the Act.

CHAPTER-II

AUTHORITIES OF THE UNIVERSITY

3. The Governing Board - (1) the Governing Board shall be constituted in accordance with the provisions of the Act.

(2) (a) Every nomination in the Governing Board shall be made for three years.

(b) Re-nomination can be made for three years at a time.

(c) Vacancies due to resignation or otherwise may be filled in within a period of six months for the rest of the tenure of the vacant position.

(3) (a) The Chancellor of the University shall preside over the meetings of the Board.

(b) In the absence of the Chancellor at any meeting of the Board, for any reason whatsoever, the Vice-Chancellor or a member of the Board nominated by the Chancellor shall preside over the meeting.

(4) In addition to the powers and functions as provided in the Act, the Governing Board shall have the following powers and functions, namely :-

(a) to approve of the recommendations of the Academic Council regarding new courses to be introduced;

- (b) to finalize the fees structure of different courses of the University;
 - (c) to approve of the proposals recommended by the Academic Council regarding creation of any new school and /or center of study, research department, Board of Studies, or post of teachers and officers;
 - (d) to approve of the proposals recommended by the Academic Council regarding the terms and conditions of appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars;
 - (e) to confirm the decision of the Vice-Chancellor as approved by the Academic Council regarding acceptance or rejection of any thesis submitted by candidates for the award of doctoral degrees;
 - (f) to maintain a register of donors of the University;
 - (g) to approve of and issue directions to the officers of the University in regard to the budget, annual accounts, audit reports, etc. presented in its meetings;
 - (h) to enter into, modify, carry out and cancel contracts or Memorandum of Understanding on behalf of the University.
 - (i) any other power or function as may be entrusted to it by the Statutes, Ordinances, Regulations or Rules of the University.
 - (j) to seek and review the feedback report from students of the University about all teaching.
- (5) Registrar of the University shall be the Secretary of the Governing Board. The Secretary of the Governing Board shall, under the direction of the Chancellor, issue the notice for a meeting of the Board along with agenda showing the business to be transacted, at least three days prior to the date of the meeting:
- Provided that if, for any reason, the date fixed for a meeting is to be changed, fresh notice shall be issued in due time.
- (6) (a) The Chancellor may, at his discretion, convene an urgent meeting of the Board.
- (b) The Secretary shall, along with the notice of such urgent meeting, send a statement of business to be transacted at the meeting to all concerned.
- (c) Such an urgent meeting, if convened, shall be treated as any other meeting of the Board.
- (7)(a) Any member desiring to move a proposal to be included in the agenda of a meeting shall forward the proposal to the Secretary, so as to reach him not later than three days before the date fixed for the meeting.
- (b) The Secretary shall place all such proposals received from the members of the Board for inclusion in the agenda of a meeting before the Vice-Chancellor in time, who shall direct the Secretary to include in the agenda such proposals as are admissible. A proposal shall be admissible only if it –
- (i) deals with only one matter;
 - (ii) deals with a matter which falls within the power of the Board;
 - (iii) does not contain arguments, inferences, ironical expressions or defamatory statements, including those which are likely to amount to contempt of court or breach of privilege of Parliament, nor does it refer to the character or conduct of any person;
 - (iv) does not refer to a matter which is under adjudication by a court of law ; and

- (v) does not raise substantially the same issue as that included as an item of the agenda and decided upon by the Board during the twelve months preceding the date of the meeting at which it is to be taken up.
- (c) Proposals as directed not to be included in the agenda will be returned to the proposer with reason.
- (8) (a) The quorum for meeting of Governing Board shall be seven according to the provision of the Act. If the quorum is not present for a meeting within sixty minutes after the time fixed for the meeting, the meeting shall be adjourned,
 - (b) The Secretary shall make a record of the fact which will be signed by the Chancellor, or by the person presiding over at the meeting.
 - (c) When a meeting of the Governing Board is adjourned for want of quorum as provided under clause (a), the Chancellor shall have power to reconvene the same to transact business mentioned in the original agenda.
- (9) The Chancellor or the person presiding over a meeting of the Governing Board shall be the sole judge of any point of order raised in the meeting.
- (10) Every issue of the agenda shall be decided through majority of votes of the members present and voting at the meeting. In the case of equality of votes, the Chancellor or the person presiding over shall have a casting vote in addition to his vote as a member.
- (11) A member who may like to dissent from a decision of the Board and expresses desire to give a note of dissent, may be allowed to do; the note shall be brief and shall be confined to the point at issue. Personal reference of any kind as also attributing motives shall invariably be excluded and shall not be a part of the dissenting note. The dissenting note given by a member will be circulated along with the proceedings of the meeting in due course.

(12) The Governing Board shall meet at least three times in a calendar year as per the provision of the Act.

4. Academic Council :- (1) The Academic Council of the University shall consist of the following members, namely: -

- (a) the Vice-Chancellor - Chairman,
 - (b) the Pro-Vice Chancellor – Vice Chairman,
 - (c) the Deans of the Faculty Councils - Members,
 - (d) two Professors nominated by the Vice-Chancellor one of whom shall be from outside the University - Members,
 - (e) the Professors / Faculty members, one from each department (as per seniority) of the University - Members,
 - (f) the Heads of the Departments of teaching - Members,
 - (g) Registrar – Secretary.
- (2) The Vice-Chancellor of the University shall preside over the meetings of the Academic Council.
- (3)(a) The Academic Council shall meet at least three times in a calendar year.
- (b) The Vice-Chancellor shall fix the date, time and venue of the meetings.

- (c) The Vice-Chancellor may, at any time, direct the Secretary to convene additional meetings, as and when required.
- (d) In the absence of the Vice-Chancellor and Pro Vice-Chancellor, one of the Deans of the Faculty Councils, from amongst those members of the Governing Board, nominated by the Chancellor shall preside over a meeting.
- (4) A written notice together with the agenda shall be circulated to the members of the Academic Council by the Secretary, at least three days prior to the date of the meeting: Provided that if the date fixed for the meeting is changed for any reason, fresh notice shall be issued in due time.
- (4)(a) The quorum for a meeting of the Academic Council shall be fifty percent of the total number of members including the Vice-Chancellor, rounded off to the next integer. If a quorum is not present within sixty minutes after the time fixed for the meeting, the meeting shall not be held and the Secretary shall make a record of the fact and the same will be signed by the Vice-Chancellor or by the person presiding over the meeting.
- (b) When a meeting of the Academic Council is adjourned for want of quorum, the Vice-Chancellor shall have power to reconvene the same to transact business mentioned in the agenda of the original meeting.
- (5)(a) The Vice-Chancellor may at his discretion convene an urgent meeting of the Academic Council.
- (b) The Secretary shall, along with the notice of such urgent meeting, send a statement of business to be transacted at the meeting to all concerned.
- (c) Such an urgent meeting, if convened, shall be treated as any other meeting of the Academic Council.
- (6) The rulings of the Vice-Chancellor in regard to all questions of procedure in respect of the meetings of the Academic Council shall be final.
- (7) Decisions at the meetings of the Academic Council shall be taken, if required, through a secret ballot, by a majority of votes of the members present and voting at the meeting. In the case of equality of votes on any issue, the Vice Chancellor or the person presiding over shall have a casting vote in addition to his vote as a member.
- (8) The proceedings of the meetings of the Academic Council shall be recorded by the Secretary. In the absence of the Registrar, the Vice-Chancellor shall appoint any other person, not below the rank of Associate Professor, to act as the Secretary.
- (9) In addition to the powers and functions prescribed under the Act, the Academic Council shall have the following powers and functions, namely: -
 - (a) to consider any matter referred to or delegated to it by the Governing Board, and make recommendations thereto;
 - (b) to issue directions regarding methods of instructions, coordination of teaching among the Faculty Councils, evaluation of courses of studies and of research and maintenance and improvement of academic standards ;
 - (c) to promote and monitor coordination between various Faculty Councils, Departments, Centers; collaboration between the University and other institutions of higher learning and establish such committees as may be deemed necessary for the purposes.

- (d) to consider matters of general academic interest either on its own, or on a reference by a Faculty Council or Department and to recommend appropriate action thereto;
- (e) to recommend proposals to the Governing Board for approval regarding creation, abolition, amalgamation, sub-division, etc. of Faculty Councils, Departments, Boards of Studies and the like of the University;
- (f) to consider and recommend to the Governing Board, proposals submitted by any Faculty Council or Research Board in respect of courses of study and research programmes, respectively;
- (g) to recommend to the Vice-Chancellor regarding appointment of Visiting Professors, Emeritus Professors, Consultants and Scholars ;
- (h) to consider and approve of or reject the recommendation of the Research Board regarding any thesis submitted by a candidate for doctoral degrees under any Faculty Council of the University;
- (i) to make recommendation to the Governing Board with regard to -
 - (i) the Degrees, Diplomas and Certificates to be awarded by the University and the conditions thereof;
 - (ii) the creation of posts required for teaching in the University, or abolition thereof, if required;
 - (iii) the classification of the posts referred to in sub-clause (ii) and the duties attached thereto as per University Grants Commission and other Regulatory Body norms ;
 - (iv) fixation of remuneration and travelling allowances and dearness allowances payable to the examiners ;
 - (v) fixation of any amount payable for any service or assistance rendered to the University by persons other than the persons under sub clause (iv).
- (j) to recognize Degrees, Diplomas or Certificates of other Universities or Institutions and to determine their corresponding status;
- (k) to recommend institution of stipends, scholarships, medals and prizes and to fix, subject to any conditions prescribed by the Governing Board, the tenure, mode and prerequisites of award of fellowships, scholarships, medals and other prizes and to recommend award of the same ;
- (l) to exercise general supervision over the conduct of the University examinations;
- (m) to perform, in relation to academic matters, all such functions and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, the Statutes, the Ordinances and the Regulations of the University.
- (n) Any decision having financial implication needs to be vetted by the Chief Finance Officer.

5. The Faculty Councils of the University :- (1) There shall be as many Faculty Councils for postgraduate and undergraduate studies corresponding to the following fields of study in the University:-

- (i) Faculty of Engineering;
- (ii) Faculty of Management;
- (iii) Faculty of Law;
- (iv) Faculty of Medicine, Nursing and Paramedical;

- (v) Faculty of Pure Science; Applied Science & Media Science
- (vi) Faculty of Performing Arts, Arts, Electronics & Print Media;
- (vii) Faculty of Commerce & Accountancy;
- (viii) Faculty of Hotel & Hospitality Management;
- (ix) Faculty of Distance Education;
- (x) Any other Faculty as may be created by the University.

(2) A Faculty Councils shall consist of the following, namely :-

- (a) the Vice-Chancellor - Chairman,
- (b) Dean of the Faculty Council concerned - Vice-Chairman,
- (c) the Head or Heads of Department or Departments concerned - Members,
- (d) the Professors and the Associate Professors of the Faculty concerned - Members,
- (e) the Librarian of the University and if the post of Librarian is vacant then the person acting as Librarian of the University - Member,
- (f) five teachers of the University, other than Professors and Associate Professors, to be nominated by the Chancellor - Members,

(3) In addition to the powers conferred under the Act, the following shall also be the powers and functions of a Faculty Council, namely:-

- (i) to consider and recommend to the Academic Council courses of study, curricula and procedure of examinations, as prepared by the concerned Boards of Studies;
- (ii) to report to the Governing Board through the Academic Council the institution, composition or abolition of Boards of Studies;
- (iii) to recommend to the Academic Council conditions for the award of Degrees, Diplomas and other academic distinctions ;
- (iv) to consider any matter referred to it by the Governing Board or the Academic Council and recommend thereto;
- (v) to recommend to the Academic Council the establishment, amalgamation, subdivision and abolition of the Departments or the Boards of Studies;
- (vi) to make recommendations to the Governing Board through the Academic Council regarding re-organization of teaching methods, research and examination process in the subjects concerned; laying stress on outcome based teaching, learning and maximum use of digital method of teaching and academic administration.
- (vii) to consider any report or recommendation referred to it by the Boards of Studies and make recommendations thereto to the Academic Council.
- (viii) to refer any matter to the concerned Boards of studies attached to it; and
- (ix) any other function required to be performed under the Act, the Statutes, the Ordinances, the Regulations and the Rules of the University.

- (4) (a) The Faculty Councils shall ordinarily meet at least three times in a calendar year and at such other time as may be directed or fixed by the Vice-Chancellor, in consultation with the Dean concerned.
- (b) The quorum for the meeting of a Faculty Council shall be at least one-third of the total number of its members, rounded off to the next integer.
- (c) Notice of a meeting of the Faculty Council shall be sent at least three days before the date of the meeting, to each member by the concerned Secretary stating the date, time and place of the meeting and the agenda of business to be transacted.
- (d) The Vice-Chancellor may convene joint meetings of two or more Faculty Councils for the purpose of considering any matter of common academic interest and shall preside over such meeting. In the absence of the Vice-Chancellor, one of the Deans nominated by him shall preside over it.

6. The Finance Committee of the University:-

- (1) The Finance Committee shall consist of the following:-

- (a) the Chancellor - Chairman;
- (b) the Vice-Chancellor - Vice-Chairman;
- (c) the Pro Vice-Chancellor – Member;
- (d) One person having special knowledge in financial matters, nominated by the Chancellor -Member;
- (e) One person having expertise in finance and accounts/audit, nominated by the Governing Board-Member;
- (e) One of the Deans of the Faculty Councils of the University, nominated by the Vice- Chancellor- Member;
- (f) the Registrar - Member;
- (g) the Chief Finance Officer - Member Secretary.

- (2) The powers and functions of the Finance Committee shall be -

- (a) to make the budget estimates and financial planning for every financial year, taking into account the grants received or receivable, income from fees and other charges received or receivable by the University from students and others, and estimated expenditure under different heads of accounts, and place the same to the Governing Board well ahead of the beginning of a financial year for consideration and approval;
- (b) to consider and recommend the statement of audited accounts along with the audit report for a financial year to the Governing Board for consideration and approval, within six months from the beginning of the next financial year.

- (3) The Finance Committee shall have power and perform functions as provided under the Act, and any other matter relating to the finance of the University, as may be referred to it by the Governing Board.
- (4) The term of the nominated members shall be three years and such members will be eligible for re-nomination.
- (5) At least three meetings of the Finance Committee shall be held in a financial year and such meetings shall be convened by the Secretary under guidance of

the Chairman in regard to the agenda, date, time and venue of a meeting. A notice of at least five days for the members shall be required and quorum for a meeting of the Finance Committee shall be five.

7. The Boards of Studies:-

- (1) There shall be a Board of Studies corresponding to a course of studies in a Department of teaching under a Faculty Council.
- (2) The Board of Studies shall consist of the following:-
 - (i) the Head of the department concerned- Chairman,
 - (ii) the teachers for the course/s of studies - Members,
 - (iii) two experts in the subject nominated by the Academic Council - Members
 - (iv) one expert from the industry, nominated by the Vice-Chancellor - Member
 - (v) one of the Associate or Assistant Professors of the Department, nominated by the Vice-Chancellor - Member Secretary.
- (3) The term of the nominated members of the Boards of Studies shall be of three years, and such members will be eligible for re-nomination. The quorum for a meeting of a Board of Studies shall be at least fifty percent of the total number of its members, rounded off to the next integer.
- (4) The Governing Board shall have the power, on the recommendation of the Academic Council or otherwise, to abolish any Board(s) of Studies.
- (5) The powers and functions of the Boards of Studies shall be:-
 - (a) to prepare, update and recommend courses of studies, curricula and procedure of examinations for the respective course/s of study ;
 - (b) to recommend to the Academic Council on examination matters and examination reform ;
 - (c) to prepare panel of examiners for the University examinations and recommend the same to the Vice-Chancellor ; and
 - (d) to recommend the Academic Council on any matter referred to them.
- (6)(a) The Boards of studies shall ordinarily meet at least three times a year and at such other times as may be fixed by the Vice-Chancellor.
- (b) The Vice-Chancellor may convene joint meetings of two or more Boards of Studies for the purpose of considering any matter of common interest to such Boards of Studies and shall preside over such a meeting. In the absence of the Vice- Chancellor, the Pro Vice-Chancellor or one of the Deans nominated by him shall preside over.
- (c) Notice of meetings including joint meetings, shall be sent to each member by the concerned Secretary, at least three days before the date of the meeting, stating the date, time, place and the business to be transacted at the meeting.
- (d) A Board of Studies may dispose of its business by meetings or correspondence or both.

8. The Research Board:-

- (1) There shall be a Research Board consisting of the following:-
 - (a) the Vice-Chancellor - Chairman,
 - (b) the Pro-Vice Chancellor - ViceChairman

- (c) Deans of the Faculty Councils - Members,
 - (d) Professors and a maximum of five Associate Professors of the University, nominated by the Vice Chancellor - Members,
 - (e) three experts nominated by the Governing Board for a period of three years - Members,
 - (f) One of the Professor-Members nominated by the Vice-Chancellor - Member Secretary.
- (2) The nominated members will be eligible for re-nomination.
- (3) The powers and functions of the Research Board shall be:-
- (a) to recommend to the Academic Council the minimum qualifications for a Research Supervisor;
 - (b) to recommend to the Academic Council the names of University Professors and other teachers, for guiding research;
 - (c) to recommend the names of experts from outside the University to the Academic Council for guiding research ;
 - (d) to consider the recommendations of the Departmental Research Committees for registration of candidates for Ph.D. degree;
 - (e) to consider the cases of registration for doctoral degree where there is a change of subject or of research topic ;
 - (f) to consider and review, the evaluated progress report of a Research Supervisor regarding the work of a candidate for Ph.D. degree, at the end of an academic year.
- (g) to consider the cases of difference of opinions, if any, between examiners of a Ph. D thesis and forward the recommendation thereto to the Academic Council.
- (4) (a) The Research Board shall meet at least twice in an academic session.
- (b) One-third of the total number of the members rounded off to the next integer, shall form the quorum for a meeting of the Research Board.

9. The Examination Board:-

- (1) There shall be an Examination Board consisting of the following:-
- (a) the Vice-Chancellor or his nominee not below the rank of the Dean of a Faculty Council -Chairman,
 - (b) the Pro-Vice Chancellor – Vice Chairman,
 - (c) the Deans of the Faculty Councils - Members,
 - (d) the Controller of Examinations-Member Secretary.
 - (e) the Registrar-Member
- (2) The Examination Board shall have the powers and function to -
- (a) award general grace marks, if necessary, recording the basis and extent thereof, on the recommendation of the Grievance Redressal Committee for one or more papers of a University examination;

- (b) advise the Governing Board or the Vice-Chancellor on any matter relating to any University examination on its own or on reference to it by any authority of the University.
- (3) (a) The Examination Board shall meet at least twice a year or whenever required as may be decided by the Vice-Chancellor.
- (b) Three members shall form the quorum of a meeting.

10. The Publication Board:- (1) The Publication Board shall consist of the following:-

- (a) the Vice-Chancellor or his nominee not below the rank of the Dean of a Faculty Council -Chairman,
 - (b) the Pro Vice-Chancellor – Vice Chairman,
 - (c) the Deans of Faculties - Members,
 - (d) one nominee of the Governing Board - Member,
 - (e) the Controller of Examinations - Member,
 - (e) the University Librarian - Member Secretary,
- (2) The functions of the Publication Board shall be to undertake, with the approval of the Governing Board, the publication of:-
- (a) the University Journal,

- (b) books, magazines, periodicals, case studies, newspapers and newsletters, and
 - (c) any other work, literary, scientific or technical, considered appropriate by it.
- (3)(a) The Publication Board shall meet at least twice a year or whenever convened by the Chairman, with a notice of at least three days.
- (b) One-third of the total number of members, rounded off to the next integer, shall form the quorum of a meeting.

11. The Students' Gymkhana:- (1) The Students' Gymkhana shall be a students' body of the University.

(2) The students' Gymkhana shall consist of the following:—

- (a) the Chancellor - Chief Patron;
- (b) the Vice-Chancellor - Patron;
- (c) the Pro Vice-Chancellor – Patron;
- (d) two Deans of Faculties, nominated by the Chancellor – Patron;
- (e) one teacher of the University nominated by the Chancellor - Chairman;
- (f) (i) one student representative from each class, course-wise and academic session-wise, of the teaching departments of the University, nominated by the Head of the Department concerned, on the basis of one's academic records, regularity in class attendance, attitude and potential for giving selfless service to others including one's colleagues, and one's capacity to work with a spirit of co-operation and in unison with other members of the University and a strong will to maintain and sustain a corporate life of the University - Executive Members;

- (ii) one research student, if any, from each department, nominated by the concerned Dean of the Faculty council in consultation with the Head of the Department to which the research student belongs, on the basis of the criteria as mentioned in (i) above -Executive Members;
- (g) (i) one of the Executive Members other than a research student representative, nominated by the Vice-Chancellor - Convener;
- (ii) Another Executive Member other than a research student representative, nominated by the Vice-Chancellor - Treasurer
- (3) The functions of the Students' Gymkhana shall be to undertake, with the approval of the Governing Board, the following:-
 - (a) Dealing with the students' welfare issues like maintenance and improvement of academic standard in every teaching department, updating and continuous improvement of the syllabi, development and improvement of communication

skills, written as well as oral; tutorial and compensatory classes; arranging seminars, conferences, sports and games activities and cultural functions including Annual Sports and Annual Cultural Events; improving placement potentials and activities; arranging health check-up programs at least once a year and taking care of the general health of the students; maintaining and improving a healthy and congenial living condition and a proper learning atmosphere in the hostels and continuously monitoring the same; taking care of the canteen facilities in the University especially regarding standard of food being served and cleanliness of the kitchen including the utensils, and supply of safe drinking water; neatness and cleanliness of the University campus as a whole, especially of the classrooms, stair-cases and passages, laboratories, libraries, wash rooms, common rooms, indoor games spaces, and maintaining the discipline in the University campus including the hostels; etc.

(b) Giving recommendations or suggestions for enhancing the standard of education being imparted and the research facilities; and for enhancing the University's image to the members of the University community as well as to the outside world; and to make the students in general conscious in this regard.

- (4) (a) The Student's Gymkhana meetings will be held once every two months or as and when required will be convened by Patron, with a notice of at least five days and stating the agenda of the meeting by the Convener, under the guidance and direction of the Chairman, on any working day after the University classes are over; provided that additional meetings may be held if so felt by the Chairman, Convener and the Treasurer; provided that Board activities shall not affect in any way the academic programs of the University.

- (b) Fifty percent of the total number of members of the Students' Gymkhana excluding the Chairman, rounded off to the next integer, shall form the quorum of a meeting.
- (5) The Convener and the Treasurer will hold office in the Students' Gymkhana for one academic session only and shall not be eligible to be re-nominated for such offices; however, they shall be eligible for re-nomination as Executive Members.
- (6) If a student is a defaulter in respect of payment of tuition and other fees; or has percentage of attendance in classes including laboratory and tutorial ones, of less than eighty percent in the previous academic session; or has supplementary examination or back papers pending, or has been found indisCIPLINED by the appropriate disciplinary authority, he will not be eligible for nomination to be an Executive Member.
- (7) (a) The Students' Gymkhana will be funded by the University, as and when necessary, on the basis of budget estimates prepared by it and as approved by the Vice Chancellor as well as on the basis of specific programmes, as decided upon in its meetings; provided that in cases of urgency, the Chairman shall obtain necessary approval from the Vice-Chancellor for sanction of fund to meet an urgent situation, and the matter be reported to the next meeting of the Board.
- (b) The students' Gymkhana or any of its Executive Members shall not collect any fund or any other facility either from the students and members of the staff of the University or from any outside source.
- (i) The Students' Gymkhana shall prepare an Annual Report of its activities every year which shall be discussed at one of its meetings and adopted;
- (ii) The Students' Gymkhana shall prepare its Annual Accounts, have the same audited by a qualified auditor and shall forward the same after adoption to the Governing Board.
- (8) In case of a dispute arising between the Chairman and Executive Members, or any difficulty arising in regard to the functioning of the Students' Gymkhana, which the Executive Members are not in a position to resolve, the matter shall be referred to the Vice-Chancellor whose decision in the matter shall be final and binding to all concerned, provided that if the Vice-Chancellor so desires, he may refer the matter to the Chancellor, who may, after considering the gravity of the situation, dissolve the Board and order for the constitution of a fresh Students' Board as per provisions made under this Statutes for the rest of the tenure.

12. Anti Ragging Board:-

- (1) There shall be a Board to be known as the Anti ragging Board who shall function in consonance with the provisions of the West Bengal Prohibition of Ragging in Educational Institutions Act, 2000.
- (2) The Anti Ragging Board shall be headed by the Vice Chancellor of the University and shall include the Pro Vice-Chancellor and at least two Deans

of Faculty Councils and one Student Representative, to be nominated by the Chancellor.

- (3) The Anti Ragging Board shall submit annual report to the Governing Board; The Governing Board after due consideration of the report shall send a copy of the same to the State Government.

13. Internal Complaints Committee:-

(1) There shall be a Committee to be known as the Internal Complaints Committee who shall act in consonance with the provisions of the Sexual Harassments of girl students and Women at Work Place (Prevention, Prohibition and Reddresal) Act, 2013.

(2) The Committee shall be headed by the senior most female Professor or Associate Professor of the University and shall have two Deans from different Faculty Councils and one female student of the University as members, and all of them shall be nominated by the Chancellor.

(3) The Committee shall submit annual report to the Governing Board; The Governing Board after due consideration of the report shall send a copy to the same to the State Government.

14. Grievance Redressal Committee:-

(1) There shall be a Grievance Redressal Committee consisting of the following:-

- (a) Vice Chancellor - Chairman
- (b) Pro-Vice Chancellor- Vice Chairman,
- (c) Dean of Faculty Council
- (d) Controller of Examination (for exam. related grievances)
- (e) Finance & Development Officer (for fee/finance related grievances),
- (f) Dean Research (for the cases related to Research Scholars),
- (g) Head of the Department concerned,
- (h) A student representative (nominated by Students' Gymkhana),
- (i) Registrar of the University- Member Secretary.

(2) The Grievance Redressal Committee shall have the powers and functions to:

- (a) consider the appeal of an aggrieved student, staff or faculty
- (b) enquire the matter and pass appropriate order in the best possible manner within 10 days of receipt of application.
- (c) while dealing the complaint, the Committee will observe law of natural justice and hear the complainant and concerned people.
- (d) while passing an order on any Grievance, the relevant provisions of Act/Regulations of the University should be kept in mind and no such order should be passed in contradiction of the same.

15. Scheduled Castes / Scheduled Tribes Committee:-

(1) There shall be a Scheduled Castes /Scheduled Tribes Committee consisting of the following:-

- (a) Vice Chancellor – Chairman,
- (b) Pro-Vice Chancellor – Vice Chairman,
- (c) Dean of Faculty Council,
- (d) Two External members from outside the University,
- (e) Registrar - Member Secretary.

(2) The Scheduled Castes / Scheduled Tribes committee shall have the powers and function to:

- (a) maintain the database of SC / ST students admitted to the University under the general category.
- (b) enquire into the complaint lodged by any SC / ST students / faculty / staff and address it properly.
- (c) follow all the objectives and targets laid down by MHRD, Govt. of India for the empowerment of SC / STs.
- (d) promote higher education among the SC / ST or weaker communities that are suffering from economic /social and educational deprivations. The University should strive to maintain an environment where all communities can participate in academic and research activities without any sort of discrimination with respect to caste or creed.

16. Committee on National Cadet Corps (NCC) and National Services Schemes (NSS):-

- (1) There shall be Committee in the University by the name of the Committee on National Cadet Corps (NCC) and National Services Scheme (NSS) which shall be Chaired by the Vice-Chancellor or by the Pro-Vice Chancellor of the University together with the Sports Officer and Dean of Students Welfare as members.
- (2) The University shall compulsorily constitute the National Cadet Corps from amongst its students with the assistance of Home Department of the State Government.
- (3) The University shall also provide contributions to the National Services Scheme voluntarily or as and when requisitioned in the interest of Public Service.
- (4) The functions of the Committee on National Cadet Corps (NCC) and National Services Scheme (NSS) shall be such as may be directed by the Governing Board.

17. General provisions relating to the authorities –

- (1) (a) Any authority of the University may appoint as many standing or special committees as it may deem fit, and may include in such committees additional persons also as invitees.
 (b) A committee appointed under clause (a) may deal with any matter not referred to it, subject to subsequent confirmation by the authority appointing it.
- (2) Where no provision is made for a Chairman to preside over a meeting of any authority of the University or any committee of such authority or when the Chairman so provided for, is absent, the members present shall elect one from amongst its members themselves in order of preference of Pro-Vice-Chancellor,

Dean, Professor, Head of Department or Associate Processor, to preside over at such a meeting.

(3) A member of an authority who remains absent from its three consecutive meetings without prior information shall lose membership of such authority.

CHAPTER – III **OFFICERS OF THE UNIVERSITY**

18. The Chancellor: - (1) the Chancellor shall be appointed by the sponsoring trust by a resolution circulated to all trustees in a meeting held for this purpose.

(2) In addition to the powers and functions provided under the Act, the Chancellor shall have the following powers and functions, namely:-

- (a) to authorize and control all expenditure and payments made from out of the University funds;
- (b) to act as Chairman of all Selection Committees constituted for appointment against any post other than Group-D staff;
- (c) to cause an inspection to be made by such University Officer or person as he may direct, of the University, any of its Schools, Departments, any examination matter, teaching and any other work conducted or done by the University and cause an enquiry to be made in a like manner in respect of any matter connected with the University;
- (d) to exercise any power, if he is of the opinion that immediate action is necessary in any matter, conferred by or under the Act or the Statutes, on any authority of the University and report to the Governing Board at its next meeting the action taken by him in such matters. In absence of act and statutes provisions, the chancellor will issue order which is to be ratified in the next governing board meeting.
- (e) to exercise such other powers as may be prescribed by the Act, the Statutes, the Ordinances, the Regulations or the Rules, and to such other matter, if it is in the opinion of the Chancellor, that such a matter is required for the development of the University and the same be reported to the Governing Board at its next meeting.

19. The Vice-Chancellor - (1) The emoluments and other terms and conditions of service of the Vice-Chancellor shall be according to the University Grants Commission norms as interpreted and applied by the Governing Board.

(2) In addition to the powers and functions prescribed under the Act, the Vice-Chancellor shall have the following powers and shall perform the following functions, namely:-

- (a) to be present at and address any meeting of any authority or body of the University without being entitled to vote thereat unless he is a member of such authority or body;
- (b) to constitute such standing and ad-hoc committees as he may consider necessary to assist him in the performance of his duty as the principal executive and academic officer of the University and the same be reported to the Governing Board;

- (c) to grant leave of absence to any teacher and academic officer;
 - (d) to grant or refuse permission to the University employees and teachers to accept examinership of any other University or institution of higher learning, and consultation practice, whether remunerative or non-remunerative,
 - (e) to suspend or to take disciplinary action against any teacher or against any employee holding a post in the University after providing an opportunity of hearing to such teacher or employee and to report the matter to the Chancellor at the earliest possible opportunity,
 - (f) to appoint examiners from the various panels of examiners prepared by the University,
 - (g) any other duties or functions as may be assigned to by the Governing Board or by the Chancellor.
- (3) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Vice-Chancellor is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, and upon giving the Vice-Chancellor an opportunity of a hearing, may ask the Vice-Chancellor to relinquish his office from such date as may be specified in the order.

20. Pro-Vice-Chancellor - (1) The Chancellor shall, in consultation with the Vice-Chancellor, appoint persons having adequate administrative or related experience as Pro-Vice-Chancellors.;

- (2) The emoluments and other terms and conditions of service of the Pro-Vice-Chancellor shall be such as may be determined by the Governing Board from time to time.
- (3) The Pro-Vice-Chancellor shall have, under the general control and guidance of the Chancellor and the Vice-Chancellor, the following functions and duties to perform:-
 - (a) to look after the academic matters, general administration, admission, training and placement of students of the University,
 - (b) to maintain overall discipline in the Campus,
 - (c) to maintain discipline and order during examination days, and
 - (d) to perform any other function or to discharge any other duties entrusted or delegated to him by the Board of Governors, the Chancellor or the Vice-Chancellor.

21. The Deans of the Faculty Councils - (1) There shall be a Dean for each of the Faculty Councils specified in this Statute, to be appointed by the Chancellor on the recommendation of the Governing Board as provided under the Act for a term of not more than four years from amongst the senior-most teachers of the University.

- (2) The Dean of a Faculty Council shall have the following powers and shall perform the following functions, namely:-
 - (a) to advise the Vice-Chancellor on any matter pertaining to the faculty and as referred to him;
 - (b) to take active interest in inter-departmental or inter-faculty research activities or programmes relating to his Faculty;

- (c) to be responsible for drawing up the courses of study, procedure of examinations and framing the syllabi of different subjects prescribed for various Departments in the Faculty;
 - (d) to be responsible for the maintenance of high standard of teaching and research in the Faculty and to co-operate with the Dean of other Faculties in the matter of inter-Faculty teaching arrangements and research programmes, syllabi of subjects and courses of study;
 - (e) to assist the Vice-Chancellor in regard to the University examinations; and
 - (f) to be responsible for the faithful observance of the Act, the Statutes, Ordinances, Regulations and Rules, and Resolutions of the Governing Board and the Academic Council relating to academic matters applicable to the Faculty.
- (4) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Dean is not in the interests of the University, the Chancellor may, with the approval of the Governing Board, by an order in writing stating the reasons therein, and upon giving the Dean an opportunity of a hearing, may ask the Dean to relinquish his office from such date as may be specified in the order, before the end of the term of the Dean.

22. The Registrar - (1) (a) The Registrar shall be appointed by the Chancellor on the recommendation of the sponsoring Trust. The sponsoring Trust may constitute a committee in this regard with the Chancellor as its Chairman, and the committee shall send its recommendation to the Trust.

(b) The Registrar shall act under the general control, guidance and direction of the Chancellor and the Vice-Chancellor.

(2) In addition to the powers and functions conferred under the Act, the Registrar shall have the powers and shall perform the following functions namely, to -

- (a) make, with the approval of the Chancellor and/or the Vice-Chancellor, official correspondence on behalf of the University subject to the provision of the Act and the Statutes;
- (b) issue notices, under the instructions of the Chancellor and/or the Vice-Chancellor and in exercise of the provisions made in the Statutes and the Ordinances, concerning all meetings of the Governing Board, the Academic Council and any other committees or bodies constituted under the provisions of the Act and the Statutes, unless provided otherwise;
- (c) maintain general discipline of the University office;
- (d) represent the University in suits and proceedings in a court of law by or against the University, sign powers of attorney and verify pleadings in consultation with the Governing Board or depute the officers under his control for the purpose;
- (e) prepare and submit any information of the University required by the State Government, University Grants Commission and other statutory bodies in consultation with the Vice-Chancellor and with the approval of the Chancellor;

- (f) get prepared and maintain a record of all Degrees, Diplomas and Certificates conferred by the University; and
 - (g) perform such other duties as may, from time to time, be assigned to him by the Statues, the Ordinances or as may be required by the authorities of the University constituted under the provisions of the Act and the Statues, or the Chancellor and/or the Vice-Chancellor.
- (3) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Registrar is not in the interests of the University, the chancellor may, by an order in writing stating the reasons therein, and upon giving the Registrar an opportunity of a hearing, ask the Registrar to relinquish his office from such date as may be specified in the order.

23. The Chief Finance Officer - (1) (a) Appointment to the post of Chief Finance Officer shall be made by the Chancellor on the recommendation of the Governing Board. The Governing Board may constitute a committee in this regard with the Chancellor as the Chairman and Vice-Chancellor as one of the members, and the committee shall send its recommendation to the Board, (b) The Chief Finance Officer shall act under the general control, guidance and direction of the Chancellor and the Vice-Chancellor.

(2) The Chief Finance Officer shall have the following powers and functions:-

- (a) to maintain proper accounts of the receipts and expenditure of the University;
 - (b) to arrange for annual audit of the University accounts in due time by a registered Chartered Accountant or statutory Auditor and make available to the Auditors all necessary information and records;
 - (c) to prepare Statement of Annual Accounts of the University for placing in due time before the Governing Board for consideration and approval and submitting to the sponsoring Trust and the State Government;
 - (d) to review the accounts of the University and prepare the replies to the audit objections, if any, and place the same to the Governing Board;
 - (e) to give his opinion or advice on such financial matters as may be referred to him by the Governing Board, the Chancellor and the Vice-Chancellor;
 - (f) to keep a constant watch on the state of the cash and bank balance and on the state of investments and report the same to the Chancellor from time to time;
 - (g) to prepare the annual budget and estimates and financial planning in due time for the financial years under the direction of the Chancellor;
 - (h) to ensure that the registers of buildings, land, furniture and equipments, instruments and books and journals are maintained up-to-date and that stock- checking is regularly conducted, of equipment and other consumable materials in all offices, Departments, Schools, Institutes and Centers; and
 - (i) to call for any information from any office, Department, School, Institute or Center that he may consider necessary for the performance of his duties with the permission of the Chancellor or the Vice-Chancellor.
- (3) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Chief Finance Officer is not in the interests of the

University, the Chancellor may, by an order in writing stating the reasons therein, and upon giving the Chief Finance Officer an opportunity of a hearing, may ask the Chief Finance Officer to relinquish his office from such date as may be specified in the order.

24. The Controller of Examinations - (1) The Controller of Examinations of the University shall be the executive officer for all works related to the University examinations.

(2) (a) The Controller of Examinations shall be appointed by the Chancellor on the recommendation of the Governing Board. The Governing Board may constitute a committee in this regard with the Chancellor as the Chairman and the Vice-Chancellor as one of the members, and the committee shall send its recommendation to the Board.

(b) The Controller of Examinations shall act under the general control, guidance and direction of the Chancellor and the Vice-Chancellor.

(3) The Controller of Examinations shall have the following powers and functions:-

(a) to make appropriate and adequate arrangements with respect to the examination centres, the confidential work relating to setting, moderating and printing of question papers and the supply of question papers to such centres in time;

(b) to make necessary arrangements for assessment and re-evaluation, if any, of answer books in such manner as may be specified by the Examination Board and/or the Vice-Chancellor;

(c) to take necessary steps for engaging agencies including data processing agency for conducting examinations, and related works;

(d) to assist the Vice-Chancellor in the declaration of examination results and publication thereof with the approval of the Vice-Chancellor;

(e) to countersign and verify the examiners' bills, centre expenses at the examination centres and all other bills related with the examination work under his control; and

(f) to perform such other functions as may be required by the Examination Board, the Registrar and the Vice-Chancellor.

(5) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Controller of Examinations is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, and upon giving the Controller of Examinations an opportunity of a hearing, ask the Controller of Examinations to relinquish his office from such date as may be specified in the order.

25. The Law Officer - (1) (a) The Law Officer, full time/ part time shall be appointed by the Chancellor on the recommendation of the Governing Board. The Governing Board may constitute a committee in this regard with the Chancellor as the Chairman and Vice-Chancellor as one of the members, and the committee shall send its recommendation to the Board.

(b) The Law Officer shall act under the general control, guidance and direction of the Chancellor and the Vice-Chancellor.

(2) The Law Officer shall have the following powers and functions:-

- (a) to assist the Vice-Chancellor on all legal matters and litigations pertaining to the University
- (b) to assist the Vice-Chancellor on preparation of Memorandum of Understanding and documents leading to linkages and collaborations of the University with other organizations;
- (c) to assist the Vice-Chancellor in preparation of General Contracts and Agreements that bind the University with other organizations and individuals;
- (d) to assist the Vice-Chancellor to account for the declaration of income, assets and liabilities of the University;

(e) to prepare and obtain approval of contents of all documents related to under clauses (a) (b), (c) and (d);

(3) If the situation so warrants and if, in the opinion of the Chancellor, the continuance of the Law Officer is not in the interests of the University, the Chancellor may, by an order in writing stating the reasons therein, and upon giving the Law Officer an opportunity of a hearing, ask the Law Officer to relinquish his office from such date as may be specified in the order.

26. University Librarian: - (1) The University Librarian shall be appointed by the Chancellor.

(2) The terms and conditions of service of the University librarian shall be such as may be determined and decided by the Chancellor from time to time.

(3) The University Librarian shall be in charge of the University's Library and shall perform all duties in respect of maintaining and managing the Library as may be directed by the Chancellor and the Vice Chancellor.

(4) The qualification for appointment of University librarian shall be at par with the regulations and standard provided by the Regulatory Bodies.

27. Medical Officer: - (1) There shall be a Medical Officer in the University to be appointed by

the Chancellor on such terms and conditions as may be decided by the Chancellor. Preferably, the Medical Officer should be a whole-time employee of the University.

(2) The qualification for appointment of Medical Officer shall be at par with the qualifications for appointment of a doctor in Government Hospital.

(3) the Medical Officer of the University may be appointed on Part-time basis from amongst a qualified medical practitioner subject to condition that the Medical Officer shall visit the University at least three days in a week or make him available in such convenient place as may be determined by the University, which could be easily accessible to the students of the University by ordinary means of transport.

28. Sports Officer: - (1) There shall be a Sports Officer in the University who shall be appointed by the Chancellor on such terms and conditions as may be determined by the Chancellor.

(2) The qualification and experience of the Sports Officer shall be such as may be prescribed by the regulatory authorities. Effort should be there to appoint a whole-time Sports Officer.

(3) The Sports Officer shall discharge the duties as may be assigned to him by the Chancellor and the Vice-Chancellor from time to time. Sports activities will be conducted on holidays and after academic activities are over on working days.

29. University Engineer: - (1) There shall be a University Engineer who shall be appointed by the University on such terms and conditions as may be determined by the Chancellor from time to time.

(2) The qualifications for appointment of an Engineer shall be such as may be prescribed by the Regulatory Bodies.

(3) In case of no full-time Engineer is available, an Engineering Firm may be engaged by the Chancellor in order to maintain the University's Engineering works, including Civil, electrical and other necessary works.

(4) The University Engineer shall have such other duties as may be assigned to him by the Chancellor or the Vice Chancellor, from time to time. University engineer will be responsible for maintenance, improvement, extensions, safety and security of all university real estate properties.

30. Teachers of the University - (1) The appointment of teachers of the University shall be made in accordance with the norms prescribed by the relevant regulatory bodies wherever required and on such terms and conditions as are prescribed in the Statutes, Ordinances, Rules and Regulations of the University.

(2) Every teacher shall abide by the terms and conditions as per the appointment letter of the University. Every day, a teacher needs to demonstrate that he is dedicated towards the career growth of the students and is stinging to update his/her teaching ability with latest technology and knowledge. Only outcome based teaching will be permitted

(3) Every teacher shall be appointed on a written appointment letter, and a copy of the letter shall be deposited with the Registrar.

(4) A teacher shall have the following functions and duties, namely;-

(a) to make teaching purposeful and a mission of his career as a teacher and a researcher. Main tasks of a teacher will be to improve his / her teaching ability continuously with latest technology and knowledge.

(b) the teacher must transfer knowledge in an interesting manner and continuously relating the topic taught with the actual use or utility of knowledge of the topic. Outcome based teaching will only be acceptable. Teacher need to give assignments regularly and must evaluate the assignments diligently.

(c) a teacher must participate in at least one faculty development programme per semester and at least two student gymkhana events, industrial visits etc.

(d) a teacher shall nurture the spirit of a corporate life and to work in unison with other teachers and members of the non-teaching staff of his department as well as other members of the University as a whole.

(e) a teacher shall give equal treatment to all the students irrespective of religion, race, caste, gender, place of birth, place of residence, language or any of them;

(f) a teacher shall assess students' performance objectively;

(g) a teacher shall constantly monitor and improve the performance of the students in the class room and examinations with a view to promote their self

confidence and to keep records thereon. A teacher should keep in touch with the alumni members and should be up-to date about job requirements of existing students. A teacher need to give training in disciplines, decorum and ethical values to students, directly and indirectly as well through his / her life-style;

(h) a teacher shall develop a sense of respect among students for Fundamental Duties as specified in the Constitution of India;

(i) a teacher shall prevent the use of any uncivil language or act by the students;

(j) a teacher shall neither demand nor accept any kind of fee or any gratification, whatsoever, from any student and guardian for providing any guidance to the students. A teacher needs to develop rapport with industry and their requirements;

(k) a teacher shall deliver extension lectures at various academic centers as and when occasion arises within the knowledge of the University;

(l) a teacher shall regularly carry on studies and have active and sustained involvement in research. Getting sponsored projects or research or consultancy jobs for the University will be treated as positive contribution to the University;

(m) a teacher shall participate regularly in Seminars, Symposia and Conferences organized by the University, other learned institutions and present papers on such occasions, in India and/or abroad within the knowledge of the University;

(n) a teacher shall discharge the duties of the Head of the Department or of any such position, whenever the University so directs;

(o) a teacher shall accept and carefully discharge all examination duties and keep records and to treat examination duty as part of his duties in the University;

(p) a teacher shall file self appraisal reports at regular intervals (at least once every semester) and send the same to the Head of the Department just after a semester is completed.

31. Terms and Conditions of Service of Employees and their functions - The terms and conditions of service relating to appointment, and disciplinary proceedings including penalties regarding all the employees of the University and their functions shall be such as per terms of appointment letter, irrespective of position held or salary receipt.

CHAPTER - IV

MAINTENANCE OF UNIVERSITY'S PROPERTIES

32. Maintenance of properties:-

(1) The immovable properties of the University described under the Schedule to the Act shall not be disposed off in any manner without the prior written approval of the State Government.

(2) The immovable properties described under the Schedule to the Act shall only be applied for development of the University.

(3) The University may purchase or construct immovable properties from time to time in furtherance of the objectives of the University from other sources, with due

adherence of extant laws relating to the land and buildings, with the approval of the Governing Board.

- (4) All properties purchased or developed in the name of the University shall be informed to the State Government on every occasion.
- (5) The University shall maintain proper records and accounts including inventories for all movable properties of the University, which shall be reflected in the annual accounts of the University every year.

CHAPTER-V PROVIDENT FUND

33. Provident Fund:-

- (1) The University shall compulsorily make provisions for its employees a Provident Fund Scheme under the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 and the same will be detailed in the University Ordinances.
- (3) the University shall also make provisions for Group Insurance and other service related benefit schemes for the benefits of its employees and the same will be detailed in the University Ordinances.

CHAPTER-VI COURSES OF STUDY AND FEES STRUCTURE

34. Courses of study - (1) The University shall undertake courses of study leading to the award of Certificates, Diplomas and Degrees including Research degrees in the disciplines specified in the Act.

- (2) The number of seats in different courses of study undertaken by the University or alteration thereof shall be such as may be recommended by the Academic Council as per the norms, if any, prescribed by the relevant regulatory body and adopted by the Board.

- (3) The University will run the following courses namely:-

(A) Faculty of Engineering -

1. Bachelor of Technology in (4-years course) : 8 Semesters
2. Masters of Technology in (2-years course) : 4 Semesters
3. Integrated M. Tech programme in (5-years course) : 10 Semesters
4. Bachelor of Architecture (B.Arch. - 5-years course) : 10 Semesters
5. Ph.D. in Engineering : Ordinarily 3 years, may be extended by the concerned authority.
6. Integrated Ph.D. in Engineering (M. Tech + Ph.D. in Engineering) : Ordinarily 4 years, may be extended by the concerned authority.

(B) Faculty of Sciences-

7. Bachelor of Computer Application (BCA - 3-years course) : 6 Semesters

8. Masters of Computer Applications (MCA - 3-years course) : 6 Semesters
9. Integrated MCA (5-years course) : 10 Semesters
10. Bachelor of Science in (3-years course) : 6 Semesters
11. Master of Science in (2-years course) : 4 Semesters
12. Integrated degree programme in Master of Science in (4-years course)
: 8 Semesters
13. Ph.D. in Science : Ordinarily 3 years, may be extended by the concerned authority.
14. Integrated Ph.D. in Science (M.Sc. + Ph.D. in Science) : Ordinarily 4 years, may be extended by the concerned authority.

(C) Faculty of Management-

15. Bachelor of Business Administration (BBA - 3-years course) : 6 Semesters
16. Masters of Business Administration (MBA - 2-years course) : 4 Semesters
17. Integrated MBA (4-years course) : 8 Semesters
18. Ph.D. in Management : Ordinarily 3 years, may be extended by the concerned authority.
19. Integrated Ph.D. in Management (MBA + Ph.D. in Management) : Ordinarily 4 years, may be extended by the concerned authority.

(D) Faculty of Medicine, Surgery and Para Medical & Nursing -

20. Bachelor in Medicine and Surgery (MBBS) : 5 years
21. Doctor of Medicine (MD) : 2 years
22. Master of Surgery (MS) : 2 years
23. Bachelor in Para Medical course : 3 years
24. Bachelor in Nursing : 4 years

(E) Faculty of Law-

25. Bachelor in Law (LL.B- both 3-years and 5-years integrated)
26. Master's in Law (LL.M) : 2 years
27. Doctor in Law (LL.D) : Ordinarily 3 years, may be extended by the concerned authority.

(F) Faculty of Hotel & Hospitality Management:-

28. B. Sc., M.Sc. : 3 years , 2 years

(4) Courses may be added or removed from time to time as per the decisions of the Governing Board.

Fees Structure - The fees structure for different courses of study will be recommended and reviewed by the Governing Board from time to time.

35. Admissions - (1) Admission of students to the University shall be on the basis of merit in the qualifying entrance examinations conducted by the University followed with a personal interview. Reservation of seats in admission shall be provided as per policy of the State Government from time to time.

(2) Change of branch of study will be allowed after one year of study subject to compliance of norms laid down by the University Grants Commission.

(3) Lateral entry or parallel transfer from other lawfully established universities are allowed

subject to compliance of University Grants Commission rules and subject to qualifying in the admission test of the University.

(4) Students unless they attend 75% of the classes in a paper (i.e. 75% of the academic contact hours) will be treated as non-collegiate private candidates. They will not be allowed to sit for the university examination in the paper/s concerned.

(5) If a student represents the University in academic, sports and games or cultural activities with prior written permission from the concerned Head of the Department or falls sick with serious illness like jaundice, pox, certain accidental injuries, etc., the student will be allowed to sit for the University examination with a minimum of 60% of the contact hours. If the contact hour is less than 60%, for whatsoever may be the reason, the student will be required to repeat the semester.

CHAPTER-VII

CONFERMENT OF DEGREES, DIPLOMA, TITLE AND HONORIS CAUSA

36. Grant of Degrees - (1) The University shall be competent to undertake study and research and award degrees, diplomas and certificates therefore in any of the disciplines mentioned in the Act.

(2) The formats of various Degrees and Certificate are annexed in Schedule-A in the Statutes.

37. Conferment of Honorary Degrees - (1) The University may confer Honorary Degree on any person who by virtue of his eminence and attainments, or contributions to the cause of learning or his established position in the disciplines of law, health care, fine arts, literature, science and technology, management and commerce, applied science and agriculture, insurance, hospitality, education, humanities, social sciences, social work and social service is a fit and proper person to receive such degree.

(2) All proposals for the conferment of Honorary Degrees shall be made by the Academic Council to the Governing Board and shall be submitted to the Chancellor for confirmation. Every Honorary Degree confirmed by the Chancellor shall have prior approval of the Visitor.

38. Convocation - Convocations of the University for the conferment of degrees, diploma, certificates, etc or for other purposes will be held ordinarily every academic year.

39. Withdrawal of Degrees etc - Any Degree, Diploma, Certificate or any Honorary Degree conferred by the University to a person, may be withdrawn by the Governing

Board on a resolution passed by the Academic Council by a majority of not less than two-thirds of its members present and voting and which has obtained the approval of the Chancellor. Before such a resolution is adopted, the recipient of the degree shall be given with an opportunity of being heard. In case such a degree holder does not respond to the University's communication in the matter within a period of three months, the Chancellor shall take such action as deemed fit.

CHAPTER-VIII

MISCELLANEOUS

40. Procedure of Arbitration -

(a) An employee in dispute with the University arising out of the contract of employment may make a request, in writing, to the Registrar, and if he is not satisfied with the decision or recommendation of the Registrar, the Registrar may refer such disputes to Arbitration Committee whose decision shall be final and binding upon the person concerned.

(b) Every proceeding before the Arbitration Committee shall be deemed to be final and binding decision. The Chancellor of the University shall be Chairperson of the Arbitration Board, two other members shall be from Governing Body, as decided by the Governing Body.

(c) A student in dispute arising out of disciplinary action taken against him by the University may make a prayer, in writing, to the Registrar, and if he is not satisfied with the decision or recommendation of the Registrar, the Registrar may refer, within a period of sixty days from the date of the disciplinary action, such a dispute to the Chancellor of the University. Decision of the Chancellor shall be final and binding; provided that the student concerned shall be given an opportunity of hearing before the matter is taken up by the Chancellor; provided further that if the concerned student does not appear for hearing, after notice having been served in due time, the Chancellor shall have power to take such action as deemed fit..

41. Scholarships, Fellowship, Medals and Prizes - Subject to the approval of the Chancellor, the Vice-Chancellor may in recognition of merit of students award such Fellowships, Scholarships, stipends or institute medals and prizes as detailed in the Ordinances of the University.

42. Creation and abolition of posts - All teaching and non-teaching posts shall be created or abolished by the Governing Board on the recommendations of the Academic Council as per the norms prescribed.

43. Creation, Abolition and restructuring of Departments - The Governing Board shall have the power, on the recommendation of the Academic Council, to create, abolish or restructure any existing Department of the University.

44. Teacher-Student Ratio - Regarding Teacher-student ratio, the University's aim will be to have 1:20 ratio, but if the University does not get competent teachers, the University will not fill

up posts. Suitability of the candidate for appointment to teaching posts will normally be tested through few demo classes after interview. A candidate taking demo classes need to be paid.

- 45. Accounting policy and financial procedure -** (1) The Accounting Policy and Financial Procedures of the University shall be maintained in accordance with the standard accounting procedures of the Institute of Chartered Accountants, India.
- (2) Unless otherwise provided, the financial statements of the University shall be prepared as per the Indian Accounting Standards as laid down by the Institute of Chartered Accountants, India. Accounts will be audited and certified by Chartered Accountant every year.

SCHEDULE-A

FORMATS OF VARIOUS DEGREES AND CERTIFICATES

46. Formats of various Degrees and Certificates:-

(1) Following shall be the standard formats of various Degrees of the University:-

(i) This is to Certify that the degree of Doctor of Science of this University was conferred Honoris Causa on at the Convocation of the University held on the day of, 20.....

Vice-Chancellor

Chancellor

(ii) This is to Certify that the degree of Doctor of Engineering & Technology of this University was conferred Honoris Causa on at the Convocation of the University held on the day of, 20.....

Vice-Chancellor Chancellor

(iii) This is to Certify that the degree of Doctor of Literature of this University was conferred Honoris Causa on at the Convocation of the University held on the day of, 20.....

Vice-Chancellor
Chancellor

(iv) Certified that was admitted to the Degree of Doctor of Philosophy (Science) in (Subject) of the University on (date of award) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(v) Certified that was admitted to the Degree of Doctor of Philosophy (Engineering) in (Subject) of the University on

..... (date of award) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(vi) Certified that was admitted to the Degree of Doctor of Philosophy (Arts) in (Subject) of the University on

..... (date of award) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(vii) Certified that was admitted to the Degree of Doctor of Philosophy (Commerce) of the University on (date of award) and

that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor Chancellor

(viii) Certified that was admitted to the Degree of Doctor of Philosophy in Business Administration of the University on (date of awards) and that

the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(ix) Certified that was admitted to the Degree of Doctor of Philosophy in Physical Education of the University on (date of awards) and that the degree

was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(x) Certified that was admitted to the Degree of Doctor of Philosophy in Law of the University on

(date of awards) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xi) Certified that was admitted to the Degree of Doctor of Philosophy in Computer Applications of the University on (date of awards) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xii) Certified that was admitted to the Degree of Doctor of Philosophy in Education of the University on (date of awards) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

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

Vice-Chancellor

Chancellor

(xiv) Certified that was admitted to the Degree of Master of Philosophy in Science in (subject) of the University on (date of awards) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xv) Certified that was admitted to the Degree of Master of Philosophy in Arts in (subject) of the University on (date of awards) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xvi) Certified that was admitted to the Degree of Master of Philosophy in Commerce in (subject) of the University on (date of awards) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xvii) Certified that was admitted to the Degree of Master of Philosophy in Business administration of the University on (date of awards) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor
Chancellor

(xviii) Certified that was admitted to the Degree of Master of Philosophy in Law of the University on (date of awards) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xix) Certified that was admitted to the Degree of Master of Philosophy in Physical Education of the University on (date of awards) and that the degree was conferred on him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xx) Certified that was admitted to the Degree of Master of Philosophy in Education of the University on (date of awards) and that the degree was conferred on him/her at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xxi) Certified that was admitted to the Degree of Master of Philosophy in Computer Applications of the University on (date of awards) and that the degree was conferred on her / him at the Convocation held on (Month) (Year) with all the Rights and Privileges thereto appertaining.

Vice-Chancellor

Chancellor

(xxii) This is to certify that obtained the degree of Master of Business Administration from this University in the year 20.... under the Semester Examination System having been placed in the Class.

Vice-Chancellor

Chancellor

(xxiii) This is to certify that obtained the degree of Master of Science from this University in the year 20.... under the Semester Examination System in (Subject) being placed in the Class.

Vice-Chancellor

Chancellor

(xxiv) This is to certify that obtained the degree of Master of Arts from this University in the year 20..... under the Semester Examination System in (Subject) being placed in the Class.

Vice-Chancellor
Chancellor

(xxv) This is to certify that obtained the degree of Master of Commerce from this University in the year 20.... under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

(xxvi) This is to certify that obtained the degree of Master of Education from this University in the year 20..... under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

(xxvii) This is to certify that obtained the degree of Master of Library and Information Science from this University in the year 20.... under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

(xxviii) This is to certify that obtained the degree of Master of Physical Education from this University in the year 20..... under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

(xxix) This is to certify that obtained the degree of Master of Computer Applications from this University in the year 20.... under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

(xxx) This is to certify that obtained the degree of Master of Law from this University in the year 20..... under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

(xxxi) This is to certify that obtained the degree of Master of Library and Information Science from this University in the year 20.... under the Semester Examination System being placed in the Class.

Vice-Chancellor
Chancellor

(xxxii) This is to certify that obtained the degree of Bachelor of Education in this University at the Final Examination of the year 20.... the branch in which he / she was examined having been and that he/she was placed in the Class.

Vice-Chancellor
Chancellor

(xxxiii) This is to certify that obtained the degree of Bachelor of Physical Education in this University at the Final Examination of the year 20.... the branch in which he/she was examined having been and that he/she was placed in the Class.

Vice-Chancellor
Chancellor

(xxxiv) This is to certify that obtained the degree of Bachelor of Science in this University at the Final Examination of the year 20.... the branch in which he/she was examined having been and that he/she was placed in the Class.

Vice-Chancellor
Chancellor

(xxxv) This is to certify that obtained the degree of Bachelor of Arts in this University at the Final Examination of the year 20.... the branch in which he/she was examined having been and that he/she was placed in the Class.

Vice-Chancellor
Chancellor

(xxxvi) This is to certify that obtained the degree of Bachelor of Commerce in this University at the Final Examination of the year 20.... the branch in which he /she was examined having been and that he/she was placed in the Class.

Vice-Chancellor
Chancellor

(xxxvii) This is to certify that obtained the degree of Bachelor of Computer Applications in this University at the Final Examination of the year 20.... the branch in which he/she was examined having been and that he/she was placed in the Class.

Vice-Chancellor
Chancellor

(xxxviii) This is to certify that obtained the degree of Bachelor of Law in this University at the Final Examination under the Semester System of the year 20 the branch in which he / she was examined having been and that he/she was placed in the Class.

Vice-Chancellor

Chancellor

(xxxix) This is to certify that obtained the degree of Bachelor of Business Administration in this University at the Final Examination of the year 20 the branch in which he/she was examined having been and that he/she was placed in the Class.

Vice-Chancellor

Chancellor

(xl) This is to certify that obtained the degree of Bachelor of Library & Information Science in this University at the Final Examination of the year 20..... the branch in which he/she was examined having been and that he/she was placed in the Class.

Vice-Chancellor

Chancellor

(xli) This is to certify that obtained the degree of Bachelor of Technology in from this University in the year 20..... under the Semester Examination System being placed in the Class.

Vice-Chancellor

Chancellor

(xlii) This is to certify that obtained the degree of Master of Technology in from this University in the year 20..... under the Semester Examination System being placed in the Class.

Vice-Chancellor
Chancellor.

**By order,
the Chancellor,
University of Engineering & Management, Kolkata.**