

The
Kolkata Gazette



सत्यमेव जयते

Extraordinary
Published by Authority

VAISAKHA 17]

MONDAY, APRIL 30, 2001

[SAKA 1923]

PART I—Orders and Notifications by the Governor of West Bengal, the High Court, Government Treasury, etc.

GOVERNMENT OF WEST BENGAL
AGRICULTURE DEPARTMENT

NOTIFICATION

No. 2583-Edn

Kolkata, the 30th April, 2001.

In exercise of the power conferred by sub-section (1) of section 51 of the Uttar Banga Krishi Viswavidyalaya Act, 2000 (West Bengal Act XX of 2000), the Governor is hereby pleased to frame the following statutes as the First Statutes of the University relating to the matters enumerated from sub-section (1) to sub-section (10) of section 50 of the said Act:—

First Statutes

CHAPTER I

PRELIMINARY

1. **Short title and commencement.**—(1) These Statutes shall be called the First Statutes of “Uttar Banga Krishi Viswavidyalaya”.
- (2) They shall come into force with immediate effect.
2. **Definitions.**—In these Statutes, unless the context otherwise requires,—
 - (a) ‘the Act’ means the Uttar Banga Krishi Viswavidyalaya Act, 2000 (West Bengal Act XX of 2000);
 - (b) ‘appointing authority’ means the Executive Council of the University;
 - (c) ‘officers’ mean all persons other than the Vice-Chancellor as mentioned in section 23 and includes persons declared as officers under sub-section (6) of section 23 and posts of officers to be created by the Executive Council with the approval from the State Government, or created by State Government for the University;
 - (d) ‘register’ means a book where the names and relevant particulars in respect of teachers, students and non-teaching staff are recorded;
 - (e) ‘regular non-teaching staff’ means a person appointed on full time and regular basis by the University other than teachers and officers and includes such non-teaching staff of the former University other than those serving the University on deputation as per provision of section 57;

- (f) 'regular student' means a student who is pursuing studies through attending classes and appearing in the examinations and is not in default of payment of prescribed tuition fees and other dues of the University till such date as may be notified by the University in this behalf;
- (g) 'regular teacher' means a person appointed on full time and regular basis by the University for the purpose of imparting instruction or conducting and guiding research or extension education programmes and includes such teachers of the former University retained in the University other than those serving the University on deputation as per provision of section 57;
- (h) 'section' means a section of the Act.
- (2) Words and expressions used and not defined in these Statutes but defined in the Act shall have the same meanings as respectively assigned to them in the Act.

PART I

STATUTES RELATING TO CONSTITUTION, POWERS AND DUTIES OF THE AUTHORITIES OF THE UNIVERSITY

3. **Authorities.**—In addition to the authorities specified in sub-section (1) to sub-section (5) of section 9, the following bodies are hereby declared to be the other authorities as referred to in sub-section (6) of section 9, namely:—

- (1) The Finance Committee;
- (2) The Research Council;
- (3) The Extension Education Council;
- (4) The Council of Students' Welfare.

4. **Finance Committee.**—(1) The Finance Committee shall consist of the following members, namely—

- (a) the Vice-Chancellor, who shall be the Chairman;
- (b) the Secretary, Department of Finance, Government of West Bengal;
- (c) the Secretary, Department of Agriculture, Government of West Bengal;
- (d) one person with experience in financial matters to be nominated by the Chancellor out of a panel of names of persons who are not members of the Executive Council, to be submitted by the Vice-Chancellor;
- (e) three members of the Executive Council, other than *ex officio* members, to be nominated by the Vice-Chancellor;
- (f) the Dean of each Faculty;
- (g) the Director of Research;
- (h) the Director of Extension Education;
- (i) the Director of Farms;
- (j) the Registrar;
- (k) the Comptroller, who shall be the Member-Secretary;

Provided that in case of clause (b) and clause (c), any officer of the State Government in the concerned Department not below the rank of Joint Secretary may be authorised to participate on behalf of the Secretary.

- (2) (a) The members nominated under clauses (d) and (e) of sub-statute (1) shall hold office for a period of four years from the date of nomination.
- (b) If a vacancy arises in the Finance Committee in respect of the member nominated under clause (d), the Chancellor shall nominate another member from the panel who shall hold office for a full period of four years from the date of nomination.
- (3) The Finance Committee shall—
 - (a) regulate the income and expenditure provided for in the budget and make such reports to the Executive Council as it thinks fit on any matter affecting the finance of the University;
 - (b) advise the Executive Council on any financial matter as referred to it by the Executive Council;
 - (c) scrutinise the annual audited accounts of the University and submit it to the Executive Council with its observations;
 - (d) examine the budget estimates including supplementary and revised estimates framed by the Comptroller before the budget is presented to the Executive Council;
 - (e) hold meeting at such time and in such place as it considers necessary and form quorum by fifty per cent, plus one of total members, provided that it shall hold meetings at least twice in a year;
 - (f) prepare its rules of business and approve it by the Vice-Chancellor;
 - (g) fill up any casual vacancy in respect of *ex officio* and nominated members shall not stand in holding meeting.

5. **Research Council.**—(1) The Research Council shall be formed by the Executive Council in order to provide counseling and advice to administer the research functioning of the University for those excepting the M.Sc and higher degree awarding research.

(2) The composition, powers and functions of the Research Council shall be such as prescribed in the Act.

(3) The Research Council shall prepare its rules of business and function in close operation with the Faculties and Directorate Extension Education.

6. **Extension Education Council.**—(1) The Extension Education Council shall be formed by the Executive Council in order to provide counselling and advice to administer the extension education functioning of the University.

(2) The composition, powers and functions of the Extension Education Council shall be such as prescribed in the Act.

(3) The Extension Education Council shall prepare its rules of business and function in close co-operation with the Faculties and Directorate of Research.

7. **The Council of Students' Welfare.**—(1) The Council of Students' Welfare shall be the policy making body in regard to the welfare, healthcare, amenities, accommodation, conduct and discipline of the students. The Council shall consist of the following members, namely—

- (a) the Vice-Chancellor;
- (b) the Dean, Students' Welfare;
- (c) the Registrar;
- (d) the Dean of each Faculty;
- (e) the Comptroller;
- (f) the Resident Superintendent-cum-NSS Co-ordinator;
- (g) the President and the Secretary of the Central Students' Union;
- (h) one student representative from each Faculty to be nominated by the Central Students' Union.

The Vice-Chancellor shall be the *ex officio* Chairman and the Dean, Students' Welfare shall be the *ex officio* Member-Secretary of the Council.

The Council shall meet at least twice in a year and one-third of the total number of members plus one shall be the quorum for a meeting of the Council of Students' Welfare.

(2) The Council of Students' Welfare shall exercise the following powers and perform the following functions:

- (a) to frame guidelines as may be necessary for the purpose of discharging its duties and responsibilities in respect of Students' Welfare on matters other than academic activities as attended in the Faculties subject to the approval of the Executive Council;
- (b) to formulate policies concerning all aspects of students' welfare;
- (c) to advise the Executive Council on all matters regarding—
 - (i) the maintenance of discipline among the students of the University;
 - (ii) the improvement of living conditions of students in the hostels;
 - (iii) implement programmes for promotion of health and welfare of students;
 - (iv) arrange for periodic supervision of halls and hostels of the students of the University;
 - (v) supervision of bodies connected with students activities;
 - (vi) formation of committees (such as Sports Committee, Health Committee, Discipline Committee, Central Mess Committee) and delegate such of its powers to these committees as are considered necessary; and
 - (vii) NSS related and other social activities of the student;
- (d) to consider and finalize the draft budget for the students' welfare to be considered and finalized by the Executive Council.

PART II

STATUTES RELATING TO THE POWERS, FUNCTIONS AND PRIVILEGES OF THE VICE-CHANCELLOR

8. **Vice-Chancellor's privileges and benefits.**—The Vice-Chancellor, in addition to his/her pay and allowances admissible under the Act, shall be entitled to—

- (a) get free furnished residential accommodation. He/She shall also be provided with a car to be maintained and a telephone connection at the residence with S.T.D. facility to be used for only official purposes free of cost;
- (b) the benefits of contributory provident fund, pension, death-cum-retiring gratuity, cash equivalent to leave salary and such other benefits as may be admissible to University Officers under the Statutes, the Ordinances and regulations framed from time to time and to be announced by the State Government;
- (c) such leave as may be admissible to University Officers under the Regulations or Rules of the University;
- (d) such travelling and other allowances, medical benefits, etc. as may be admissible under the Statutes, the Ordinances, Regulations and Rules.

9. **Additional powers of Vice-Chancellor.**—In addition to the powers and functions mentioned in section 26, the Vice-Chancellor shall exercise the following powers, namely:—

- (a) notwithstanding the provision for normal transfers in University for employee as per policy prescribed in Statutes, transfer any employee (teacher, officer or any other non-teaching staff) before attainment of his eligibility for transfer from one place to another within the jurisdiction of the University in the greater interest of the University at any time subject to availability of vacancy;
- (b) whenever a scheme financed by ICAR/GOI/State Government or any other funding agency, either single or jointly, is phased out or withdrawn by the said agency, to transfer/appoint the employees (teacher, officer and non-teaching staff) who were earlier engaged/appointed in the said scheme to any vacant post under the University.

PART III

STATUTES RELATING TO THE MANNER OF APPOINTMENT AND THE TERMS AND CONDITIONS OF SERVICE OF THE OFFICERS OF THE UNIVERSITY OTHER THAN THE VICE-CHANCELLOR

Preliminary

10. **Pay and allowance.**—The scales of pay and allowances of officers shall be such as may be determined by the Executive Council with the prior approval of the State Government from time to time.

11. **Qualifications.**—The qualifications for each category of posts of officers shall be such as may be laid down by the Executive Council with the prior approval of the State Government from time to time.

12. **Classification of officers.**—Unless otherwise decided by the Executive Council, the officers shall belong to the following categories, namely—

- (1) Grade I,
- (2) Grade II,
- (3) Grade III.

13. **Procedure of recruitment.**—When the post of an officer other than Dean of a Faculty is created or when a vacancy arises therein, the same shall be advertised in at least two leading newspapers of the country. For the post of Dean of a Faculty, applications shall be invited from amongst the Professors of the concerned Faculty through notification:

Provided that if any vacancy arises in on account of the expiry of the tenure of appointment of an incumbent to the said post, the incumbent in the position may be re-appointed for a further term with the approval of the Executive Council without advertising the post:

Provided further that where two successive advertisements or notifications, as the case may be, have not elicited good response from well-qualified and experienced candidates, the Vice-Chancellor may undertake or may cause to be undertaken negotiations to find out a suitable person for consideration of the Standing Committee as referred to in Statute 15.

14. **Screening Committee.**—(1) The Screening Committee shall consist of following members:—

- (a) in case of appointment to the post of officers other than Registrar—
 - (i) the Vice-Chancellor, the Chairman,
 - (ii) the Director of Research,
 - (iii) the Director of Extension Education,
 - (iv) the Registrar, Member-Secretary;
- (b) in case of appointment to the post of Registrar—
 - (i) the Vice-Chancellor of Research,
 - (ii) the Director of Research,
 - (iii) the Director of Extension Education,
 - (iv) the Dean of a Faculty nominated by the Vice-Chancellor, Member-Secretary.

(2) The Screening Committee shall scrutinize all applications including those for the post of Dean of a Faculty and recommend the names of candidates to be called for interview, excepting those found eligible for selection of Dean of a Faculty. The Vice-Chancellor shall select a person from amongst the eligible candidates to the post of Dean of a Faculty on such terms and conditions as may be prescribed.

15. **Standing Committee.**—(1) There shall be a Standing Committee as referred to in sub-sections (1) and (2) of section 36 constituted by the Vice-Chancellor for selection of candidates for the post of all officers of the University. The composition of the Standing Committee shall be such as referred to in this section.

(2) The panel of experts for a Standing Committee shall remain valid for a period of four years.

16. **Quorum.**—The quorum for a meeting of the Standing Committee shall be such as prescribed in sub-section (3) of section 36.

17. **Consideration of cases in absentia.**—The Standing Committee may, at its discretion, consider the applications of candidates from abroad who have expressed the desire to have their cases considered in absentia on the basis of authenticated records of testimonials and others.

18. **Recommendation of Standing Committee.**—The Standing Committee may recommend for each post a panel on the basis of merit of not more than three suitable candidates in order of preference. The panel of recommended names shall remain in a sealed cover in the custody of the Vice-Chancellor, who shall place it at the earliest opportunity, before the Executive Council for consideration and approval. If the recommendation of the Standing Committee is not acceptable to the Executive Council, it shall refer the recommendation back to the Standing Committee with reasons for reconsideration and if the Executive Council does not accept the reconsidered recommendation of the Standing Committee, the matter shall be referred by the Vice-Chancellor with appropriate explanation to the Chancellor whose decision thereon shall be final.

19. **Period of validity of the panel.**—The panel of names recommended for a post by the Standing Committee and approved by the Executive Council, shall remain valid for a period of one year with effect from the date of approval of the Executive Council. It may, however, be revalidated for a further period not exceeding six months by the Executive Council, if submitted in that regard by the Vice-Chancellor explaining reasons for such revalidation. If the first person in the panel does not join or leaves after joining the post before the expiry of the said one year, the vacancy thus arisen may be filled up by the other person in the panel to be approached serially:

Provided that the procedure laid down in these Statutes shall not apply to purely temporary and ad-hoc appointments, re-appointments and part-time appointments. Such appointments may be made by the Vice-Chancellor in the manner considered proper by him with the approval of the Executive Council for a period not exceeding six months at a time.

20. **Fixation of pay.**—(1) The pay of a fresh appointee shall ordinarily be fixed at the initial stage of the pay scale, provided that the Executive Council may, preferably on the recommendation of the Standing Committee, sanction advance increments, not exceeding five, to an exceptionally qualified candidate.

(2) If a candidate is already in the service of this University or employed in any other University or a Central or State Research Institute/Organization or in any recognised Institute, serving with a similar pay scale, his initial pay shall be fixed at a stage in the graded pay scale after giving protection of the basic pay including special pay or personal pay, if any, drawn by him.

21. **Letter of appointment.**—Except in the cases of Government employees serving on deputation, every employee referred to in sub-section (1) or sub-section (3) of section 57, ^{of the U.B.K.V. Act, 2000} and all officers on first appointment under the University, shall be provided with a letter of appointment in accordance with section 40, ^{of U.B.K.V. Act.} in the Form to be prescribed by the Vice-Chancellor. The letter of appointment shall be signed by the Vice-Chancellor.

22. **Certificate of medical fitness.**—(1) All persons, excepting those on deputation or appointed on a purely temporary and ad-hoc basis, shall, on first appointment to a post of officer, be examined by one of the Medical Officers of the University or by a District Medical Officer or any other medical officer of equivalent rank as specified by the Vice-Chancellor and such Medical Officer shall furnish a certificate about the fitness of health of the appointee in the Form as referred to in Appendix C.

(2) In case of doubt or on the basis of the report of the Medical Officer, the Vice-Chancellor may constitute a Medical Board to examine the appointee for ascertaining his medical fitness.

23. **Probation.**—(1) Except when otherwise provided in the Act or the Statutes or in the special terms of appointment on deputation, all officers shall on appointment to any permanent post, remain on probation for a period of two years, which may be extended by the Executive Council by a maximum period of one year after adducing reasons for such extension under intimation to the officer concerned. The Controlling Officer shall send to the Vice-Chancellor a report on the work and conduct of the officer at least two months before the date of expiry of the probationary period.

(2) If, during the period of probation, the work and conduct of an officer are not considered satisfactory, the Vice-Chancellor may, as required, dispense with his/her services or revert him/her to his/her former post, if any, or extend the period of probation, provided that the total period of probation including extension, if any, shall not exceed three years if the appointment is against a permanent vacancy against which the officer can be confirmed. In the event of termination of service of the officer concerned within probationary period, the appointing authority shall give him/her one month's notice or advanced pay for the equivalent period in lieu. No increment shall be due to an officer during the extended period for probation till he/she is confirmed.

24. Confirmation.—On the satisfactory completion of the period of probation, the appointing authority shall confirm an officer in the post. For an officer appointed to a temporary post or against a leave or lien vacancy in a permanent post, the question of confirmation shall not arise, unless he is appointed subsequently to a permanent post or the leave or lien vacancy becomes a permanent vacancy.

25. Additional employment.—(1) Except with the previous permission of the Executive Council, no officer shall accept additional employment with or without remuneration. An officer may, however, be permitted to accept remuneration/allowance for work done on such terms and conditions as may be determined by the Executive Council.

(2) An officer shall devote his whole-time to the service of the University and shall not engage directly or indirectly in any trade or business whatsoever or in any work.

26. Age limit.—The age limits for the persons to be employed by the University as officers shall be as stipulated by the State Government.

27. Declaration of age.—An officer shall make a declaration of his age to the appointing authority at the time of his first entry into the service of University on the basis of his Matriculation/School Final/Secondary/Higher Secondary Certificate or an equivalent Certificate. After the declaration of age and acceptance of the same by the authority, no revision of age shall, in any circumstances, be allowed to be made at a later date unless with prior approval of the Chancellor.

28. Register of officer.—The Registrar shall maintain a register for officers in which he shall enter, among other information—

- (a) name of every officer;
- (b) date of first appointment under the University;
- (c) date of birth;
- (d) age on the date of first appointment;
- (e) date on which he is due to retire on superannuation in accordance with the existing provisions; and
- (f) other particulars prescribed by the Executive Council.

29. Record of service.—There shall be a personal file for every officer in which all papers, records and other documents relating to his service in the University shall be placed. There shall also be a service book for each officers containing records of his appointment, increment, promotion, reward, punishment and all other special events in his service career. The service book shall also contain a leave account showing a complete record of all leave earned or unearned taken by him. Caused leave need not be recorded in the personal file. The service book shall be authenticated by the officer authorised in that regard.

30. Retirement.—Unless otherwise provided in the terms of appointment in any particular case, every whole-time salaried officer of the University shall retire on completion of 60 years of age or at such age to be declared by the State Government from time to time.

31. Lien.—(1) An officer, on confirmation against a permanent post, shall acquire lien on the post and ceases to hold any lien previously acquired on any other post.

(2) The appointing authority may allow an officer to retain his lien on his substantive post while on deputation to a foreign agency for a period not exceeding three years under any circumstances as may be determined by the Executive Council. The period on lien shall not be counted as qualifying service for the purpose of pension, gratuity or leaves unless contribution to leave salary and pension fund are made by the foreign employer or by the officer himself, but shall be counted for cumulative increment on return.

32. Resignation from service.—(1) If an officer in temporary position wishes to resign from service, he shall give one month's notice in writing to the Vice-Chancellor, failing which the Vice-Chancellor shall be entitled to recover from him one month's salary or salary for the period by which the notice period falls short of one month, unless otherwise directed by the Executive Council.

(2) If a permanent officer wishes to resign from service, he shall be required to give three months notice in writing to the Vice-Chancellor, failing which the Vice-Chancellor shall be entitled to recover from him three months' salary, or salary for the period by which the notice period fall short of three months, unless otherwise directed by the Executive Council.

(3) An officer shall, before leaving the University service, shall return to the University all books, furniture and items of use issued to him, adjust all advances taken by him from the University, pay up in full, all charges due from him for occupation of University quarter, if any allotted to him and any facility provided to him by the University and obtain clearance from the concerned authority.

(4) In case he fails to do so, the University shall be entitled to recover the amount due from him, on account of the above items from his last salary and/or from the University's contribution to his provident fund, or otherwise.

(5) An officer, who is occupying quarters owned or hired by the University, shall, within four months from the date of leaving the service of the University, vacate his quarters and give possession of the same to the University's Works Department or to the Caretaker.

33. Provident Fund, Pension and Gratuity.—A wholetime officer of the University shall be entitled to such service and retiral benefits as may be admissible under the appropriate Statutes/Ordinance/Regulations, unless the terms of his appointment provide otherwise. These shall generally abide by the provisions made by the State Government time to time.

34. Leave.—A whole-time officer of the University shall be entitled to such leave as may be admissible to him under the Leave Regulations of the University, unless the terms of his appointment provided otherwise. The provisions made by the State Government through issuance of leave rules for the State aided Universities shall be abided by.

35. Residence.—An officer shall be considered for allotment of University residential quarters, subject to availability of such quarters and he shall not be eligible for any house rent allowance from the date of allotment of residential quarters. Allotment shall be made with the approval of the Vice-Chancellor by a Committee to be constituted for this purpose by the Executive Council:

Provided that no officer who has received house building advance from the University shall be eligible for allotment of University quarters:

Provided further that no officer shall have the right to claim any University residential accommodation.

36. Voluntary retirement.—Notwithstanding anything contained in these Statutes, an officer, on completion of the age of fifty years and twenty years of continuous service in the University, shall have the option to retire voluntarily with the approval of the Executive Council. The retirement benefits will be with reference to his date of voluntary retirement.

37. Forwarding of application for employment outside University.—An officer may apply for a job outside the University, which is higher in rank than the post held by him or carries higher emoluments subject to the following conditions:

- (a) the application shall be submitted through proper channel for onward transmission with the approval of the Vice-Chancellor;
- (b) the application should reach the office of the Registrar at least 15 days before the last date of receipt of the application by the concerned organization.
- (c) The Executive Council, however, may permit an application for appointment outside the University in a rank equivalent to that held by the officer at the Viswavidyalaya.

PART IV

STATUTES RELATING TO THE POWERS, FUNCTIONS AND DUTIES OF THE OFFICERS OF THE UNIVERSITY OTHER THAN THE VICE-CHANCELLOR

38. In addition to the officers specified in section 23, the following officers are declared to be the officers of the University in term of sub-section (6)—

- (1) the Dean of each Faculty;
- (2) the Dean, Students' Welfare;
- (3) the Associate Director of Research;
- (4) the University Engineer;
- (5) the Deputy Registrar;
- (6) the Development Officer;

- (7) the Deputy Director of Research;
- (8) the Deputy Director of Extension Education;
- (9) the Assistant Registrar;
- (10) the Assistant Comptroller;
- (11) the Assistant Engineer;
- (12) the Assistant Law Officer;
- (13) the Assistant Director of Farms;
- (14) the Assistant Medical Officer;
- (15) the Instrumentation Engineer;
- (16) the Resident Superintendent-cum-NSS Co-ordinator;
- (17) the Junior Auditor;
- (18) the Assistant Librarian;
- (19) the Security Officer; and
- (20) the Estate Officer.

39. **Registrar.**—The Registrar shall be responsible to the Vice-Chancellor for the duties and powers as prescribed in the Act. In addition to the duties, powers and functions mentioned in section 27, the Registrar shall—

- (a) initiate and conduct all official correspondence on behalf of the University unless otherwise directed, and he shall be the normal channel of all official correspondence, except as may be specified by the Vice-Chancellor;
- (b) receive applications from candidates for employment under the University and for admission to the various academic programmes of the University and issue offers of appointment or admission to the selected candidates, as to be directed by the Vice-Chancellor;
- (c) make arrangements for the conduct of examinations for various degrees or diplomas and be responsible for due execution of all the processes related therewith;
- (d) be responsible for registration of students of the University;
- (e) maintain a register of all degrees or diplomas conferred by the University;
- (f) act as Member-Secretary of the Executive Council and Academic Council and deal with matters relating to issue of notices, agenda notes and minutes of the meetings to all concerned;
- (g) exercise general control over the employees of the University other than Vice-Chancellor and deal with all matters relating to appointment, leave, transfer, retirement and conditions of service of the employees subject to the approval of the Vice-Chancellor;
- (h) draw all bills receivable by the University and give discharge therefrom on behalf of the University;
- (i) sign all plaints and written statements, and all other legal documents and instruments on behalf of the University;
- (j) maintain a register of registered graduates;
- (k) be able to delegate such of powers and authorities as are necessary for the proper functioning with prior approval of the Vice-Chancellor or as to be decided by the Executive Council; and
- (l) act as a disciplinary authority for non-teaching employees of all categories.

40. **Comptroller.**—In addition to the duties, powers and functions mentioned in section 28, the Comptroller shall—

- (a) exercise general supervision and control over funds of the University funds and maintain proper accounts of the financial assets and investments;
- (b) advise the University in regard to its financial policy through the Vice-Chancellor, the Finance Committee and the Executive Council;
- (c) be responsible for preparation of the annual budget in consultation with the heads of Faculties, Research, Extension and Farm Directorates, Librarian and Dean Students' Welfare; arrange for audit of the accounts of the University by the Auditor General of West Bengal and/or by approved auditor Firm as the requirement may be of the funding agency;
- (d) be responsible for preparation of annual accounts and timely submission of the same to the Finance Committee and Executive Council;
- (e) be responsible for seeing that all moneys are expended for the purposes for which they have been granted or allotted;

- (f) subject to the control of the Executive Council, the Finance Committee and the Vice-Chancellor;
- (g) save as may be otherwise provided, sign all financial contracts on behalf of the University;
- (h) advise the Vice-Chancellor on financial affairs of the University;
- (i) take all necessary steps for prompt realisation and proper disbursement of grants;
- (j) arrange for continuous internal audit of the accounts of the University;
- (k) act as the Member-Secretary of the Finance Committee and issue notices and maintain the minutes of the meetings of the Finance Committee;
- (l) collect income and fees due to the University;
- (m) delegate, under intimation to all concerned, any of his duties and functions to any other officers under his general control with the prior approval of the Vice-Chancellor; and
- (n) perform such other duties as may be assigned to him by the Executive Council, the Finance Committee and the Vice-Chancellor from time to time.

41. Librarian.—The Librarian shall be under the direct administrative control of the Vice-Chancellor. He shall—

- (a) be in charge of the Central Library of the University and all its constituent units and be responsible for purchase of books, journals, other publications, library equipments and furniture considering the suggestions of the Head of the Departments or other competent authorities within the limits of the library grants and with approval from the Vice-Chancellor;
- (b) be responsible for the safe custody and proper maintenance of books, furniture, publications, journals and equipment in the library;
- (c) be responsible for accession of books, journals and other publications;
- (d) take necessary steps for classifications and cataloguing of books, journals and other publications;
- (e) issue 'readers' cards to all users of the library;
- (f) report losses of books, journals and library properties to the Library Committee;
- (g) act as Member-Secretary of the Library Committee and submit an annual report with regard to the Central Library and its constituent units in time to the Library Committee;
- (h) see that the library rules or regulations are properly observed;
- (i) withdraw library facilities granted to a reader whenever necessary subject to the prior sanction of the Vice-Chancellor;
- (j) take steps to stimulate and encourage the use of library facilities by students and staff;
- (k) arrange library hours which will permit maximum library use by both students and faculty-members;
- (l) prepare a monthly library newsletter which will carry a list of all reading materials received since the issue of the preceding newsletter and other library news of interest for students and staff;
- (m) arrange for departments and selected Research Stations and Krishi Vigyan Kendras, small collections of books and journals that are almost constantly used by the staff and the post-graduate students and reference;
- (n) delegate, under intimation to all concerned, any of his duties and functions to any other officers under his general control with the prior approval of the Vice-Chancellor;
- (o) arrange and co-ordinate circulation of journals or abstract volumes and reference books to the Regional Research and Extension Education Establishments following an EC approved procedure; and
- (p) perform such other duties as may be assigned to him from time to time by the Library Committee or the Vice-Chancellor.

42. Dean of the Faculty.—In addition to the functions and duties mentioned in section 30 the Dean of the Faculty shall—

- (a) be the Head of the Faculty and responsible to the Vice-Chancellor for its academic activities;
- (b) be responsible for the organization and conduct of all instructional programmes in different Departments and Advanced Study Centre of the concerned Faculty and pass such order as may be necessary;
- (c) co-ordinate the research activities of post-graduate students, in collaboration with the Director of Research and Director of Extension Education, keeping in parity with the research mandates of the University;
- (d) be responsible for the proper teaching of the courses, maintenance of teaching standard and for administration of the Faculty concerned;
- (e) be responsible for periodic evaluation and updating of the Course Curricula for undergraduate and post-graduate studies of the concerned Faculty in consultation with the Heads of the Departments and the Incharges of Advanced Study Centres under the Faculty;

- (f) be responsible for the inter-Faculty collaboration and co-ordination of the academic functions, conduct review of the educational programmes and progress and in the due observance of the Statutes and other regulation relating to the Faculty;
- (g) be responsible to the Vice-Chancellor for the use and maintenance of lands, buildings, laboratories, libraries, and such other properties of the Faculty;
- (h) administer the scholarships/fellowships for undergraduate and post-graduate degree;
- (i) formulate policies on academic matters pertaining to the Faculty and present to the Faculty Council for its consideration;
- (j) prepare a budget for the Faculty concerned and send it to the Comptroller with prior approval of the Faculty Council for its incorporation to the University budget;
- (k) shall function as Chairman of the Faculty Council; and
- (l) perform such other duties as may be assigned to him/her from time to time by the Faculty Council and the Vice-Chancellor.

43. Director of Research.—In addition to the duties, powers and functions mentioned in section 31 the Director of Research shall—

- (a) function as the Co-ordinator of all research in the University including Co-ordinated/ad-hoc research projects funded by different funding agencies and work in close contact with the Director of Extension Education, Director of Farms and Deans of the Faculties and, for this purpose, pass such orders as may be necessary;
- (b) compile annual reports of research units/stations and research projects to prepare annual research report of the University and submit it to the Research Council for consideration;
- (c) exercise broad administrative control over (i) research stations, (ii) research staff attached therein, (iii) research funds and (iv) all physical properties, facilities and materials assigned by the University for the pursuit of research programmes other than those for Ph.D. programmes in the Faculties;
- (d) delineate research priorities and research mandate of the University and draw research programmes for approval by the Research Council and execute research programmes through research units/stations of the University;
- (e) take initiative for creating physical facilities to pursue specialised or advanced research in agricultural and allied sciences in the University;
- (f) inspect and investigate into the research affairs of the University and submit report to the Research Council or the Vice-Chancellor;
- (g) submit different plans and measures for improvement and expansion of research maintained by the University;
- (h) review and monitor the research programmes of the research units/stations and all ongoing research projects funded by different agencies in the University and take necessary steps for strengthening and further improvement of research;
- (i) be the principal liaison officer of the University with the Central and State Governments and other grant-giving bodies such as Indian Council of Agricultural Research, CSIR, Department of Science & Technology and similar other bodies for the purpose of development of research;
- (j) organise and encourage publications of research papers and scientific journals, initiate publication of research bulletins and encourage research and extension staff to write articles in popular science journals on scientific matters of practical importance;
- (k) represent and arrange representation of the University in conferences and meetings dealing with research;
- (l) delegate, under intimation to all concerned, any of his/her duties and functions to any other officer under his/her general control with the prior approval of the Vice-Chancellor;
- (m) prepare a budget for Research Directorate and send it to the Comptroller with prior approval of Research Council for incorporation in University budget; and
- (n) perform such other duties as may be assigned to him from time to time by the Research Council and by the Vice-Chancellor.

44. Director of Extension Education.—In addition to the powers, duties and functions mentioned in section 32, the Director of Extension Education shall—

- (a) function as the co-ordinator of all extension education programmes and activities of the University and work in close contact with the Director of Research, Deans of the Faculties and Director of Farms and for this purpose, pass such orders as may be necessary;

- (b) formulate the extension education and training programmes and submit it to the Extension Education Council for approval;
- (c) plan and execute all extension education and training programmes through extension wings, Krishi Vigyan Kendras and review and monitor the extension activities of the University;
- (d) prepare an annual budget for extension education, training activities and publications of the University and place it to the Extension Education Council for consideration and forwarding it to the Comptroller for incorporation in Annual Budget proposal;
- (e) be responsible for initiation of organisation and conduct of extension education programmes of the University and for bringing about close collaboration with all the line departments of the State Government engaged in extension education and training programmes in Agriculture, Horticulture, Forestry and Tea Science, Sericulture and allied sciences; with other Government, semi-Government agencies or non-Government Organisation involved in social and economic development programmes in rural areas; the Indian Council of Agricultural Research and the Extension Directorate of the Central Government in matters relating to their extension activities and act as the principal liaison officer in respect of extension education;
- (f) compile annual reports of extension wings and Krishi Vigyan Kendras and prepare each year the annual report on extension activities of the University and submit it to the Extension Education Council;
- (g) exercise general administrative control over extension wings and KVKs, extension education staff attached therein, fund allocation for extension education, and all physical properties and facilities made available by the University for implementation of extension education programmes;
- (h) guide and supervise the workings of the various sections dealing with information, publications, audio-visual aids, electronic and print media and other material meant for effective implementation of extension education programmes of the University;
- (i) represent and arrange representation of the University in conferences and meetings dealing with extension education;
- (j) delegate, under information to all concerned any of his duties and functions to any other officer under his general control with the prior approval of the Vice-Chancellor, and
- (k) perform such other duties as may be assigned to him from time to time by the Extension Council and by the Vice-Chancellor.

45. **Dean, Students' Welfare.**—In addition to the powers and duties laid down in section 33 the Dean, Students' Welfare shall—

- (a) be responsible to the Vice-Chancellor in promoting extra-curricular activities such as inter and intra University sports and games meet, health and hygiene, literary, cultural and other fine arts programmes among the students of the University;
- (b) be responsible for proper maintenance of playground, gymnasium, courts, stadium etc. of the University;
- (c) function as *ex officio* Member-Secretary to the Council of Students' Welfare, formulate policies on students' welfare activities and present before the Council of Students' Welfare for consideration, and pass such order as may be necessary;
- (d) perform such other duties as may be assigned to him/her from time to time by the Council of Students' Welfare and the Vice-Chancellor; and
- (e) exercise the overall control over all students outside Faculty programmes.

46. **Director of Farms.**—(1) The Director of Farms shall be under the direct administrative control of the Vice-Chancellor.

(2) The following shall be the powers and duties of the Director of Farms. He shall—

- (a) be responsible for administration, management and development of the University farms placed under his charge;
- (b) work in close collaboration with the Director of Research, Director of Extension and the Deans of the Faculties;
- (c) ensure that field experiments and research works as well as field demonstrations in the University farms are properly carried out;
- (d) ensure that the machinery, equipment and other inputs purchased or allocated to the farms for commercial cultivation, research experiments and others are utilized following proper procedure and recording;
- (e) take care that the stock registers for all assets and produce are kept up-to-date;
- (f) ensure that a power account is kept of all funds placed at his disposal;

- (g) ensure that records like Farm Manager's, Overseer's, Field Assistant's diaries are maintained;
- (h) prepare the cropping programmes and budgetary requirements in consultation with the Director of Research Deans of the Faculties and Heads of the Departments well in advance and submit the same to the Vice-Chancellor;
- (i) submit an annual report regarding the activities of the farms to the Vice-Chancellor in time;
- (j) be responsible for the maintenance of proper discipline amongst the employees and officers associated with the farms under his control;
- (k) plan and take initiative for asset development and income generation by the University from the farm resources through various cultivation programmes in a judicious manner;
- (l) conduct routine inspection, pass necessary directions in respect of out station farms and report regarding their performance, crops planning, assets utilization and development; and
- (m) perform such other duties as may be assigned to him from time to time by the Vice-Chancellor.

47. Associate Director of Research.—(1) There shall be an Associate Director of Research for each Regional Research Station of the University who shall be a whole time salaried officer and shall be appointed by the Vice-Chancellor with the approval of Executive Council on such terms and conditions as may be prescribed.

(2) The salary, allowances and other conditions of service of the Associate Director of Research shall be such as may be prescribed.

(3) He may be associated with teaching, research and extension programme within the University, besides discharging his normal duties (as officer) for which he shall be appointed and without hampering it.

(4) The Associate Director of Research shall—

- (a) be the head of the Regional Research Station and be in charge of research station/sub-stations in the zone in technical, administrative and financial matters and exercise general control over the Scientist/Officer and non-teaching staff of Regional Research Stations;
- (b) be under the technical and administrative control of the Director of Research;
- (c) co-ordinate research and extension activities as well as seed and other farm production programmes in all research stations and sub-stations in the zone;
- (d) draw research programmes of the regional station and sub-station in conformity with the research mandate and on the basis of available physical facilities and manpower availability;
- (e) prepare annual research budget for the Regional Research Station and sub-station well in advance and submit the same to the Director of Research;
- (f) inspect the research sub-stations in the zone periodically and review the activities there;
- (g) ensure the effective research-extension linkage in the zone;
- (h) assist the Director of Research in the conduct of meeting of Regional Stations and sub-stations and other meetings, workshops, colloquia on research and extension education programmes in the zone;
- (i) orient the research programmes to the zone specific system-based farming situations and requirements;
- (j) co-ordinate multi-location trials, adaptive research trials, on-farm trials, etc. and ensure effective participation of scientists in the conduct of trials;
- (k) ensure the updating of status report and inculcating the spirit of zone specific research among scientists;
- (l) prepare each year the annual research report of the zone and submit it to the Director of Research or the Research Council as the case may be; and
- (m) perform such other duties and functions as may be assigned to him/her by the Research Council or the Director of Research from time to time.

48. University Engineer (Civil).—The University Engineer shall be in-charge of the Works Department of the University. He shall—

- (a) be responsible for maintenance and repair of buildings, roads and other structures of the University and departmental construction of such structures as may be required;
- (b) be responsible for the preparation of estimates as are required for works to be undertaken departmentally and also for the supervision of construction works by outside agencies except when decided otherwise by the University;
- (c) maintain a register of assets like building/possession of civil and electrical installation with details of fittings and fixtures;

- (d) be responsible for proper maintenance of generators, pumps, equipment and possession of utility services, fire-fighting equipment and other installations;
- (e) be responsible for the assessment of rental and electrical charges for University quarters;
- (f) be responsible for verification of bills pertaining to constructions and custody of drawing of constructions, measurement books, log books, machinery, equipments and other articles and records of the Works Department;
- (g) make periodic visit by himself or by his staff and submit the report regarding physical condition and requirements for maintenance and safe keeping of assets of Regional Research Station; and
- (h) perform such other duties and functions as may be assigned to him by the Vice-Chancellor from time to time.

49. Deputy Registrar.—The Deputy Registrar shall be subject to the direct control and supervision of the Registrar. He shall assist the Registrar in the performance of latter's duties and functions and perform such other duties and functions as may be assigned to him from time to time or as may be delegated to him by the Registrar.

He shall, under the control of Registrar have to function as overall incharge of Examination and other academic affairs of Registrar's Department.

50. Development Officer.—The Development Officer shall be subject to the direct control and supervision of the Vice-Chancellor. He shall—

- (a) deal with all development plans and programmes of the University;
- (b) scrutinise the development proposals of various departments in the light of the overall plan of the University and submit the same to the Vice-Chancellor for consideration;
- (c) deal with allocation of funds for all research and developmental projects/schemes of the University;
- (d) act as the Secretary of the Development and Planning Cell to be constituted by the Vice-Chancellor subject to the approval by the Executive Council of the University and prepare notes and report for its consideration;
- (e) prepare comprehensive long term plan for the growth and development of the University based on the requirement of the State in terms of teaching, research and extension activities;
- (f) work in close contact with the Registrar, Comptroller, Director of Research, Director of Extension Education, Director of Farms and Deans of the Faculties for effective discharge of his duties and functions;
- (g) ensure the timely despatch of demands for plant projects and development proposals to the funding agencies seeking approval/sanction of fund for the same;
- (h) review the growth and progress of developmental work as per approved developmental proposals and take necessary steps for best utilisation of fund placed to the University for the same in due time; and
- (i) perform such other duties and functions as may be assigned to him by the Vice-Chancellor from time to time.

51. Deputy Director of Research.—The Deputy Director of Research shall be subject to the direct control and supervision of the Director of Research. He shall assist the Director of Research in the performance of his duties and functions and shall also perform such other duties and functions as may be assigned to him/her from time to time by the Director of Research. He shall also exercise such powers as may be delegated to him by the Director of Research with the approval of the Vice-Chancellor.

52. Deputy Director of Extension Education.—The Deputy Director of Extension Education shall be subject to the direct control and supervision of the Director of Extension Education. He shall assist the Director of Extension Education in the performance of his duties and functions and shall also perform such other duties and functions as may be assigned to him by the Director of Extension Education from time to time. He shall also exercise such powers as may be delegated to him by the Director of Extension Education with the approval of the Vice-Chancellor.

53. Assistant Registrar.—The Assistant Registrar shall be subject to the direct control and supervision of the Registrar and, to the extent as may be directed by him the Assistant Registrar shall assist the Registrar in the performance of his duties and functions. He shall also perform such other duties and functions in co-operation with Deputy Registrar as may be assigned to him by the Registrar from time to time and shall exercise such power as may be delegated to him/her by the Registrar.

54. Assistant Comptroller.—The Assistant Comptroller shall be subject to the direct control and supervision of the Comptroller and the Assistant Comptroller shall, to the extent as may be directed by him, assist the Comptroller in the performance of his duties and functions. He shall also perform such other duties and functions as may be assigned to him by the Comptroller from time to time and shall exercise such other powers as may be delegated to him by the Comptroller with prior approval from Vice-Chancellor.

55. **Assistant Engineer.**—The Assistant Engineer shall be subject to the direct control and supervision of the University Engineer and, to the extent as may be directed by him, he shall assist the University Engineer in the performance of his duties and functions. He shall also perform such other duties and functions as may be assigned to him by the University Engineer from time to time and shall exercise such other powers as may be delegated to him by the University Engineer with prior approval from Vice-Chancellor.

56. **Assistant Law Officer.**—The Assistant Law Officer shall be subject to the direct control and supervision of the Registrar and shall—

- (a) work in close co-ordination with the Development Officer and other officer of the department and be in-charge of all matters relating to legal affairs of the University;
- (b) be responsible for looking after and attending to all matters relating to acquisition, transfer or letting out of land and buildings for and on behalf of the University;
- (c) be responsible to cause serving legal notices, file the case to the court, represent the University in the hearings and to make correspondences on behalf of the University in all the judicial matters with prior approval from Registrar;
- (d) be responsible for maintaining an up-to-date record of all University properties including land;
- (e) be responsible to review and monitor the progress of matters sub-judice and to take necessary steps to protect the rights and interests of the University;
- (f) offer legal views and assistance to the Directors, Deans and heads of Regional Establishments of the University; and
- (g) perform such other duties and functions as may be entrusted to him by the Registrar from time to time.

57. **Assistant Director of Farms.**—The Assistant Director of Farms shall be subject to the direct control and supervision of the Director of Farms. He shall assist the Director of Farms in the performance of his duties and functions and shall perform such other duties and functions as may be assigned to him by the Director of Farms from time to time.

58. **Assistant Medical Officer.**—The Assistant Medical Officer shall be subject to the direct control and supervision of the Registrar and shall—

- (a) be in-charge of the Health Centre/unit or Medical Inspection Room of the University;
- (b) be responsible for medical examination and for providing medical advice to the students and employees of the University during his working hours;
- (c) attend, outside working hours, to cases of accident and sudden serious illness of the students and employees of the University residing in hostels and quarters respectively;
- (d) advise on all matters concerning health and hygiene and sanitation within the University premises; and
- (e) perform such other duties and functions as may be assigned to him by the Registrar from time to time.

59. **Instrumentation Engineer.**—The Instrumentation Engineer shall be subject to the direct control and supervision of the Director of Research of the University. He shall—

- (a) be responsible for proper maintenance and servicing of field and laboratory based instruments, machinery, equipment and other installations maintained by the University for its teaching, research and extension education activities;
- (b) ensure for obtaining the smooth operation and trouble-free services of the instruments to the officers, teachers, scientists and students for fulfilment of their academic programmes;
- (c) work in close contact with the Directors, Heads of teaching departments, Regional Research Stations or units, extension wings and central research laboratories of the University for effective discharge of his/her duties;
- (d) advise on required safety measures and creation of physical facilities for proper maintenance and smooth operation of the instruments and other installations;
- (e) inspect the instruments located at different establishments of the University periodically and monitor services of the same;
- (f) orient himself with improved skill and updated knowledge from time to time enabling the servicing and handling of sophisticated instruments with modern technologies;
- (g) be responsible for maintaining an inventory of the instruments with all details including time of procurement and installations, service rendered, life periods, utilisation, servicing received and submit the same to the Director of Research; and
- (h) perform such other duties as may be assigned to him by the Director of Research from time to time.

60. **Resident Superintendent-cum-NSS Co-ordinator.**—(1) The Resident Superintendent-cum-NSS Co-ordinator shall be directly under the overall administrative control of the Dean, Students' Welfare. He shall assist the Dean, Students' Welfare in the performance of his duties and functions as may be assigned to him by the Dean, Students' Welfare from time to time.

(2) He shall have to perform such academic duties as may be assigned to him as per requirements of the Faculties.

61. **Junior Auditor.**—The Junior Auditor shall be directly under the administrative control of the Comptroller of the University. He shall—

- (a) be in-charge of the audit section and work in close co-ordination with other officers of the department of the Comptroller of the University;
- (b) be responsible to prepare notes, keep records and maintain all documents relating to the audit;
- (c) represent and arrange representation of the University in meetings and discussions regarding audits; and
- (d) perform such other duties as may be assigned to him by the Comptroller from time to time.

62. **Assistant Librarian.**—The Assistant Librarian shall be subject to the direct control and supervision of the Librarian and Assistant Librarian shall assist the Librarian in the performance of his duties and functions. He shall also perform such other duties and functions as may be assigned to him by the Librarian from time to time and shall exercise such other powers as may be delegated to him by the Librarian.

63. **Security Officer.**—The Security officer shall work under the direct supervision and administrative control of the Registrar. He shall—

- (a) be responsible for the security and safety of all the properties of the University;
- (b) be in supervisory charge of the Watch and Ward and Caretaking unit;
- (c) work in close co-ordination with the Estate officer, the Heads of the Faculties, Research, Extension Education and Farm Directorates and Library, Dean, Students' Welfare and University Engineer; and
- (d) perform such other duties and functions as may be assigned to him by the Registrar or the Vice-Chancellor from time to time.

64. **Estate Officer.**—The Estate officer shall be under the direct control and supervision of the Registrar. He shall—

- (a) work in collaboration with the Development officer, Assistant Law officer and other officers of the University;
- (b) be responsible for maintaining an up-to-date record of all University properties with proper legal documents;
- (c) be in-charge of all lands, buildings and other physical properties of the University;
- (d) be responsible for collection of compensation, rent in respect of immovable properties of the University;
- (e) be responsible for the management and administration of the land, buildings and other immovable properties of the University and all assets held by the University in trust and endowments;
- (f) be responsible for looking after and attending to all matters relating to acquisition, transfer or letting out of land and buildings for and on behalf of the University;
- (g) be responsible to provide and supervise the supply of electricity, quarter, telephone and other services;
- (h) assist to develop master plans of new establishments including campuses or colleges or research stations/laboratories, farm set-up etc.;
- (i) prepare annually a report regarding the position of University possession at the Headquarters and Regional Establishments particularly with regard to prevent any loss or dispossession; and
- (j) perform such other duties and functions as may be assigned to him by the Registrar or the Vice-Chancellor from time to time.

PART V

STATUTES RELATING TO THE DESIGNATION, MANNER OF APPOINTMENT AND THE TERMS AND CONDITIONS OF SERVICE OF THE TEACHERS OF THE UNIVERSITY

Preliminary

65. **Classification of teachers of University.**—Unless otherwise decided by the Executive Council, the teachers of the University shall be in the ranks of (i) Professor, (ii) Reader (Associate Professor) and (iii) Lecturer (Assistant Professor).

66. **Scale of pay.**—The scales of pay of teachers of the University shall be such as the Executive Council may from time to time determine in accordance with the recommendation of the University Grants Commission or Indian Council of Agriculture and Research and with the prior approval of the State Government.

67. **Number of posts.**—The number of posts of teachers in a Department shall be such as may be created by the Executive Council on the recommendation of the Academic Council and with the prior approval of the State Government.

68. **Qualification.**—The qualifications for each category of posts of teacher shall be such as may be laid down by the Executive Council on the recommendation of the Academic Council from time to time.

69. **Age limits.**—For each category of teachers the upper age limit shall be such as fixed by State Government.

70. **Procedure of recruitment.**—When the post of a teacher is created or when a vacancy arises therein, the same shall be advertised in at least two leading newspapers in the country:

Provided that in the case where two successive advertisements have not elicited good response from well qualified candidates, the Vice-Chancellor may undertake, or cause to be undertaken negotiation to find out a suitable person for consideration of the Selection Committee as referred to in Statute 73.

71. **Screening Committee.**—The Screening Committee shall consist of

- (a) the Vice-Chancellor, the Chairman;
- (b) the Dean of the Faculty concerned;
- (c) the Director of Research or the Director of Extension Education, depending on the nature of primary assignment of the teaching post to be filled up;
- (d) the Registrar, Member-Secretary;
- (e) The Chairman, the Member-Secretary and another member of the Committee shall form the quorum. The Screening Committee shall scrutinize all the applications including bio-data of contact candidates and shall recommend the names of candidates for all categories of post of teachers to be called for interview.

72. **Selection Committee for post of teacher in rank of Professor or Reader.**—There shall be a Selection Committee for selection of candidates for the post of teacher in the rank of Professor or of Reader as mentioned in sub-section (1) of section 35.

73. **Selection Committee for post of teacher in rank of Lecturer.**—The Selection Committee for selection of candidates for the post of a teacher in the rank of Lecturer shall be such as mentioned in sub-section (2) of section 35.

74. **Quorum.**—The quorum for a meeting of the Selection Committee shall be such as mentioned in sub-section (3) of section 35.

75. **Consideration of Selection Committee.**—The Selection Committee may, at their discretion, consider the case of an internal candidate in absentia, provided the candidate is abroad and unable to appear before the Committee on the specified date.

76. **Panel of experts.**—The panels of experts for the Selection Committees constituted shall remain valid for a period of four years.

77. **Recommendation of Selection Committee.**—The Selection Committee may recommend in order of merit a panel of suitable candidates usually not more than 3 against each post. The Vice-Chancellor shall place the recommendation of the Selection Committee before the Executive Council for its consideration at the earliest opportunity. If the recommendation of a Selection Committee is not acceptable to the Executive Council, it shall refer the recommendation back to the Selection Committee with reasons for reconsideration and if the Executive Council does not accept the reconsidered recommendation of the Selection Committee, the matter shall be referred with appropriate explanatory notes by the Vice-Chancellor to the Chancellor whose decision shall be final.

78. **Period of validity of panel.**—The panel of recommended names for each post as approved by the Executive Council shall ordinarily remain valid for a period of one year with effect from the date of approval by the Executive Council. If the first person in the panel does not join or leaves before the expiry of one year, the second person in the panel may be appointed to the post:

Provided that the procedure laid down in these Statutes shall not apply to purely temporary and ad-hoc appointments, re-appointments and part time appointments. Such appointments may be made by the Vice-Chancellor in the manner considered proper by him with the approval of the Executive Council for a period not exceeding six months at a time.

79. Fixation of pay.—(1) The pay of a fresh appointee shall ordinarily be fixed at the initial stage of the pay scale, provided that the Executive Council may, on the recommendation of the Selection Committee, sanction advance increments not exceeding five, to an exceptionally qualified or experienced candidate.

(2) If a candidate is already in the service in this University or in any other University or in a Central or State Research Institute/Organization or in any recognized Institute having been placed in similar pay scale his initial pay shall, however, be fixed at a stage in the graded pay scale after giving protection to the basic pay and the special pay or personal pay, if any, drawn by him.

80. Letter of appointment.—Except in the cases of Government servant on deputation and the teachers of the former University retained in the University on deputation in accordance with section 57 all teachers on first appointment under the University shall be provided with a letter of appointment in accordance with section 40 in such Form as may be specified by the Vice-Chancellor. The letter of appointment shall be signed by the Vice-Chancellor.

81. Certificate of medical fitness.—(1) All persons excepting those on deputation or appointed on a temporary and ad-hoc basis, shall on first appointment to the post of a teacher in the University, be examined by one of the Medical Officers of the University, or by a District Medical Officer or any other medical officer of equivalent rank as specified by the Vice-Chancellor and such Medical Officer shall furnish a certificate about the fitness of health of the appointee in the Form as referred to in Appendix C.

(2) In case of doubt or on the basis of the report of the Medical Officer, the Vice-Chancellor may constitute a Medical Board to examine the appointee for ascertaining his medical fitness.

82. Probation.—(1) Except when otherwise provided in the Act or the Statutes or in the special terms of appointment on deputation, all teachers of the University shall, on appointment to any permanent post, remain on probation for a period of one year. This period may be extended by the Executive Council by a maximum period of one year adducing reasons for such extension under intimation to the teacher concerned. The Head of the Department or Unit to which the teacher belongs shall send to the Vice-Chancellor a report on the performance of work and conduct of the teacher at least two months before the date of expiry of the probationary period. No increment shall be due to a teacher whose period of probation has been extended till he is confirmed.

(2) If the performance of work and conduct of a teacher on probation is not considered satisfactory by the Executive Council, the Vice-Chancellor may terminate such a teacher from his service or revert him to his former post, if any or extend the period of probation, provided that the total period of probation including extension period as stated in sub-statute (1), if any shall not exceed two years if the appointment is against a permanent vacancy. In the event of termination of service of the teacher after expiry of or within the period of probation. The total probationary period the Vice-Chancellor shall give him/her one month's notice or one month's salary in lieu of the notice period.

83. Confirmation.—The Vice-Chancellor shall on the satisfactory completion of the period of probation, confirm a teacher in his post.

84. Additional employment.—(1) Except with the prior permission of the Executive Council, no whole-time teacher shall accept any other employment with or without remuneration. He may, however, be permitted to accept remuneration/allowance for work done on such terms and conditions as may be determined by the Executive Council.

(2) A teacher shall devote his whole-time to the service of the University and shall not, without the express permission of the Executive Council, get-engaged directly or indirectly in any work which in the opinion of the appointing authority, may interfere with the proper discharge of his duties:

Provided that the restriction envisaged in this Statute shall not apply to any work undertaken in connection with examinations conducted by a University or as a member of the Selection Committee of the State Public Service Commission or Recruitment Board or to any work in connection with any academic or scientific conference or congress.

85. Declaration of age.—A teacher shall make a declaration of his age to the appointing authority at the time of his first entry into the service of the University on the basis of his Matriculation/School Final/Secondary/Higher Secondary Certificate or equivalent certificate. After the declaration of age and acceptance of the same by the authority no revision of age shall in any circumstances be allowed to be made at a later date.

86. Register of teachers.—The Registrar shall maintain a register for the teachers in which he shall enter, among other information—

- (a) name of every teacher;
- (b) date of first appointment under the University;
- (c) date of birth;
- (d) age on the date of first appointment;
- (e) date on which he/she is due to retire on superannuation in accordance with the existing provision; and
- (f) name of establishment to which he is attached.

87. Accountability of teachers.—(1) A teacher shall be accountable to the University in terms of performance of his duties and discharge of responsibilities in teaching/research/extension functions as assigned to him from time to time by the University.

(2) A teacher shall maintain a work-diary issued to him by the Registrar printed in a format as laid down by the Academic Council from time to time with prior approval of the Executive Council. This will be to keep records on his performance of duties. The work-diary for a teacher shall include among others, information, in particular, on his proposed primary assignments and actual level of performance therefrom, achievement level from the target, nature of assignment(s) other than primary one associated with and constraints, if any, thereto for achieving the best performance with comments on measures to overcome in a weekly basis.

(3) The work-diary of a teacher shall be submitted and countersigned by the respective immediate controlling officer in a weekly manner and finally to reach the Registrar annually for its assessment by an Expert Committee. The Committee shall offer such recommendations as will help further improvement in faculty development by the teacher in respective fields of his activity.

The Expert Committee for this purpose shall be constituted by the Vice-Chancellor who shall act as the Chairman, the Directors of Research and Extension Education and the Dean of the concerned Faculty as the members and the Registrar, as the non-Member-Secretary.

(4) The work-diary shall be considered as a documentary proof to evaluate the efficiency and quality level in performing duties and accounted for as an assessment criterion in addition to other records during his promotion, career advancement and improvement in other Faculty development programmes.

(5) The Registrar shall keep an up-to-date detailed record, such as total number of work-diaries issued to the teachers specifying the date of issue and the date of return of the work-diary by the teacher, number of work-diary issued to each teacher.

88. Record of service.—(1) There shall be personal file for every teacher in which all papers, records, work-diary and other documents relating to his service in this University shall be placed.

(2) There shall be a service book for every Teacher containing the history of his appointment and entries on annual increment, promotion, reward/punishment and other special events during his service period. The service book shall also contain a leave account showing a complete record of all leave earned or unearned taken by him. Casual leave need not be recorded in the service book.

(3) A teacher shall in addition to his normal duties be required to do all work connected with examinations including invigilation during examinations and such other work as may be assigned to him from time to time by the Vice-Chancellor on the best interest of the University.

89. Retirement.—Unless otherwise provided in the terms of appointment in any particular case, every teacher shall retire on attaining the age of sixty years. The exact date of retirement may be issued as per the order of the State Government issued from time to time.

90. Lien.—(1) A teacher shall on confirmation against a permanent post, acquire a lien on the post and ceases to hold any lien previously acquired on any other post.

(2) A teacher shall retain his lien on his substantive post while on deputation to a foreign agency for a period of not more than three years in any circumstances whatsoever. The period of lien spent on deputation in foreign service shall not be counted as qualifying service for the purpose of pension, gratuity or leaves unless contributions to leave salary and pension fund are made by the foreign employer or by the teacher himself but shall be counted for cumulative increment on return.

91. Resignation from service.—(1) A temporary teacher who wishes to resign from service shall give one month notice in writing to the Vice-Chancellor failing which the Vice-Chancellor shall be entitled to recover the salary from the teacher for one month or for the period by which the notice falls short of one month, unless otherwise directed by the Executive Council.

(2) A permanent teacher who wishes to resign from service shall be required to give three months notice in writing to the Vice-Chancellor failing which the Vice-Chancellor shall be entitled to recover from him/her salary for three months or for the period by which the notice falls short of three months, unless otherwise directed by the Executive Council.

(3) A teacher shall, before leaving the University service, obtain clearance from the concerned office in respect of books, apparatus, furniture, etc. and monitory advance taken by him from the University and rental charges of quarters and others if any payable to the University.

(4) In case he fails to obtain clearance from the concerned officer as stated in sub-statute (3), the University shall recover the amount due from him on account of the above items from his/her last salary and/or from the University contribution to his Provident Fund or otherwise.

(5) A teacher who is occupying quarters owned or hired by the University shall, on leaving the service of the University, vacate his quarters within four months and give possession of the same to the University's Works Department or to the official to be assigned in that regard.

92. Seniority of service.—Seniority of the service in the same rank shall be determined with reference to the date of continuous appointment to the post of the said rank:

Provided that in the cases of teachers appointed directly through open advertisement, inter seniority shall be in order of the preference on the basis of merit assigned by the Executive Council and that the persons appointed on the result of an earlier selection to identical posts shall be en bloc senior to those appointed on the result of a subsequent selection.

93. Visiting Professor or Fellow.—(1) Distinguished persons having special competence and eminence in one or more fields of studies relevant to the academic activity of the University may, with the approval of the Executive Council and on the recommendation of the Academic Council, be invited by the Vice-Chancellor for such period as may be decided in each individual case to function as visiting Professor or Fellow, as the case may be, in the University. The University shall make endeavour to participate in any such programme sponsored/promoted by State Government/ Indian Council of Agriculture and Research.

(2) Such visiting Professor or Fellow shall, according to arrangements to be negotiated for each individual cases, deliver a course of lectures or take seminars or participate academically in such other manner as may be deemed appropriate to the teaching, research and extension activities of the University. They shall be paid such salaries, honoraria, travelling expenses, hospitality etc., as may be decided in each case by the Executive Council.

94. Residence.—A teacher shall be considered for allotment of University residential quarters subject to availability of such quarter and he shall not be eligible for any house rent allowance from the date of allotment of residential quarters. Allotment shall be made by the Vice-Chancellor or a Committee to be constituted in that regard for this purpose by the Executive Council:

Provided that no teacher shall have the right to claim any University residential accommodation.

95. Voluntary retirement.—Notwithstanding anything contained in these Statutes, a teacher on completion of the age of fifty years and twenty years of continuous service in the University shall have the option of voluntary retirement with the approval of the Executive Council. The retirement benefits will be on proportionate with reference to his date of voluntary retirement.

96. Application for foreign scholarship/fellowship.—Teachers may apply for foreign scholarship/fellowship and such others to any other University, Association or Foundation; but such application must be sent through the Vice-Chancellor subject to the fulfillment of the following eligibility criteria, namely—

- (a) the applicant teacher shall render consecutive three years of service in the University prior to going abroad;
- (b) any teacher being dealt for any disciplinary action which may impose punishment shall not be allowed for such fellowship/scholarship till disposal of the disciplinary matter.

97. Acceptance of Fellowship/Scholarship of Foreign University/Agencies.—(1) If any fellowship/scholarship from any foreign University or agency is received by a teacher, this should immediately be communicated to the Registrar prior to accepting it. The Vice-Chancellor, however, in consideration of urgency if there be, may allow to accept such fellowship/scholarship in anticipation of Executive Council approval.

(2) (a) The Executive Council may permit the concerned teacher to accept the offer provided that an alternative arrangement shall be made by placement/deputation of a person to the position of the concerned teacher, so that no normal teaching/research/extension activity is hampered or financial liability/loss is caused to the University.

(b) After getting approval by the Executive Council, the concerned teacher shall be required to give undertaking to the effect that he shall serve the University for at least five years on return. However, if such teacher fails to join the University service after completion of the tenure of leave accountable for his fellowship/scholarship or does not complete five years service on return, he shall have to refund the total amount of pay and allowances with interest drawn during the period of such leave for the purpose.

PART VI

STATUTES RELATING TO THE DESIGNATION, MANNER OF APPOINTMENT AND TERMS & CONDITIONS OF SERVICE OF NON-TEACHING STAFF

Preliminary

98. **Categories, grades and scales of pay.**—The categories, number and grades of posts of non-teaching staff in a Department/Section/Unit/Wing/Farm/Research Station or sub-station/KVK/any other establishment of the University, shall be such as may be determined by the Executive Council with the prior approval of the State Government. The Government orders issued from time to time shall be abided by.

99. **Qualifications.**—Qualifications including professional qualifications and experience for each category/grade of posts shall be determined by the Executive Council from time to time.

100. **Manner of appointment.**—When a post of basic grade is created for the first time or when a vacancy arises in such category, the same shall be advertised in at least two leading newspapers of the State, inviting applications of candidates having requisite qualifications. A reference shall also be made to the Employment Exchanges of districts under the jurisdiction of the University for staining names of candidates having requisite qualifications.

101. **Screening Committee.**—There shall be a Screening Committee to be constituted by the Vice-Chancellor in respect of each category of posts. The Committee shall screen all the applications received in response to the advertisement and the names received from the Employment Exchanges, as mentioned in statute 100.

102. **Standing Committee.**—(1) For the selection of candidates for each category of posts, there shall be a Standing Committee as referred to in section 37 to be constituted by the Vice-Chancellor. The Standing Committee shall arrange for any written test and/or practical aptitude test of all candidates found eligible by the Screening Committee.

(2) Out of those appearing in the written and/or practical aptitude tests, candidates five times the number of vacant posts shall be identified on merit and asked to appear for an interview by the Standing Committee.

(3) The Standing Committee shall prepare a panel of candidates on the basis of the combined results of the (i) written tests, (ii) practical aptitude tests, if any, and (iii) personal interview, and recommend, in order of merit, not more than three names of candidates against each post. The panel so prepared shall remain in sealed cover in the custody of the Registrar who shall place it before the Executive Council for its consideration and approval at the earliest opportunity.

103. **Period of validity of panel.**—The panel for a post as approved by the Executive Council shall usually remain valid for a period of one year.

104. **Fixation of pay.**—(1) The pay of a fresh appointee shall ordinarily be fixed at the initial stage of the pay scale, provided that the Executive Council may, on the recommendation of the Standing Committee, sanction advance increments not exceeding five, to an exceptionally qualified and/or experienced candidate from outside.

(2) If a candidate is already in the service of the University or any other University or a Central or State Research Institute/Organization or any recognized Institute, being borne in similar pay scale, his initial pay shall be fixed at a stage in the graded pay scale after giving protection to the basic pay including special pay or personal pay, if any, drawn by the candidate in the earlier employment, but not allowances of any kind.

105. **Certificate of Medical fitness.**—All persons excepting those on deputation or appointed in a temporary vacancy for a period not exceeding six months, shall, on first appointment to a post in the University, be examined by one of the Medical Officers of the University, or such Medical Officer/Medical Practitioner as specified by the Registrar, and such Medical Officer shall furnish a certificate about the fitness of health of the candidate as referred to Appendix C in the Form.

106. Appointment in promotional post.—(1) Where avenues for promotion to higher posts exist and are created from time to time, the higher post shall be filled up by promotion from the non-teaching staff of the post immediately below, on the recommendation of the Standing Committee in accordance with the procedures as prescribed by the Executive Council.

(2) For promotion to any grade for each category of non-teaching posts, employees falling within the zone of consideration and/or seeking for promotion shall go through written test and/or practical aptitude test of specific kinds as prescribed by the Executive Council:

Provided that the persons to be considered for promotion shall have rendered satisfactory service for last five years in the post immediately below the post to which the promotion is sought for:

Provided further that in case no promotion can be given because of absence of eligible candidates and filling up of such vacant promotional post is essential, direct recruitment will be permitted with approval from such post may be filled up by direct recruitment with the prior approval of the Executive Council. The qualifications and experience criteria shall be commensurate to the duties and responsibilities attached to such post(s).

(3) In such promotional posts where persons with requisite qualifications are not available amongst employees of the rank next below or no such candidate is recommended by the Standing Committee, the Executive Council at its discretion may convert such promotional posts to a lower grade which may then be filled up by direct recruitment in the manner prescribed in these Statutes.

107. Probation.—(1) Except when otherwise provided in the Act or the Statute or in the special terms of an appointment on deputation, all non-teaching staff of the University shall on appointment to any post remain on probation for a period of two years. This period may be extended by the Executive Council by a maximum period of one year adding for such extension under intimation to such non-teaching staff concerned on the recommendation of the Head of the Department or the Controlling Officer, as the case may be, no increment shall be allowed to the employee whose period of probation has been extended till he is confirmed during the extended period of probation.

(2) If, during the period of probation, the performance and conduct of the employee is not satisfactory to the appointing authority, it may his services or revert him to his former post, if any, or extend the period of probation, provided that the total period of probation including extension period, if any, shall not exceed three years against a permanent vacancy. In the event of termination of the service of an employee, the Registrar shall give him one month's notice or one month's advance salary in lieu of the notice period and report the matter before Executive Council for consideration and approval.

108. Confirmation.—On the satisfactory completion of the period of probation the Registrar with prior approval from the Vice-Chancellor shall confirm the employee in his post.

109. Efficiency.—Where an efficiency bar is prescribed in a graded pay-scale, the increment next above the bar shall be given to an employee with the sanction of the Vice-Chancellor and on fulfillment of such requirements as may be prescribed.

110. Outside employment.—An employee shall devote his whole time to the service of the University and shall not engage himself directly or indirectly in any trade or business whatsoever or in any other whole or part time employment.

111. Lien.—(1) An employee shall, on confirmation against a permanent post, acquire a lien on the post and cease to hold any lien previously acquired on any other post.

(2) An employee shall retain his lien of his substantive post while on deputation to a foreign authority for a period not more than three years in any circumstances, whatsoever the period of lien spent on deputation in foreign service shall not be counted as qualifying service for the purpose of pension, gratuity or leave, unless contributions to leave salary and pension fund are made by the foreign employer or by the employee himself, but shall be counted for cumulative increment on return.

112. Declaration of age.—An employee shall make a declaration of age to the appointing authority at the time of his first entry into service based on his Matriculation/School Final or Higher Secondary or equivalent Certificate and in the case of persons without the above mentioned academic qualifications, such other documentary proof as may be acceptable to the appointing authority upon which the age will be admitted. In the absence of any such documentary proof and/or due to any doubt about the age as shown in the documentary proof (other than Matriculation/School Final or Higher Secondary Certificate), the age of the person shall compulsorily be decided and fixed by a Committee with expert Medical Officer, to be appointed by the Vice-Chancellor. No revision of such age admitted by the competent authority shall be allowed to be made at any later date.

113. Age limit.—The age limit at the time of recruitment for different categories of posts shall generally be governed by the norms of this State Government.

114. Record of service.—(1) There shall be a personal file for every employee in which all papers, records and other documents relating to his service in the University, shall be placed.

(2) There shall also be a Service Book for each employee in which entries shall be made furnishing a history of his/her appointment, increments, promotion, reward, punishment and all other special events in his/her service career. The service book shall also contain a leave account for the employee showing a complete record of all leave, earned or unearned taken by him/her, other than casual leave and duty leave if any.

115. Forwarding of application for outside employment.—An employee during the period of his service in the University can apply for employment elsewhere, which is higher in rank than the post held by him subject to the condition that all applications shall be submitted well in advance to the Registrar through proper channel for onward transmission to the organization concerned:

Provided that in the event of a disciplinary proceedings is in progress or contemplated in respect of an employee, such forwarding may not be done.

116. Retirement.—Unless otherwise provided for in the terms of appointment in any particular case, every whole-time non-teaching employee of the University shall retire on attaining the age of sixty years. This age limit may be revised as per the order to be fixed by the State Government issued from time to time.

117. Seniority in service.—The categorywise seniority of non-teaching staff shall be maintained and determined by the periods of their continuous service in the category:

Provided that in case of those appointed directly, through open recruitment, inter se seniority shall be determined by the order of merit assigned to them by the Executive Council.

118. Residence.—An employee of the University shall be considered for allotment of the University's residential quarter, subject to availability of such quarters and he shall not be eligible for any house rent allowance from the date of allotment of residential quarters. Allotment shall be made by the Vice-Chancellor or a Committee to be constituted for this purpose by the Executive Council:

Provided that no employee shall have the right to claim any such residential accommodation.

119. Resignation from service.—(1) If a temporary employee wishes to resign from service, he shall give one month's notice in writing to the Registrar, failing which, the Registrar shall be entitled to recover the salary from him for one month or for the period by which the notice falls short of one month unless otherwise directed by the Executive Council.

(2) A permanent employee who wishes to resign from service he shall be required to give three months' notice in writing to the Registrar, failing which the Registrar shall be entitled to recover from him for three months, or for the period by which the notice falls short of three months, unless otherwise directed by the Executive Council.

(3) An employee shall before leaving the University service, obtain clearance from the Registrar of books, furniture items of use at office, farm or laboratory etc. issued to him and shall give adjustment of all advances taken by him from the University and shall pay up, in full, all the charges due from him, for occupation, of the University quarters for residential purposes including power charges and such other charges.

(4) In case he fails to obtain clearance from the Registrar, the University shall recover the amount due from him on account of the items detailed in (3), from his last salary and/or from the University contributions to his Provident Fund or otherwise.

(5) An employee, who is in occupation of residential accommodation owned or hired by the University shall, within four months from the date of leaving the service of the University, vacate his quarters the residence allotted to him and give possession of the same to the official to be assigned in that legend University's Works Department or to Caretaker or such authorised employee as to be directed.

120. Service and retirement benefit.—A whole-time employee of the University shall be entitled to such service and retirement benefits as may be admissible under the appropriate Statutes/Ordinance/Regulations or any order announced by the State Government from time to time.

121. Voluntary retirement.—Notwithstanding anything contained in these Statutes, an employee of the University on completion of the age of fifty years and twenty years of continuous service in the University, shall have the option of voluntary retirement. The retirement benefits in such case shall be on a proportionate basis with reference to the date of voluntary retirement.

PART VII

**STATUTES RELATING TO THE ESTABLISHMENT, AMALGAMATION,
SUB-DIVISION AND ABOLITION OF FACULTIES**

122. **Faculty of the University.**—The University shall consist of Faculties of:

(i) Agriculture and (ii) Horticulture with provision for such new ones as provided in the Act with prior approval of State Government.

123. **Creation of New Faculty.**—A new Faculty shall be created, as and when the Academic Council felt it necessary, with the approval of the Executive Council and the concurrence of the State Government. The proposal in that regard may be initiated by any Faculty Council, any member of Academic Council or of Executive Council.

124. The Dean of the respective Faculty shall be responsible to the Vice-Chancellor for conducting the various academic activities of the Faculty and the administration related thereto.

125. Each Faculty shall consist of Departments which shall undertake the function of teaching, research and extension education as recommended by the Faculty Council with the approval of Academic Council.

126. The subject and courses of study under each Faculty shall be as prescribed from time to time by the Academic Council in consultation with the Faculty Council of the respective Faculty.

127. **Power to Amalgamate.**—Academic Council if considers necessary, shall move to amalgamate two or more Departments of the Faculty sub-divide and reorganize the Faculty in order to create a new one and/or abolish any Faculty purely in the interest of improvement, modernisation and to cater to need of education subject to approval of Executive Council and the concurrence of the State Government.

128. (1) For promoting and advancement of teaching, research and extension activities in any particular field of specialization there shall be centre for advanced study, functioning under any Faculty/Research Directorate/Extension Education Directorate or shall function as inter-faculty and/or inter institutional activity. The following shall be such centres in the University:—

- (a) Centre for advanced studies to be located at Pundibari:
 - (i) Centre for Tea Science and Technology;
 - (ii) Centre for Crop Management Studies;
 - (iii) Centre for Medical and Aromatic Plants;
 - (iv) Centre for Socio-economic Studies;
 - (v) Centre for Life Sciences.
- (b) Centre for advanced studies to be located at Kalimpong:
 - (i) Orchid Centre and Floriculture of high altitude;
 - (ii) Seed Production Technology of vegetable crops.
- (c) Centre for advanced studies to be located at Malda/Majihan:
 - (i) Centre for Mango Research and Development of Tropical Fruits.
- (d) Centre for advanced studies to be located at Majihan:
 - (i) Centre for Farming System Research.

(2) In addition to the above, other centres for advanced studies shall also be created if found necessary with the approval of Academic Council and Executive Council.

(3) The designation of the head of advanced study centre shall be determined by the Academic Council with the approval of Executive Council based on the area of studies and excellence of work.

(4) The head of such advanced study centre shall be responsible to the Dean of the Faculty concerned/Director of Research/Director of Extension Education depending on the area of studies as determined by the Academic Council and approved by the Executive Council.

(5) Each centre shall consist of interdisciplinary team of teachers which shall undertake interdisciplinary and/or inter-institutional research, teaching and extension education activities. Such centres shall also create facilities for research and teaching for offering degrees and diplomas on job-oriented courses, elite farming and general agricultural support services. The method and duration of instruction of such centres shall be determined by the Academic Council.

(6) The mandate of advanced centre, teachers to be involved, area of studies to be covered shall be determined by the respective authorities of the University with the approval of Executive Council.

PART VIII

**STATUTES RELATING TO THE ESTABLISHMENT OF NEW DEPARTMENT
OF TEACHING AND POWERS AND FUNCTIONS OF HEAD OF THE
DEPARTMENT**

129. The Department shall be the primary unit of functioning and administration for the purpose of imparting education in the particular field of knowledge. There shall be different Departments in each Faculty of the University. These shall be as per set-up to be approved by Executive Council and concurred by the State Government.

130. The Academic Council, when feel necessary, shall establish new Department, sub-divide Department with the approval of Executive Council and concurrence of the State Government.

131. There shall be a Head in every Department of a Faculty. The Head shall be appointed on a rotational basis and in order of seniority for the term of four years by the Vice-Chancellor from amongst the teachers, who are primarily engaged in teaching by virtue of their appointment and/or placement by the policy of the University authority, of the Department concerned in the rank of Professor or Reader. The tenure shall terminate however on the last working date of an incumbent who superannuates while functioning as Head on attaining the age of sixty years:

Provided that where there is no teacher in the rank of Professor or Reader in a Department, a teacher in the rank of Lecturer may be appointed by the Vice-Chancellor to be the Head of the Department till a teacher in the rank of Reader or Professor is appointed. The post of the Head of a Department will not carry any special remuneration.

132. It shall normally be obligatory to a teacher in the rank of Professor or Reader of the concerned Department to hold the post of the Head of the Department. A teacher once appointed to be the Head of any Department by the Vice-Chancellor shall normally accept his appointment and discharge the responsibilities for the full term, unless otherwise specified in the appointment order. Except on some valid medical or other grounds as to be approved by the Executive Council, the acceptance of the post of the Head of the Department shall be compulsory abiding by the principles of rotation and seniority.

133. **Laws and functions of the Head of the Department.**—The Head of the Department shall—

- (a) be responsible to the Dean of the Faculty concerned for administrative, academic and all other activities of the Departments;
- (b) exercise control over all the working of the Departments, by teaching and non-teaching employees;
- (c) be the ex-officio Chairman of the Departmental Committee and a member of the concerned Faculty Council;
- (d) submit the budgetary needs of the Department as determined by the Departmental Committees to the Dean of concerned Faculty;
- (e) recommend in consultation with the Departmental Committee, the distribution of work-load for each teacher-member and the staff attached to the Department, in so far as teaching programmes are concerned;
- (f) make correspondence through the Dean of concerned Faculty to the Director of Research and/or Director of Extension Education for inducting scientists (teachers) who are primarily engaged in research/extension education respectively into teaching programmes of the Department subject to the approval of the Departmental Committee;
- (g) send to the Dean of the Faculty and the Director of Research and Extension Education through Dean, proposals for development of the department;
- (h) assume responsibilities for the safe keeping and utilization of University properties and facilities assigned to the Department;
- (i) ensure that the requirements of funds for the Department are brought to the notice for the Dean of the Faculty concerned in well advance;
- (j) forward work diary of teachers and leave applications, sign in the attendance register, maintain up-to-date record on leave and attendance of the staff through his office, and send to the appropriate authority the monthly leave statement with remarks in respect of all the staff attached to the Department;
- (k) ensure that proper discipline is maintained in the Department; and
- (l) perform such other duties as may be assigned to him/her by the Dean of the Faculty concerned and the Vice-Chancellor.

PART IX

STATUTES RELATING TO THE CONFERMENT AND WITHDRAWAL OF DEGREES, HONORARY DEGREES AND AWARD FOR ACADEMIC DISTINCTIONS AND ORGANIZATION OF UNIVERSITY LIBRARY

134. Admission to University.—(1) Students shall be admitted to the University in accordance with the regulation recommended by the Academic Council and approved by the Executive Council. Any modification, if required to the Regulations, shall be made by the Executive Council on the recommendation of Academic Council. The reservations for admission for different categories shall abide by State Government norms/principles.

(2) The number of students to be admitted will be decided by the Executive Council on the recommendation of Academic Council.

135. Course of study.—The University shall, subject to provisions of the Act and instruction, issued by the State Government in these regard, arrange to offer the courses leading to the following undergraduate and post graduate degree and diploma:—

- (a) Bachelor of Science in Agriculture Honours;
- (b) Bachelor of Science in Horticulture Honours;
- (c) Master of Science in Agriculture;
- (d) Master of Science in Horticulture;
- (e) Master of Science in Forestry;
- (f) Post-graduate Diploma in Tea Science and Technology;
- (g) Doctor of Philosophy in different discipline under respective Faculties/Advanced Study Centre.

These and such other additional degrees, diplomas and certificates course shall be offered by the University as to be decided from time to time by the Academic Council approved by the Executive Council and State Government.

136. Method of Instruction.—The method of instruction shall be prescribed by the Academic Council with the approval of the Executive Council.

137. Students' Fees and other charges.—(1) The fixation of the different fees of students shall be determined by the Executive Council on the recommendation of the Academic Council.

(2) The amount chargeable under each category or any modifications in such fees at various levels of academic pursuit, as well as the terms of payment and the provision of penalties for non-payment shall be determined by the Executive Council on the recommendation of the Academic Council.

138. Scholarship and Fellowship.—(1) Appropriate committees shall be constituted by the Academic Council for the institution of scholarship, fellowship, free-studentships, Medals, prizes and the like.

(2) The award of scholarship, fellowship, etc. mentioned in sub-statute (1) above shall be as per rules to be framed from time to time by the Academic Council.

(3) Funds and endowments for the existing scholarship, fellowship, prizes, medals etc. administered either by the Government or by Government Departments, or by any other agency/individual donors shall be placed at the disposal of the University and shall be granted by the University as per rules which may be modified as and when found necessary.

139. Convocation.—(1) It shall be the function of Executive Council to hold for the conferment of Degree Diplomas and other awards for academic distinctions, as per the recommendation of the Academic Council and approved by the Executive Council. The degree shall be conferred either in person or in absentia. The procedure for attending to the convocation by the awardees and in respect of the conduct and proceedings of the convocation shall be prescribed in the Regulations.

(2) The Executive Council with prior approval from Chancellor may hold special convocation to confer honor degree to an exceptionally eminent academician of the country or from abroad at such venue as to be decided.

140. Award of degrees and diplomas.—The Academic Council shall recommend to the Executive Council award of degrees, diplomas and award for other academic distinctions, the procedure for which shall be as approved from time to time by the Academic Council.

141. Honorary degree and other academic distinctions.—(1) The Honorary degree of Doctor of Science shall be conferred upon a person on the ground that he is, by reason of eminent position and attainments or by virtue of his contribution to knowledge or eminent services to the cause of Agricultural Education or Research or Development, is suitable for it.

(2) (a) The Executive Council shall have powers to confer the Honorary degree and other academic distinctions, with a simple majority of the members present at the meeting.

(b) For the purpose, a committee with Executive Council and/or outside members may be constituted.

(3) The Honorary degree shall be conferred at the convocation, or at a special convocation, and may be taken in person or absentia.

142. Withdrawal of degrees, diplomas, etc.—The Executive Council, may on the recommendation of the Academic Council by a resolution passed with a majority of not less than two-third of the members present and through secret voting at the meeting, after providing an opportunity for the concerned person to explain his action in person and/or in writing, withdraw a degree, diploma, certificate or other academic distinctions conferred earlier by the University provided that the withdrawal of an Honorary degree shall be with the consent of the Chancellor.

143. University Library.—There shall be Central University Library at the main site of the University at Pundibari. There shall also be unit libraries at the other academic establishment(s) and Regional Research Stations of the University. The University Library shall be headed by the University Librarian who shall be responsible to the Vice-Chancellor for proper maintenance and running of the University library. The libraries at Regional Campuses or Regional Research Station of the University shall be under the control of the Head of the Campus or Associate Director of Research as the case may be. The detailed procedure for acquisitions of book, periodicals and other publications and for loaning them to the members shall be as approved by a committee (Library Committee) constituted by the Executive Council. An arrangement to circulate reference books, journals and CD roms facilities amongst Central and unit library is to be developed.

PART X

THE INSTITUTION OF PENSION, PROVIDENT FUND AND INSURANCE SCHEME FOR THE BENEFIT OF THE EMPLOYEES

144. Pension, Provident Fund, etc.—Subject to provision of sub-section (8) of section 50, the pension, gratuity, Group Insurance, Provident fund, Special provident fund, Family Benefit Fund, Medical Facilities, Loans and Advances for the employees of the University shall be as to be prescribed in the regulations of the University. These shall generally follow the principles laid down by the State Government.

CHAPTER II

PART I

STATUTES RELATING TO THE CONSTITUTION OF THE EXECUTIVE COUNCIL BY ELECTION OF TEACHERS, NON-TEACHING STAFF AND STUDENTS

General Provisions

145. Constitution of Election Tribunal.—(1) The Election Tribunal referred to in sub-section (2) of section 21 shall consist of a member of the West Bengal Higher Judicial Service posted in the District of Coochbehar and nominated by the District Judge, Coochbehar.

(2) An officer of Uttar Banga Krishi Viswavidyalaya to be nominated by the Vice-Chancellor shall be non-member Secretary.

146. Place of office of Election Tribunal.—The office of the Election Tribunal shall be at Coochbehar, in the District of Coochbehar at such premises as to be decided by the Chairman of the Election Tribunal.

147. Registering Authority and register.—(1) Unless the Vice-Chancellor directs otherwise, the Registrar shall be the Registering Authority. The Registering Authority shall maintain the Register in two identical copies of names of the members of each constituency in alphabetical order as per as practicable according to surnames under different functional unit names taking title/name of the academic/administrative department as the unit and specialized area of duty performance of the teacher, officers and non-teaching employees into consideration. The register shall be authenticated by the Vice-Chancellor.

(2) (a) The Vice-Chancellor may, at any time, direct the Registering Authority to amend or correct any entry in the authenticated Register in order to rectify any clerical or other error or defect therein, provided that no material change is involved.

(b) The register shall contain the names as available in pay rolls and shall exclude those serving on deputation to the University or those deputed/serving on lien to other organization/institution. It shall not include part-time teachers/teachers rendering service in the University through any National/International exchange programme for a fixed period.

(3) When the Election Tribunal on appeal or the Vice-Chancellor decides to include in, or exclude from the register the names of a person, the Registering Authority shall carry out the instruction.

(4) All amendments and/or corrections in both copies of the Register made from time to time shall be endorsed by the Registering Authority and authenticated by the Vice-Chancellor provided that no amendment and/or correction shall be made after issue of notice for election. The entry of new names who have joined after notification for election shall be done after any election is over and results are announced.

(5) The Vice-Chancellor may, if he considers necessary for reasons to be recorded in writing, at any time but not after notification for election, direct the Registering Authority to revise the Register and the provisions made in the Statutes shall be followed for such revision. As soon as the Vice-Chancellor has authenticated two copies of the Register as revised, the Register in force prior to this revision shall be deemed to have been superseded.

(6) No election held shall be challenged on the ground that any amendment, revision, objection or appeal in respect of the Register or Electoral Roll or any entry therein was pending at the time of such election.

148. Returning Officer.—For the purpose of every election, the Registrar or such other officer as the Vice-Chancellor may appoint in this behalf, shall be the Returning Officer. The Returning Officer shall be responsible for the proper conduct of each election and shall perform the duties assigned to him under these Statutes.

149. Electoral Roll.—A copy of the Electoral Roll for each constituency shall be displayed on the Notice Board of the office of the Registering Authority at the headquarters of the University at least thirty days in advance of such election.

150. Nomination.—(a) Written nomination are to be made in the prescribed form and submitted in sealed envelope superscribed "Nomination form for election to the constituency, year", in ink;

(b) Each valid elector (voter) of the Constituency shall be eligible to file nomination in as many number as the elector (voter) is eligible to validly cast vote(s);

(c) The process of nomination can be executed as "proposer" and "seconder" and for both the categories of exercises the voter concerned shall be deemed to have used power to nominate; and

(d) On receipt of such envelopes, the authorised staff at the office of the Returning Officer shall issued a receipt and shall put date and time on the envelope.

151. Scrutiny of nomination paper.—(1) The Returning Officer shall fix a time on the appointed date for scrutiny of nomination papers and inform the electors accordingly by a notice displayed on the Notice Board of the office of the Returning Officer at headquarter. Such time shall not be earlier than three days from the date of filing nominations.

(2) The Returning Officer shall open the covers on the appointed day and time in the presence of the Scrutiny Committee constituted by the Vice-Chancellor, from amongst the officers including Deans of the Faculties, and the electors who have participated in filing nominations and the candidates in persons or a representatives of such candidate who shall present a letter of authorization addressed to the Returning Officer present and prepare a list of valid nominations.

(3) The Returning Officer shall declare a nomination paper to be invalid and reject it, if—

(a) any of the specified column and space is left unfilled; or

(b) it has not been signed by the proposer, the seconder and the candidate; or

(c) the candidate is suffering from any of the disqualifications enumerated in these Statutes; or

(d) it has been delivered in a manner which contravenes any of the provisions of these Statutes;

(e) nomination is done by an elector to such number of candidates which exceed the number of vacancies notified for election purpose.

(4) The Returning Officer shall accept every valid nomination paper and reject those nomination papers, which have found invalid under the sub-statute (3).

(5) The Returning Officer shall be free to requisition and receive help from any regular officer and/or supervisory staff not below the rank of Junior Superintendent in the process of scrutiny.

(6) There shall be a recorded proceedings on the meeting of scrutiny to be signed by the Returning Officer. It shall be countersigned by such observers from electorates present and officer(s), supervisory staff attending the scrutiny. The proceedings shall however, stand valid if signed by the Returning Officer only with date and time.

152. Withdrawal of candidature.—(1) Any candidate may withdraw his candidature by a notice in writing in Form No. 5(T)/5(N)/5(S), as the case may be as set out in Appendix D. Every such notice shall be signed by the candidate and shall have to be handed over personally by the candidate or the proposer so as to reach the Returning Officer within the notified date and time. The Returning Officer shall hand over a receipt to the person delivering a notice of withdrawal.

(2) There shall have to be at least three days time from the date of publishing valid nomination and date of withdrawal.

153. Conduction of election.—(1) In an election,—

- (a) if the number of contesting candidates is equal to the number of seats to be filled, the Returning Officer shall declare all such candidates to have been duly elected in abiding by the electoral schedule/time table; or
- (b) if the number of contesting candidates is less than the number of seats to be filled, the Returning Officer shall declare all the contesting candidates to have been duly elected and the Vice-Chancellor shall thereafter direct to call upon the constituency to elect a person or to fill the remaining seat; or
- (c) if the number of contesting candidates exceeds the number of seats to be filled, the Returning Officer shall, after three days from the last date for the receipt of withdrawal of nominations, if any, prepare or cause to be prepared, a list of valid nominations and notify and display the same on the Notice Board at the office of the Returning Officer stating the polling hours on the appointed date(s), the location of the polling station(s) and the date, time and venue for counting of votes polled and to declare the result

(2) An elector shall be entitled to cast their votes at the booth located at their place of duty if so arranged or an elector who has been allotted to a particular polling station shall be entitled to vote at that polling station only and at no other polling station.

(3) The Returning Officer shall appoint a Presiding Officer for each polling station at each booth from amongst the officers and/or teachers/Senior supervisory staff (not below the rank of Superintendent) taking care that such Presiding Officer is not a member of the Constituency for which voting is being conducted. The Returning Officer shall also appoint non-teaching staff as may be required to assist the Presiding Officer.

(4) An elector who desires to cast his vote(s) shall personally appear at the polling station and request the Presiding Officer to issue a ballot paper to him. On receipt of the ballot paper he shall put a cross mark 'X' against the name of the person(s) for whom he wishes to cast his vote(s) and drop the same into the ballot box. While receiving a ballot paper an elector shall sign a record book specifically kept to record the names of persons to whom ballot papers have been issued.

(5) Each elector may vote for as many candidates as there are vacancies but shall not cast more than one vote in favour of a candidate.

(6) A candidate or his duly authorized agent who shall be an elector, may be present at the polling station at the place of counting of votes on behalf of the candidate with the prior permission of the Presiding Officer or the Returning Officer, as the case may be.

(7) Immediately after the closing of the poll, the ballot box shall be suitably packed and sealed by the Presiding Officer and sent to the Returning Officer. A candidate, if he so desires, or his duly authorised agent may be present at the time of such sealing and affix his own seal also on the ballot box.

154. Scrutiny and counting of ballot papers.—(1) (a) The Returning Officer shall fix a date, time and place for the counting of votes, which should be notified for all concerned. On the date and at the time and place so notified for the counting of votes, the Returning Officer shall, after taking service from such officers and supervisory staff as may be required, open each ballot box and count the ballot papers contained therein and prepare a ballot count which shall be signed by the counting officials and the Returning Officer.

(b) The Returning Officer shall proceed to scrutinize the ballot papers one by one and reject every ballot paper or vote, which he/she finds to be invalid. He shall record in a statement the total number of votes polled in favour of each contesting candidate.

(c) A ballot paper shall be invalid if—

- (i) it does not bear the signature of the Returning Officer; or
- (ii) no vote is recorded by placing mark 'x' against the name(s) of the candidate(s) for whom the voter wishes to cast his vote(s); or
- (iii) the number of votes recorded on a ballot paper exceeds the number of vacancies to be filled; or
- (iv) the identity of the voter is disclosed on the ballot paper; or
- (v) it violates any other provision of these Statutes.

(d) When a mark has been so made on a ballot paper so as to render it doubtful in whose favour the vote has been cast, the ballot paper shall be rejected as invalid, if one member only is to be elected. If more members than one are to be elected, only the vote recorded by such doubtful mark shall be rejected as invalid while every other validly marked vote on the ballot paper shall be counted.

(e) The decision of the Returning Officer as to the validity of the ballot paper or a vote shall be final subject to the decision, if any, given under the sub-statutes (15) and (16) of the Statutes.

(2) The following persons shall be allowed by the Returning Officer to be present at the time of counting of votes—

- (a) the Vice-Chancellor if so desired;
- (b) ordinarily five persons from amongst the officers and non-teaching staff, authorised in writing in this behalf by the Returning Officer who may assist the Returning Officer at any stage of processing the records and counting of votes; and
- (c) every contesting candidate or in his absence, an agent who must be an elector authorised in writing by the contesting candidate in his/her behalf.

155. Declaration of results.—(1) The Returning Officer, after declaring the results of election, communicate them forthwith to the Vice-Chancellor, Chancellor, and then communicate the same to the Head of each teaching department of the Faculties, other Heads of the non-teaching departments and Heads of Research and Extension establishments.

(2) After declaring the results of the election, the Returning Officer shall keep the valid and invalid ballot papers with counterfoils in separate sealed covers. He shall endorse on each such cover a description of its contents, the particulars of the election, the name of the constituency and date of counting. He shall keep all such sealed covers in safe custody for a period of three months after the date of counting or, if any dispute arises regarding the election, until the final decision on such dispute. All such covers shall be destroyed after the expiry of the aforesaid period(s).

156. The Vice-Chancellor to determine forms.—Except as provided in these Statutes, the Vice-Chancellor shall have the power to determine the forms of notice, letters of intimation and all other papers necessary for holding an election.

157. Anticipatory election.—The Vice-Chancellor shall have the power to direct, in order to save time, the holding of an election in anticipation of any vacancy that is due to occur.

158. Effect of election in anticipatory election.—An election to fill a vacancy shall take effect, in case of an anticipatory election, from the date of occurrence of vacancy or from the date of declaration of the result of election whichever is later. Such date shall be deemed to be the date of election of the member elected.

159. When the election not to be invalid.—No election shall be invalid merely by reason of—

- (a) any vacancy existing among the persons entitled to vote at such election;
- (b) the loss or delay during transmission of any notice or other paper sent to or by an elector or a candidate or on the ground that a candidate has not received such notice or paper, provided that it has been duly despatched to such elector or candidate.

160. Notice etc. posted under certificate of posting shall be deemed to be duly despatched.—Any notice of intimation or transformation required to be despatched to any person under these Election Statutes shall be deemed to have been duly done when the same has been posted under a certificate of posting.

161. Objection relating to election.—Every objection relating to individual stages of electoral process like nomination, declaration of valid nomination, the conduction of poll and declaration of result shall be made in writing to the Returning Officer before the conclusion of the stage through which the electoral process is passing shall be decided by the Returning Officer. The Returning Officer's decision thereon shall be final, subject to the provisions under the sub-statute (16).

162. Appeal to Election Tribunal.—(1) Every objection relating to an election which is made after the declaration of the results of votes polled and members elected thereof shall be made in writing to the Election Tribunal through the Secretary of the Election Tribunal, so as to reach him not later than seven days after such declaration.

Provided that unless the Election Tribunal has directed otherwise, a member who has been declared by the Returning Officer to have been duly elected shall enter his office and perform his duties as such other members, notwithstanding any objection which may have been preferred under this sub-statute.

(2) If an objection preferred under sub-statute (1) raises a question covered by sub-section (1) of section 21, it shall be referred to the Election Tribunal for decision. Every other objection preferred under sub-statute (1) shall be decided by the Vice-Chancellor.

163. Vice-Chancellor to give direction in certain cases.—In any election, in respect of matters not expressly provided for in these Statutes, the Vice-Chancellor may give such directions not inconsistent with the provisions of the Act or these Statutes or any Law for the time being in force, as he/she may consider necessary for the proper holding of the election. Subject to the provisions of sub-statute (2) of the Statute, such direction shall be given effect to and binding to all concerned.

164. Tenure of office, of elected members in different authorities.—(1) An elected member in any of the Authorities of the University as specified in section 9 shall be deemed to be a member of that—

- (a) authority from the date on which the election results are declared by the Competent Authority; and
- (b) shall cease to be a member of the said authority with effect from the date on which a member completes the tenure of four years, or the date of his superannuation, whichever is earlier.

(2) An elected member on re-employment or otherwise after superannuation shall cease to be a member with effect from the date of such superannuation.

PART II

REGISTER OF NAMES OF THE TEACHERS

165. Maintenance of register of names of teachers.—(1) The Registering Authority shall maintain a register of the names of the teachers in Form No. 1(T) as referred to in Appendix E.

(2) As soon a person is appointed as a teacher of the University and has assumed his duties he shall be required to forward the Registering Authority a statement in Form No. 2(T) as referred to in Appendix E after entering therein all relevant particulars about himself. The teacher shall also certify therein that the particulars entered in the statement are true to his knowledge.

(3) The Registering Authority shall scrutinize every statement received by it under sub-statute (2) and shall take the order from the Vice-Chancellor regarding the inclusion in the register of the name of the person concerned.

(4) Whenever it appears to the Vice-Chancellor that there are grounds for not including the name of a teacher in the register or for striking off the name of a teacher already included in the Register of teachers as set out in Form 1(T) the teacher concerned shall be informed by a notice specifying the grounds thereof. The teacher may make his representation in writing within fifteen days from the date of issue of the notice. The Vice-Chancellor shall take into consideration any such representation by the teacher and all other available facts before passing an order. If it is decided not to include the name of the teacher in the Register of the teachers or to strike off the name from the Register the Registering Authority shall act accordingly. The decision not to include or to strike off the name shall invariably be communicated forthwith by the Registering Authority to the teacher concerned.

(5) A teacher's name shall not be included in the Register or if included, shall be struck off from the Register of teachers, under the order of the Vice-Chancellor as provided in the sub-statute (4), if he is—

- (a) appointed as part-time, honorary or visiting teacher;
- (b) on lien service elsewhere;
- (c) on deputation serving in the University; and
- (d) one amongst those opted to retain their service to the former University as per provision laid down under section 57;
- (e) under suspension.

(6) If a teacher desires to challenge the decision of the Vice-Chancellor, he may file an appeal in duplicate, setting forth the grounds, to the Election Tribunal. The Election Tribunal shall consider the appeal and give its decision, which shall be final.

(7) Two copies of the Register of teachers prepared in accordance with the provisions of this Chapter shall be authenticated by the Vice-Chancellor. One copy of the register shall be kept in the safe custody of the Vice-Chancellor while the other shall be with the Registrar.

(8) The Register of teachers shall be available at the office of the Registrar for personal inspection by all teachers of the University for verification of entries concerning them thirty days prior to issue of notice for election during such hours of the day as may be notified by the Registrar.

(9) If any teacher dies or ceases to hold office, the concerned controlling officer shall report the fact to the Vice-Chancellor, on whose direction the Registering Authority shall strike off his name from the Register of teachers and shall keep a record regarding cause for such action.

(10) The Register as authenticated after being amended, corrected or revised from time to time in accordance with the provisions already laid down shall be the Electoral Roll for election to the Executive Council and no entry therein shall be challenged except in accordance with the provisions of these Statutes and the Act.

ELECTION TO THE EXECUTIVE COUNCIL FROM THE TEACHERS' CONSTITUENCY

166. Procedure of election to the Executive Council.—(1) In accordance with the provisions laid down under sub-section (4) of section 10, whenever an election is required to elect three teachers as members of the Executive Council as stated in the item (xiv) of clause (c) of sub-section (1) in section 10, whether for the purpose of constitution of the Council or for filling up any casual or other vacancy therein, the Returning Officer after receiving instruction from the Vice-Chancellor, call upon the constituency to elect a member or members, as the case may be, within a period of ninety days from the date of occurrence of vacancy and fix the last date for filling nominations/the date for scrutiny of nominations/the date for withdrawal of nominations and the date or dates on which the poll shall be held and such other information as are relevant in this regard.

(2) Every teacher whose name is entered in the Register of teachers, which is the Electoral Roll of Teachers' Constituency under sub-statute (10) of statute 165, shall be entitled to contest to be an elected member and also to vote at the election of members of the Council from the constituency under the provisions of the Act.

(3) When so advised by Vice-Chancellor to elect a member or members, the Returning Officer shall cause a notice to be issued to electors showing the number of vacancy together with the names of vacating members if the case be and call upon the electors to submit nominations within the date fixed for the purpose.

(4) Any teacher may be a candidate if his name is included in the electoral roll of the constituency and if he is not suffering from any of the disqualification's enumerated in sub-statute (5) of statute 165.

(5) Every elector shall have the option of nominating candidates in separate nomination forms but the number of candidates so nominated by him shall not exceed the number of vacancies.

(6) Every nomination paper in Form No. 3(T) as set out in Appendix H shall be signed by a proposer and a seconder who must be electors and shall bear signature of the candidate nominated for election. Nomination papers shall be delivered by the proposers to the Returning Officer in closed and sealed covers in person or despatched by registered post with acknowledgement due, so as to reach the Returning Officer within the date and time mentioned in the notice. The Returning Officer shall give a serial number and record date and time of receipt to every such cover delivered to him and hand over a certificate of receipt to the person delivering the cover.

(7) (a) The poll shall be taken by secret personal ballot.

(b) Ballot papers in Form No. 4(T) as set out in Appendix I to be used at an election shall be serially numbered and the names of the contesting candidates shall be mentioned on each ballot paper in alphabetical order according to surnames. The format of the ballot paper shall be as prescribed by the Returning Officer.

(8) After the completion of the counting of votes, the Returning Officer shall forthwith declare the candidate who has polled the largest number of votes in his favour as duly elected; provided that when more candidates receive equal votes, they cannot be declared elected and; the Returning Officer shall decide the manner of deciding the results by drawing lots; provided further that when the number of vacancies shall be more than one, the winning candidates shall be declared serially from one polling largest number of votes in his favour.

(9) In the event of inability because of reasons like disaster/closure of the University or reasons beyond control to undertake the actions as per the laid down procedure to complete any of the steps in the electoral process from the stage of inviting nomination and declaring results, revised schedule may be announced and followed. Actions taken subsequently as per the revised schedule shall be valid, if done with approval of the Vice-Chancellor. The Vice-Chancellor in such cases shall record his order on revised schedule adducing the reasons.

(10) With regard to such matters on procedure, disputes on validity of record and others regarding which no specific statutory provisions are available in these statutes, the Returning Officer may with prior approval from the Vice-Chancellor, follow the procedure as laid down for general election of the country.

PART III

THE REGISTER OF NAMES OF STUDENTS

167. Maintenance of register of names of students.—(1) The Registering Authority shall maintain a register of the names of the students belonging to each Faculty in Form No. 1(S) as referred to in Appendix F.

(2) As soon as and may be after a person has got himself admitted into undergraduate or post-graduate course of the University including Ph.D., he shall be required to forward to the Registrar, through the Dean of the Faculty concerned, a statement in Form No. 2(S) as referred to in Appendix F, containing all relevant particulars about himself. The Dean of the Faculty concerned shall certify therein after necessary checking that the particulars entered in the statement are correct according to the office records.

(3) The Registering Authority shall scrutinise every statement received under sub-statute (2) and prepare the Register of names of regular students' constituency.

(4) If any student deceased, discontinued from studentship or leaves the University, the Dean of the Faculty concerned shall report the fact to the Vice-Chancellor and subject to whose direction the Registering Authority shall strike off the student's name from the Register of regular students.

(5) The Registering Authority shall seek order of the Vice-Chancellor for preparation of Register of names of regular students to be indicated by the letter 'R' in the remarks column of Form No. 1(S) as referred to in Appendix F.

(6) A student's name shall not be included in the Register of regular students or if included shall be struck off from the Register of regular students under the direction of the Vice-Chancellor, if he is found to be in default of payment of tuition fees, for a term/semester or more and other dues payable by him to the University at such time where notice for election is issued or the date specified in the notice for election.

(7) If a student desires to challenge the decision of the Vice-Chancellor, he may file an appeal to the Election Tribunal in duplicate, setting forth the grounds thereof. The Election Tribunal shall consider the appeal and give its decision which shall be final, and the Register of regular students shall be amended accordingly, if necessary.

(8) Four copies of the Register of regular students prepared in accordance with the provisions of this Statute shall be authenticated by the Vice-Chancellor, one copy of the Register of regular students shall be kept in the safe custody of the Vice-Chancellor, while one copy shall be kept each with the Registering Authority, Dean, Students' Welfare and the Dean of the Faculty concerned.

(9) When an election process shall get started, any dispute regarding inclusion or exclusion of any name(s) in the electoral roll and on disputing any action in terms of sub-statutes (1) to (8) above shall not be stopped and results are to be declared.

ELECTION TO THE EXECUTIVE COUNCIL FROM THE STUDENTS' CONSTITUENCY

168. Procedure of election to Executive Council.—(1) In accordance with the provision of sub-section (4) of section 10, whenever an election is required to elect one Post-graduate student as member of the Executive Council as referred to in the item (XVI) of clause (c) of sub-section (1) of section 10, or filling any casual or other vacancy in respect of Students' Constituency except where otherwise stated, the Returning Officer shall with prior approval from Vice-Chancellor call upon the constituency to elect a member within a period of ninety days from the date of occurrence of vacancy and shall fix and announce the last date for filing nominations, the date for scrutiny of nominations, the date or dates on which the poll shall be taken.

(2) Every regular student shall under the provisions of the Act be entitled to contest the election for membership of the Executive Council.

(3) A copy of the electoral roll shall be displayed on the notice boards of the office of the Returning Officer, the Dean, Students' Welfare, the Deans of the Faculties, and of the Students' Union at least thirty days in advance of the proposed date of poll.

(4) On receiving instruction from the Vice-Chancellor, the Returning Officer shall call upon the constituency to elect a member. The Returning Officer shall cause the notice to be displayed on the notice boards of the Returning Officer, the Dean of Faculty, Dean, Students' Welfare and the Students' Union showing the name of previous member, if any, and shall call on the regular students to submit nominations within the date fixed for the purpose.

(5) Any regular student of the University, may be nominated as a candidate if his name is included in the Register of regular students provided he is not suffering from any of the disqualifications is laid down in the sub-statute (G) of statute 166.

(6) Every nomination paper in Form No. 3(S) as set out in Appendix H shall be signed by a proposer and a seconder who must themselves be electors and shall bear the signature of the candidate nominated for election. Nomination paper shall be submitted to the Returning Officer in closed and sealed cover in person or despatched by registered post with acknowledgement due, so as to reach the Returning Officer within the date and time mentioned in the notice. The name of the proposer and the words that "Nomination paper for Election to the Executive Council, Students' Constituency" are to be superscribed. The Returning Officer shall give a serial number to every such cover delivered to him recording date and time of receipt and hand over a certificate of receipt to the person delivering the cover.

(7) Any candidate may withdraw his candidature by a notice in writing in Form No. 5(S) as set out in Appendix D, every such notice shall be signed by the candidate and shall reach the Returning Officer within the notified date and time after the date of scrutiny of the nominations in a sealed envelope containing the notice of withdrawal superscribed "letter of withdrawal of nomination to contest in Election to the Executive Council (year) by (the name of candidate) " by the candidate himself/herself. The Returning Officer shall hand over a receipt to the person delivering the notice of withdrawal.

(8) (a) The poll shall be held by secret personal ballot.

(b) Ballot papers in Form No. 4(S) as set out in Appendix I to be used at an election, shall be serially numbered and the names of the contesting candidates shall be mentioned on each ballot paper in alphabetical order according to surnames and in groups for academic year, term or Semester as will be considered appropriate by Returning Officer.

(9) After completion of the counting of votes, the Returning Officer shall forthwith declare the candidate who has polled the largest number of valid votes as duly elected. When two or more candidates receive an equal number of votes and they cannot be declared elected, the Returning Officer shall decide the candidate who shall be the member of the Executive Council by drawing lots.

PART IV

THE REGISTER OF NAMES OF NON-TEACHING STAFF

169. Maintenance of register of names of non-teaching staff.—(1) The Registering Authority shall maintain a register of the names of the non-teaching staff in Form No. 1(N) as referred to in Appendix G.

(2) As soon as a person is appointed as a member of the non-teaching staff of the University and has assumed his duties as such, he shall be required to forward to the Registrar, a statement in Form No. 2(N) as referred to in Appendix G after entering therein relevant particulars about himself. He shall also certify therein that the particulars entered in the statement are true to his knowledge.

(3) The Registering Authority shall scrutinise every statement received by him under sub-statute (2) and shall take the order of the Vice-Chancellor regarding the inclusion in the Register of non-teaching staff of the name of the person concerned.

(4) Whenever it appears to the Vice-Chancellor that there are grounds for not including the name of a member of the non-teaching staff in the register or for striking off the name of a non-teaching staff already included in the Register of non-teaching staff, the member of the non-teaching staff concerned shall be informed by a notice specifying the grounds thereof. The member of the non-teaching staff may make his representation to the Vice-Chancellor in writing within fifteen days from the date of issue of the notice. The Vice-Chancellor shall take into consideration any such representation by the member of the non-teaching staff and all other available facts, before passing an order. If it is decided not to include the name of the member of the non-teaching staff in the Register of non-teaching staff or to strike off the name from the said Register, the Registering Authority shall act accordingly. The decision not to include or to strike off the name shall invariably be communicated forthwith by the Registrar to the non-teaching staff concerned.

(5) The name of the member of the non-teaching staff shall not be included in the register or if included, shall be struck off from the register, under the order of the Vice-Chancellor as provided in sub-statute (4) of the statute, if he is—

- (a) on lien and serving elsewhere outside the University, or
- (b) on deputation serving at this University, or

- (c) appointed on ad-hoc basis or on daily paid basis or by a fixed monthly amount, or
- (d) declared by a competent Court to be of unsound mind, or
- (e) a person put under suspension.

(6) If a member of the non-teaching staff desires to challenge the decision of the Vice-Chancellor, he may file an appeal in duplicate, setting forth the grounds for such appeal to the Election Tribunal. The Election Tribunal shall consider the appeal and give its decision which shall be final.

(7) Two copies of the register prepared in accordance with the provisions of this Statute shall be authenticated by the Vice-Chancellor. One copy of the register shall be kept in the safe custody of the Vice-Chancellor while the other shall be with the Registrar.

(8) The Register of the non-teaching staff shall be available at the office of the Registrar for personal inspection by all members of the non-teaching staff of the University for verification of entries concerning them, thirty days prior to issue of notice of election seeking nominations during such hours of the day as may be notified by the Registrar.

(9) If any member of the non-teaching staff dies or ceases to hold the post, the Registrar shall report the fact to the Vice-Chancellor, on whose direction the Registering Authority shall strike off his name from the Register of non-teaching staff.

(10) The register as authenticated after being amended, corrected or revised from time to time in accordance with the provisions of this Statute shall be the Electoral Roll for election to the Executive Council and no entry therein shall be challenged except in accordance with the provisions of these Statutes and the Act.

(11) Any electoral process once started shall not be stopped on the ground that there remains any dispute regarding entry into the electoral roll and the results of the election shall be declared.

ELECTION TO THE EXECUTIVE COUNCIL FROM THE NON-TEACHING CONSTITUENCY

170. Procedure of election to Executive Council.—(1) Whenever an election is required to be held in pursuance of the provision of the Act, whether for the purpose of constituting the Council or filling casual or other vacancy therein, except where otherwise stated, the Returning Officer shall with prior approval from the Vice-Chancellor call upon the members of the constituency to elect a member normally within a period of ninety days from the date of occurrence of the vacancy and fix the last date for filing nominations, the date for scrutiny of nomination, the date for withdrawal of nomination and the date or dates on which the poll, if any, shall be held.

(2) Every member of the non-teaching staff whose name is entered in the Register, which is the Electoral Roll of non-teaching staff constituency shall be entitled to vote at the election to the member of the Executive Council from the constituency under the provisions of the Act.

(3) When the Vice-Chancellor has called upon the constituency to elect a member the Returning Officer shall cause a notice to be issued to electors showing the number of vacancy(ies) together with the name of vacating member(s) and call upon the electors to submit nomination(s) within the date fixed for the purpose.

(4) Any member of regular non-teaching staff shall be a valid elector and may be nominated as a candidate if his/her name is included in the electoral roll of the constituency and if he/she is not suffering from any of the disqualifications enumerated in clause 19(5) of the Statute.

(5) Every elector shall have the option of nominating candidates in Form No. 3(N) as set out in Appendix H, but the number of candidates so nominated by him shall not exceed the number of vacancies.

(6) Every nomination paper in Form No. 3(N) shall be signed by a proposer and a seconder who must be electors and shall bear the signature of the candidate nominated for election. Nomination papers shall be delivered by the proposers to the Returning Officer in closed and sealed covers in person or despatched by registered post with acknowledgement due, so as to reach the Returning Officer within the date and time mentioned in the notice. The envelope should be superscribed "Nomination paper for " with name of the proposer recorded on it. The Returning Officer shall give a serial number to every such cover delivered to him/her putting date and time of receipt and hand over a receipt to the person delivering a cover in person.

(7) Any candidate may withdraw his candidature by a notice in writing in Form No. 5(N) as set out in Appendix D. Every such notice shall be signed by the candidate and shall reach the Returning Officer within the notified date and time after the date of scrutiny of the nominations. Such notice of withdrawal in a sealed envelope superscribed "letter of withdrawal of nomination to contest in election to the Executive Council (year) by (the name of the candidate) " shall have to reach the Returning Officer by the candidate himself/herself. The Returning Officer shall hand over a receipt to the person delivering the notice of withdrawal.

(8) (a) The voting shall be by the use of secret personal ballot.

(b) Ballot papers in Form No. 4(N) as set out in the Appendix I to be issued at the election shall be serially numbered and the names of the contesting candidates shall be mentioned on each ballot paper in alphabetical order according to surnames.

(9) After completion of the counting of votes, the Returning Officer shall forthwith declare the candidate who has polled the largest number of votes as duly elected.

(10) When two or more candidates secure an equal number of votes, the Returning Officer shall decide regarding who shall be member of the Executive Council by drawing lots.

(11) Procedure of election of teachers to the Executive Council shall apply *mutatis mutandis* in the matter of election of non-teaching staff to the Executive Council.

PART V

STATUTES RELATING TO CONSTITUTION OF THE STUDENTS' UNION

171. Students' Union.—(1) There shall be a Students' Union at the University in the name of Central Students' Union, Uttar Banga Krishi Viswavidyalaya, to organise the student community of the University for maintaining and upgradation of rights and privileges of the students and also for upgradation of social, cultural, moral and ethical values among the students. All regular students of all Faculties admitted for different degrees shall constitute the general body of the Students' Union. The activities of the Students' Union will be to uphold the name of the University in general and of the students community in particular.

(2) The place of Students' Union shall be in the Campus at Pundibari, Coochbehar.

(3) The Students' Union shall have an Executive Committee to perform the functions of the Union. The general body of the Students' Union shall elect the members of the Executive Committee.

(4) The members of the Executive Committee so elected shall elect the office bearers of the Executive Committee from amongst themselves.

(5) The office bearer of the Executive Committee shall be—

- (a) the President (one),
- (b) the Vice-Presidents (one from each Faculty),
- (c) the General Secretary (one),
- (d) the Assistant General Secretaries (one from each Faculty),
- (e) the Treasurer (one),
- (f) the Cultural Secretary (one),
- (g) the Games and Sports Secretary (one),
- (h) the Literature Secretary (one), and
- (i) the Students' Welfare Secretary (one).

(6) The Executive Committee of the Students' Union shall have the power to constitute different sub-committees as may be necessary for implementation of programme of the Students' Union.

(7) The Executive Committee shall carry out the functions according to the constitution of the Students' Union approved by the Executive Council of the University.

(8) The Dean, Students' Welfare shall be ex-officio Chairman of the Students' Union.

172. Term of office of the Executive Committee.—The term of office of the Executive Committee of the Students' Union shall be for one year, from first April to 31st March of the following year for every term.

173. Union Fund.—(1) Session charge collected from the members shall be placed under the Union Fund.

(2) The University shall contribute an amount not less than double to the session charges collected from the members of Students' Union.

(3) The Executive Committee shall be able to spend the unspent fund (students' contribution only left over by the Students' Union of the previous year) with the approval of the General Body.

(4) All funds of the Students' Union shall be kept in a nationalised bank in the name of Dean, Students' Welfare and separate accounts shall be maintained by the office of the Dean, Students' Welfare against this Fund.

(5) No money shall be spent from any of the Union Funds until the budget for the Students' Union is approved by the General Body.

(6) Fund of Students' Union shall be drawn as advance from the Dean, Students' Welfare by the joint application (demand) of the President, General Secretary and Treasurer against the programme(s) approved by Executive Committee of the Students' Union. It will be responsibility jointly by the concerned office bearers (namely President, General Secretary and Treasurer) of the Students' Union to submit adjustments through the Chairman, to the Comptroller's Department upon which no dues shall be issued in respect of these student members.

174. Submission of utilization certificate, Demonstration of utilised Fund and Audit.—(1) Within first fortnight of April of the succeeding year statement of account and utilization certificate prepared by Treasurer and approved by the Executive Committee of the Students' Union shall be submitted to Dean, Students' Welfare with the joint signature of the President, General Secretary and Treasurer of the Students' Union.

(2) Statement of account so prepared in detail shall also be displayed in the office notice boards of the Students' Union and Deans of different Faculties.

(3) All vouchers, bills, approvals, proposals, etc. related to the utilization of fund shall be submitted to the Dean, Students' Welfare within 30th June of the succeeding year for audit.

175. Procedure of election of members to Executive Committee.—(1) The Dean, Students' Welfare shall be the Returning Officer for conducting the election of members and office bearers to the Executive Committee of Students' Union. The election shall be completed within 20th March every year. Under unavoidable circumstances if the election shall not be completed within 20th March of any year, the date of election shall be fixed by the Executive Council for the year. The tenure of the Students' Union for that particular year shall be equal to the residual period only.

The Returning Officer shall collect the Register of regular students from the Registering Authority (Registrar) for preparing electoral roll and notify.

(2) Whenever an election is required to be held in pursuance of these Statutes, the Dean, Students' Welfare along with the Election Committee shall call upon the students of the Faculties to elect members and fix the date of filing nomination, date of scrutiny and withdrawal of nomination and date(s) of poll, if necessary, by issuing a notice thirty days prior to the date on which the election shall be held.

(3) The name of the representative for each class of twenty students in an academic session of each Faculty shall be class forming a constituency and one member shall be elected from such Constituency to the Students' Union:

Provided that for every additional fifteen or remaining students one additional class representative is to be nominated for election in accordance with this Statute:

Provided further that for each class, in an academic session of any Faculty shall have at least one class representative even at a lower student strength, in a class explanation for the purpose of election the "class" will mean a group of students in the same academic session pursuing the same course(s) within a Faculty.

(4) The nomination paper shall bear the signed consent of the candidate in Form No. 1(SU) as referred to in Appendix. The nomination paper shall be submitted in sealed cover to the Returning Officer within the date and time notified in this regard.

(5) There shall be an Election Committee comprising with the Deans of the Faculties and Deputy Registrar as members which will offer counselling Dean, Students' Welfare on election related matter.

(6) The Returning Officer with the help of the members of the Election Committee shall scrutinise the nomination papers on the date fixed by him.

(7) Election of class representative to the Executive Committee and office bearer shall be held through secret ballot.

(8) Each elector shall vote for as many candidates as there are vacancies for the Constituency to which he/she belongs to, but shall not cast vote more than the number of vacancies for the Constituency.

(9) A candidate or his duly authorised agent, who must be an elector may be present at the place of scrutiny, polling station or at the place of counting of votes on behalf of the candidate with the prior permission of the Returning Officer and on furnishing authorization in writing.

(10) At the time of casting of votes in a booth, a Presiding Officer and a Joint Presiding Officer may be appointed by the Returning Officer from amongst teachers or officers of the University.

(11) Immediately after the closing of the poll, the ballot box will be sealed by the Presiding Officer in the presence of the authorised agent as referred to in the preceding paragraph.

(12) Ballot papers will be counted on the date of poll or on the date and at the time and place fixed for counting of ballot papers by Returning Officer who may take assistance from such teacher or officer as may be necessary. The Returning Officer shall notify the date, time and place of counting for the contesting candidates.

(13) A ballot paper shall be invalid if it does not bear the signature of the Returning Officer, or improper placement of the cross ('x') mark in the ballot paper that does not clearly signify one's franchise towards any candidate or the number of votes recorded in a ballot paper exceeds the number of vacancies to be filled. The decision of the Returning Officer as to the validity of the ballot paper shall be final.

(14) The Returning Officer shall, after declaring the results of election, forthwith report them to the Registrar and the Vice-Chancellor.

(15) Any objection relating to an election which is made before the declaration of results thereof shall be made in writing to the Returning Officer. The Returning Officer's decision shall be final, subject to the provision of sub-statute (16).

(16) Every objection relating to an election which is made after declaration of results shall be made in writing to the Election Tribunal through the Secretary of the Election Tribunal so as to reach him/her not later than seven days after such declaration, provided that, unless the Election Tribunal directs otherwise, a member who has been declared by the Returning Officer to have been duly elected shall enter his office and perform his duties as a member.

CHAPTER III

MISCELLANEOUS

✓ 176. **Transfer of employees.**—(1) There shall be a transfer policy applicable to all employees including teachers and officers of the University, except for those cases by exercising powers of the Vice-Chancellor for transfer of employees as specified in sub-statute (2) of statute 8.

(2) The University through issuance of order by a competent officer may transfer employees in the same rank from one place to another within the same establishments or to any other establishments under its jurisdictions for academic, administrative and developmental interest, subject to approval of the Executive Council, without affecting their emoluments and general service conditions.

(3) A teacher or officer of the University shall be eligible for such transfer as per aforesaid policy on completion of consecutive ten years of his service at a place of posting; the eligibility of such transfer in case of a non-teaching employee shall be consecutive five years of service at a place of posting:

Provided that an employee who has attained 55 years of age shall not come under the purview of this transfer policy.

(4) A permanent and up-to-date record specifying the date of joining, placement and transfer, period of service at a place, and all other relevant information relating to transfer for each category of employees of the University, shall be maintained by the Registrar.

(5) Employees be transferred shall be entitled to get transit leave and allowances as per the norms followed for similar category of employees of the Government of West Bengal.

(6) The modus operandi and other operational details of transfer policy shall be such as may be prescribed by the Executive Council of the University.

177. **Leave of employees.**—(1) No employee of the University shall have any holiday other than the holidays fixed by the list of holidays as furnished in Appendix A.

✓ (2) There shall be a uniform leave rule as specified in Appendix B applicable to all employees including teachers and officers of the University, except to those that may be specifically exempted or provided otherwise by the terms and conditions of appointment.

APPENDIX A

[See sub-statute (1) of statute 177]

**LIST OF HOLIDAYS FOR THE WHOLETIME EMPLOYEES
(IN THE CATEGORY OF OFFICER & NON-TEACHING STAFF)
OF THE UTTAR BANGA KRISHI VISWAVIDYALAYA**

The following shall be the list of holidays in addition to Saturdays and Sundays in the University until declared otherwise by the State Government:

Occasion	No. of days
1. Birthday of Netaji	1
2. University Foundation Day	1
3. Republic Day	1
4. Saraswati Puja	1
5. Id-ul-Fitre	1
6. Doljatra	1
7. Good Friday	1
8. Bengali New Year's Day	1
9. May Day	1
10. Birthday of Rabindranath	1
11. Id-uj-Zoha	1
12. Muharram	1
13. Fateha-doaz-Daham	1
14. Independence Day	1
15. Janmastami	1
16. Birthday of Mahatma Gandhi	1
17. Mahalaya	1
18. Durga Puja including Lakshmi Puja inclusive of Saturdays and Sundays	9
19. Kalipuja	1
20. Birthday of Guru Nanak	1
21. Christmas Day	1
22. Restricted holidays at the discretion of the University which may include day or (days) on religious and festive occasion	2
	31

The following days may be observed as sectional holidays for the employees of the different communities:

- (i) Baisakhi (for Sikhs only)
- (ii) Easter Saturday (for Christian only)
- (iii) Buddha Purnima (for Buddhist only)

(If any of the holidays fall on Saturday and Sunday no additional holiday(s) will be allowed instead.)

APPENDIX B

[See sub-statute (2) of statute 177]

**LEAVE RULES FOR WHOLETIME EMPLOYEES (OFFICERS & NON-TEACHING STAFF)
OF THE UTTAR BANGA KRISHI VISWAVIDYALAYA**

1. These rules may be called Leave Rules in respect of whole-time employee (in the categories of Officers & Non-teaching Employees) of the Uttar Banga Krishi Viswavidyalaya.
2. These rules are applicable to all whole-time employees other than teachers, of the Uttar Banga Krishi Viswavidyalaya.
3. Leave of any description cannot be claimed as a matter of right. Authorities granting leave shall have the power to refuse or revoke leave of any description at any time according to the exigency of University service.
4. Leave ordinarily shall begin on the day on which the transfer of charge is effected and on the day preceding that on which duty is resumed. Saturdays, Sundays and holidays may be prefixed or affixed to leave. Leave (except casual and quarantine leave) may either be affixed or prefixed to holidays but cannot be affixed and prefixed to holidays when leave is combined with a holiday by both prefixing and affixing it to the holiday, the holidays shall be reckoned as leave in calculating the amount of leave on full pay that may be admissible at a time.
5. An employee on leave shall not return to duty before the expiry of leave granted to him without permission of the authority which sanctioned the leave.
6. An employee who has been granted leave on medical ground shall resume duty after producing a certificate of fitness from Registered Medical Practitioner.
7. An employee who remains absent after the expiry of leave is entitled to no leave salary for the period of unauthorised absence and that period will be debited to leave, as though it were leave on full pay, provided leave on full pay is available to such an employee.
8. No employee shall be allowed to absent himself from office without prior permission.
9. All applications for leaves of absence and/or for leaving station should be previously made in writing and sanction obtained before leave is availed of, except in case of emergency in which case the report of such absence must be sent if possible, on the very day the employee is forced to absent himself and, in any case, within three days of such absence unless he is prevented from doing so due to physical incapacity to be certified by a registered medical practitioner or any other unavoidable cause.
10. If any employee is on unauthorised absence or on reported absence or on overstayal of leave for more than three months at a stretch without any report, the leave sanctioning authority shall inform the concerned employee at his recorded address asking him to rejoin duty within a specified date. If the employee does not join duty by the stipulated date, it would be open to the disciplinary authority to institute disciplinary proceedings the employee comes for rejoining duty he shall be allowed to do so without prejudice to the disciplinary proceedings already initiated against him (unless he is placed under suspension) and the disciplinary proceedings concluded as quickly as possible. The question of regularisation of the period of unauthorised absence or unreported absence or overstayal of leave shall be left over for consideration till the finalisation of disciplinary proceedings.
11. Habitual irregularities or frequent absence without proper authorisation, will be considered gross negligence of duty and shall involve disciplinary action at the discretion of the appropriate authority of the University.
12. Leave at the credit of an employee in his leave account shall lapse on the date the employee retires on superannuation or retires voluntarily or resigns or is dismissed from the service.
13. Unless Syndicate/Executive Council, in view of the special circumstances of a case, shall otherwise determine, after one year of continuous unauthorised and unreported absence from duty the concerned employee shall cease to be in service of the University.
14. Date of retirement in relation to calculation of leave due to the credit of an employee shall mean the afternoon of the last day of the month in which the employee attain the age of superannuation for retirement under the terms and conditions governing his service.

15. Each employee, on arrival at office shall sign the attendance register putting the time of arrival and at the time of departure shall sign the attendance register putting the time of departure. Normal office hours should be fixed generally from 10 a.m. to 5.30 p.m. On all working days with half an hour recess with provision for late marking for arriving late after 10.15 a.m. And for making absent at 10.45 a.m. Attendance Register for marking time for departure should not be placed before the employees before 5.15 p.m. Anybody leaving office before that time will be marked absent and action as per University rule will be taken in such cases. For every three days' late attendance in a month one day's casual leave shall be deducted from the credit of an employee. If there is no casual leave at his credit, earned leave shall be deducted from the accumulated earned leave of an employee.

16. Subject to the foregoing general principles, leave shall mean:

- | | |
|------------------------|---|
| (i) Casual Leave | (vii) Quarantine Leave |
| (ii) Earned Leave | (viii) Maternity Leave |
| (iii) Half-Pay Leave | (ix) Leave in Extraordinary circumstances |
| (iv) Commuted Leave | (x) Special Disability Leave |
| (v) Compensatory Leave | (xi) Leave on Duty. |
| (vi) Study Leave | |

17. **Casual Leave.**—(1) Casual leave for short period, not exceeding four days at a time and fourteen days in a calendar year may be granted to an employee on account of emergency, which may arise.

(2) Casual leave cannot be combined with any other kind of leave of Puja holidays; but can be pre-fixed and/or suffixed to Saturdays, Sundays and holidays, provided such leave shall not exceed seven days at a time including Saturdays, Sundays and/or holidays.

(3) An employee may enjoy casual leave for half of the day. For enjoying such casual leave for half of a day prior sanction of the authority sanctioning casual leave must be obtain by the employee concerned.

(4) An employee on casual leave shall be treated as on duty.

(5) In no case casual leave and half-day casual leave taken together shall exceed 14 days in a year.

(6) Casual leave, if not taken within the calendar year will lapse.

18. **Earned Leave.**—(1) Earned leave is the leave which is earned by an employee by discharge of duties for a certain period as mentioned herein below and granted to him at the discretion of the authority granting such leave. Unless otherwise compelled by exigencies of circumstances, in all cases applications for earned leave shall be made at least seven days prior to the date on which he proposes to proceed on leave for twenty days or more. Prior sanction/ or proceeding on leave as well as for extension of leave.

(2) Earned leave shall be credited to the leave account at the rate of $2\frac{1}{2}$ days for each completed calendar month of service which he is likely to render in a half-year of the calendar year in which he is appointed.

In the event of death, resignation, retirement or dismissal from service on any day of a month, that incomplete calendar month of service shall not be taken into consideration for calculation of leave account at the rate of $2\frac{1}{2}$ days per calendar month.

Earned leave shall be credited to the leave account, in advance, in two installments of 15 days each on the first day of January and July of every calendar year not exceeding maximum limit of 240 days till 30-06-98 and 300 days with effect from 01-07-1998.

While affording credit of Earned leave, fraction of a day shall be rounded off to the nearest day.

(3) Earned leave can be combined with any other kind of leave except casual and quarantine leave.

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

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

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

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

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

Provided further that when commuted leave is granted twice the number of days of actual leave of absence on half-pay shall be debited against the leave account:

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

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

21. **Compensatory Leave.**—(1) An employee of the University may be granted compensatory leave with full pay and allowance in lieu of full work done on Saturdays, Sundays and other University holidays on the condition that there will be no accumulation of such compensatory leave and it is to be availed of within 3 (three) months.

(2) Such leave shall be granted for the equal number of days the employee concerned is detained for duty.

(3) No overtime or holiday allowance shall be admissible for the period for which compensatory leave is granted.

(4) Compensatory leave may be combined with any other kind of leave except casual leave, quarantine leave and leave in extraordinary circumstances.

22. **Study Leave.**—(1) Study leave for advance study and training which are not taught in a regular or semi-academic course directly related to his work in the University may be granted to a permanent employee by the University Syndicate Executive Council provided the concerned employee has put in at least five years of continuous service and is not due to retire therefrom within three years of his return from such leave. There shall be a gap of at least three years between two periods of such leave.

The Syndicate/Executive Council may grant any allowance during study leave as per rules framed by the University from time to time, subject to a maximum of pay an employee has been drawing just before proceeding on study leave on his furnishing an undertaking that he will serve the University for at least three years on his return from study leave on such terms and conditions as the University may decide, failing which he will be required to refund the amount paid to him as leave salary for the period of study leave:

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

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

23. **Quarantine Leave.**—(1) Quarantine leave is leave of absence from duty necessitated by order not to attend office due to suffering from infectious disease as mentioned below by a member of the family of the employee concerned. Such leave may be granted on the basis of a certificate from a Public or Municipal Health Officer for a period not exceeding 21 days, or in exceptional circumstances for a period not exceeding 30 days. Quarantine leave will not be debited to leave account. An employee on quarantine leave will not be treated as absent from duty.

(2) For the above purpose small-pox be considered as infectious disease, chicken-pox shall not, however, be considered as infectious disease unless the medical officer or Public Health Officer considers that because of doubt as to the true nature of disease, e.g., small-pox, there is reason for the grant of such leave.

(3) The following diseases shall also be treated as infectious for the purpose of grant of quarantine leave:

- (i) Scarlet fever,
- (ii) Plague,
- (iii) Typhus,
- (iv) Corabro-spinal meningitis.

(4) For persons employed in the preparation and distribution of feed, the following additional diseases shall also be treated as infectious:

- (i) Dysentery,
- (ii) Enteric fever (Typhoid fever),
- (iii) Malta fever,
- (iv) Paratyphoid fever.

(5) An employee himself suffering from the infectious diseases as mentioned will not be granted such leave.

24. Maternity Leave.—(1) Maternity leave may be granted to whole-time female employee for a period exceeding 120 days including the period of confinement as per advice of registered medical practitioner.

(2) Maternity leave may also be granted in case of miscarriage, including abortion for a period not exceeding six weeks provided the application for leave is supported by a registered medical practitioner.

(3) Maternity leave will not be debited against leave account.

(4) The concerned employee on maternity leave will be entitled to normal annual increment in time-scale of pay.

25. Leave in extraordinary circumstances.—(1) Extraordinary leave without pay may be granted to a whole-time permanent employee in special circumstances on the following conditions:

(a) when no other leave is admissible;

(b) when other leave is admissible, but the employee applies in writing for the grant of extraordinary leave;

(c) not more than 3 months extraordinary leave be granted to an employee.

(2) Syndicate/Executive Council in view of exceptional circumstances on the following cases may grant extraordinary leave in excess of the limit prescribed in clause (1):

(a) six months, where the University employee has completed one year's continuous service on the date of expiry of the leave of the kind due and admissible under those rules; including three months extraordinary leave under clause (a) and his request for such leave is supported by a Medical Certificate as required under rules.

(b) eighteen months, where the employee is undergoing treatment for—

(i) pulmonary tuberculosis or pleurisy of tubercular origin in a recognised sanatorium;

(ii) tuberculosis of any other part of the body by a qualified tuberculosis specialist;

(iii) leprosy in a recognised leprosy institution by a Medical Officer or a specialist in leprosy recognised by the University authority;

(iv) cancer or mental diseases, in an institution recognised for the treatment of such diseases or a specialist in such diseases recognised as such by the University authority.

(c) twenty-four months, where leave is required for the purpose of prosecuting studies certified to be in the interest of the University, provided the employee has completed three years' continuous service on the date of expiry of leave of the kind due and admissible under those rules including three months extraordinary leave under clause (1).

(3) Where an University employee is granted extraordinary leave in terms of the provision continued in clause (c) of sub-rule (2) he shall be required to execute a bond as in the case of leave undertaking to refund to the University actual amount of expenditure incurred by the University during such leave plus that returning to duty on the expiry of such leave or quitting the service before a period of three years after return to duty.

(4) The bond shall be supported by sureties from two permanent wholetime employee having status comparable to or higher than that of the University employee concerned.

(5) Two spells of extraordinary leave, if intervened by any other kind of leave including maternity leave, shall be treated as one continuous spell of extraordinary leave for the purpose of sub-rule (4).

(6) The authority competent to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

(7) An employee shall not be allowed to enjoy extraordinary leave (including other kind of leave) for more than two years at a stretch.

(8) Such leave shall not count towards annual increment in the time-scale of pay.

26. Special Disability Leave.—(1) An employee who is disabled by injury accidentally incurred in consequence of the due performance of a particular duty which has by illness or injury beyond the ordinary risk attaching to the post, may be allowed special the whole course of service.

(2) Such leave shall not be granted unless the disability manifested itself within 3 months of the occurrence to which it is and the person disabled acted with due promptitude in bringing it to notice, provided that if University authority is satisfied as to the course of the disability, such leave may be granted in cases where the occurrence of its cause.

(3) The period of leave granted shall be such as is certified by a medical board to be necessary.

(4) Special disability leave may combined with any other kind of leave except casual leave and quarantine leave.

(5) The concurred employee is entitled to normal annual increment in time-scale of pay during such leave of absence.

(6) Such leave shall be counted as duty in calculating service for pension and shall not be debited against the leave account.

27. **Leave on Duty.**—An employee may be granted leave of absence on duty for a maximum period of 30 days in a year on the following grounds:

- (a) for participating in International, All India or Regional Games, sports, or cultural activities organised by bodies recognised as such by the University or State Government.
- (b) for attending meetings of recognised public bodies as an elected representative of the people.
- (c) for participating in conference/symposium/seminar/workshop or the like conducted by any organisation recognised by the University:

Provided that such leave of absence on duty shall not be combined with any other kind of leave and duty leave if not c/debited against leave account:

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

28. **Encashment of Earned Leave.**—(1) An employee who retires on attaining the age of superannuation, shall be entitled to cash equivalent of leave salary for earned leave, if any, at the credit of the employee on the date of retirement, subject to a maximum of upper limit to be fixed by the State Government time to time.

(2) An employee who retires from the service on attaining the age of superannuation, while under suspension, shall become eligible for the benefit of cash equivalent of earned leave that was at his credit on the date of retirement, on conclusion of the proceedings against him, if the authority, competent to reinstate him in service holds that the suspension was wholly unjustified.

(3) An employee who retires voluntarily may be granted cash equivalent of leave salary in respect of earned leave at his credit subject to a maximum of upper limit of accumulation of earned leave prescribed by the State Government from time to time, provided this period does not exceed the period between the date on which he so retires and the date on which he would have retired in the normal course after attaining the age of superannuation.

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

APPENDIX C

[See sub-statute (1) of statute 8]

CERTIFICATE OF MEDICAL FITNESS OF HEALTH OF CANDIDATE FOR EMPLOYMENT UNDER UTTAR BANGA KRISHI VISWAVIDYALAYA

I hereby certify that I have examined a candidate for employment as under Uttar Banga Krishi Viswavidyalaya and cannot discover that has any disease, constitutional weakness, or bodily infirmity except I do not* consider this to be disqualification for employment as under Uttar Banga Krishi Viswavidyalaya.

..... age is, according to his/her own statement years and months and by appearance about years.

.....
Signature of Candidate

[Left Thumb and Finger impressions in the case of a candidate for a non-teaching post]

Place

Date

.....
Signature of Medical Officer

Designation.....

*N.B.: The underlined words should be struck out if the candidate is considered disqualified for University Service.

APPENDIX D

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM TEACHERS' CONSTITUENCY

FORM NO. 5(T)

[See statute 152]

Notice for withdrawal of candidature

Sir,

I, a candidate nominated for the above constituency do hereby give notice that I withdraw my candidature.

Date

.....
Signature of Candidate

Place

The notice of withdrawal was delivered to me at my office at
on by the candidate.

.....
Signature of Returning Officer

APPENDIX D

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM STUDENTS' CONSTITUENCY

FORM NO. 5(S)

[See sub-statute (7) of statute 168]

Notice for withdrawal of Candidature

Sir,

I, a candidate nominated for the Students' Constituency do hereby give notice that I withdraw my candidature.

Date

Place

.....
Signature of Candidate

The notice of withdrawal was delivered to me at my office at
on by the candidate.

.....
Signature of Returning Officer

APPENDIX D

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM NON-TEACHING STAFF
CONSTITUENCY

FORM NO. 5(N)

[See sub-statute (7) of statute 170]

Notice for withdrawal of candidature

Sir,

I, a candidate nominated for the above
constituency do hereby give notice that I withdraw my candidature.

Date

.....
Signature of Candidate

Place

The notice of withdrawal was delivered to me at my office at
on by the candidate.

.....
Signature of Returning Officer

APPENDIX E

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM TEACHERS' CONSTITUENCY

FORM NO. 1(T)

[See sub-statute (1) of statute 165]

Register of names of the Teachers : Electoral Roll

Sl. No.	Full Name	Postal Address		Faculty/ Directorate	Discipline	Present post	Date of joining to the post	Place of posting	Remarks
		Permanent	Present						

*Strike off whichever is not applicable.

APPENDIX E

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM TEACHERS' CONSTITUENCY

FORM NO. 2(T)

[See sub-statute (2) of statute 165]

Statement of Particulars to be submitted by a Teacher

1. Full Name (in block letters, surname first) :
with academic degrees :
2. Date of Birth :
3. Postal Address :
(Permanent and Present) :
4. Present post held :
5. Discipline and Faculty/Directorate :
6. Date of appointment to the post :
7. Date of first appointment in the Viswavidyalaya :
8. Present place of posting :

I hereby certify that the entries made in this statement are true to my knowledge and that I do not suffer from any disqualification enumerated in clause 15.1(5) of the Statute for the purpose of being recorded as an elector of Teachers' Constituency of the University.

Signature

Date

APPENDIX F

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM TEACHERS' CONSTITUENCY

FORM NO. 3(T)

[See sub-statute (2) of statute 167]

Nomination Paper

I,
 (Surname) (Name) (Designation)

.....
 (Discipline & Faculty/Directorate)

do hereby

propose as a candidate for election to

the Executive Council (strike off whichever is not applicable) from Teachers' Constituency.

Date

.....
Signature of Proposer

I,
 (Surname) (Name) (Designation)

.....
 (Discipline & Faculty/Directorate)

do hereby

second the above proposal.

Date

.....
Signature of Seconder

I,
 (Surname) (Name) (Designation)

.....
 (Discipline & Faculty/Directorate)

do hereby

give my consent to the above proposal.

Date

.....
Signature of Candidate

- N.B. :* (1) The number of vacancies is
- (2) One nomination paper is to be used for one candidate.
- (3) Only one candidate is to be proposed for a vacancy.
- (4) Each nomination paper is to be delivered to the Returning Officer in a closed and sealed cover by the proposer in person or despatched by registered post with Acknowledgement Due so as to reach the Returning Officer on or before (date) during to p.m.

APPENDIX F

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM TEACHERS' CONSTITUENCY

FORM NO. 1(S)

[See sub-statute (1) of statute 167]

Register of names of the students, Undergraduate/Post-graduate

Sl. No.	Full Name	Postal Address		Semester/ Term	Session	Department & Faculty	Date of admission into the course	Remarks
		Permanent	Present					

*R stands for regular students.

APPENDIX F

UTTAR BANGA KRISHI VISWAVIDYALAYA

STATEMENT OF PARTICULARS OF STUDENT

FORM NO. 2(S)

[See sub-statute (2) of statute 167]

1. Full Name (in block letters)
(Surname first) :
2. Date of Birth :
3. Postal Address
(Permanent and Present) :
4. Course and Term/Semester :
5. Session :
6. Date of first entry in the
Viswavidyalaya :
7. Date of admission into the course
(Undergraduate/Post-graduate) :
8. Department and Faculty :
9. Remarks :

engbom I hereby certify that the entries made in this statement are true to my knowledge and that I do not su
any disqualification enumerated in clause 17(6) of the Statute for the purpose of being recorded as a regul
of the Viswavidyalaya. *Shidat*

D

Date

.....
Full signature of the stu

N.

I certify that the particulars entered in the statement by the above student are correct according
records. *to Abbie*

Date

.....
Signature of the Dean of i

APPENDIX G

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM NON-TEACHING STAFF
CONSTITUENCY

FORM NO. 1(N)

[See sub-statute (1) of statute 169]

Register of names of the Non-teaching Staff : Electoral Roll

Sl. No.	Full Name	Postal Address		Department/ Directorate/ Unit	Present post	Date of joining	Place of posting	Remarks
		Permanent	Present					

*Strike off whichever is not applicable.

APPENDIX G

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM NON-TEACHING STAFF
CONSTITUENCY

FORM NO. 2(N)

[See sub-statute (2) of statute 169]

Statement of Particulars to be submitted by a Non-teaching Staff

1. Full Name (in block letters)
(Surname first) :
2. Date of Birth :
3. Postal Address
(Permanent and Present) :
4. Present post held :
5. Name of the
Department/Directorate/Unit :
6. Date of appointment to the post :
7. Date of first appointment in the
Viswavidyalaya :
8. Present place of posting :

I hereby certify that the entries made in this statement are true to my knowledge and that I do not suffer any disqualification enumerated in clause 19(5) of the Statute for the purpose of being recorded as an eligible member of the Non-teaching Staff Constituency of the University.

Signature

Date

APPENDIX H

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM THE STUDENTS'
CONSTITUENCY

FORM NO. 3(S)

[See sub-statute (6) of statute 168]

Nomination Paper

I,
(Surname) (Name) (Terms/Semester)

propose to nominate as a candidate for

election to the Executive Council from the Students' Constituency.

Date

.....
Signature of Proposer

I,
(Surname) (Name) (Terms/Semester)

second the above proposal.

Date

.....
- Signature of Seconder

I,
(Surname) (Name) (Terms/Semester)

give my consent to the above proposal.

Date

.....
Signature of Candidate

- N.B. :*
- (1) The number of vacancies is
 - (2) One nomination paper is to be used for one candidate.
 - (3) Only one candidate is to be proposed for a vacancy.
 - (4) Each nomination paper is to be delivered to the Returning Officer in a closed and sealed cover by the proponent in person or despatched by registered post with Acknowledgement Due so as to reach the Returning Officer on or before (date) during to p.m.

APPENDIX H

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE CENTRAL STUDENTS' UNION FROM THE
STUDENTS' CONSTITUENCY

FORM NO. 1(SU)

[See sub-statute (3) of statute 175]

Nomination Paper

I,
(Surname) (Name) (Terms/Semester of the course)

do hereby propose to nominate

as a candidate for election to the Students' Union from the Students' Constituency.

Date

.....
Signature of Proposer

I,
(Surname) (Name) (Terms/Semester of the course)

do hereby second the above proposal.

Date

.....
Signature of Seconder

I,
(Surname) (Name) (Terms/Semester of the course)

do hereby give my consent to the above proposal.

Date

.....
Signature of Candidate

- N.B.* (1) The number of vacancies is
- (2) One nomination paper is to be used for one candidate.
- (3) Only one candidate is to be proposed for a vacancy.
- (4) Each nomination paper is to be delivered to the Returning Officer in a closed and sealed cover by the proposer in person or despatched by Registered Post with Acknowledgement Due so as to reach on or before during to p.m.

APPENDIX H

UTTAR BANGA KRISHI VISWAVIDYALAYA

ELECTION TO THE EXECUTIVE COUNCIL FROM THE NON-TEACHING STAFF
CONSTITUENCY

FORM NO. 3(N)

[See sub-statute (5) of statute 170]

Nomination Paper

I,
(Surname) (Name) (Designation)

..... propose to nominate
(Name of the Department/Directorate/Unit)

..... as a candidate for
election to the Executive Council from the Non-teaching Staff Constituency.

Date

.....
Signature of Proposer

I,
(Surname) (Name) (Designation)

.....
(Name of the Department/Directorate/Unit)

do hereby second the above proposal.

Date

.....
Signature of Seconder

I,
(Surname) (Name) (Designation)

.....
(Name of the Department/Directorate/Unit)

do hereby give my consent to the above proposal.

Date

.....
Signature of Candidate

- N.B. :** (1) The number of vacancies is
- (2) One nomination paper is to be used for one candidate.
- (3) Only one candidate is to be proposed for a vacancy.
- (4) Each nomination paper is to be delivered to the Returning Officer in a closed and sealed cover by the proposer in person or despatched by registered post with Acknowledgement Due so as to reach the Returning Officer on or before (date) during to p.m.

APPENDIX I

[See sub-statute (8) of statute 168]

UTTAR BANGA KRISHI VISWAVIDYALAYA TEACHERS' CONSTITUENCY FORM NO. 4(S) [See sub-statute (8) of statute 168] BALLOT PAPER Counterfoil	UTTAR BANGA KRISHI VISWAVIDYALAYA TEACHERS' CONSTITUENCY FORM NO. 4(S) [See sub-statute (8) of statute 168] BALLOT PAPER	
Serial No.	Serial No.	
Name of the Elector :		
Serial No. of Elector in the Electoral Roll	Name of the Candidate(s)	Column for × mark
<i>Signature of the Returning Officer</i>		

INSTRUCTION

1. The number of vacancy to be filled is
2. Use ink to cast your vote by placing one × mark opposite the name of the candidate of your choice on the ballot paper in the space provided.
3. One and only one vote is to be cast in favour of a candidate.

APPENDIX I

UTTAR BANGA KRISHI VISWAVIDYALAYA TEACHERS' CONSTITUENCY FORM NO. 4(T) [See sub-statute (7) of statute 166] BALLOT PAPER Counterfoil		UTTAR BANGA KRISHI VISWAVIDYALAYA TEACHERS' CONSTITUENCY FORM NO. 4(T) [See sub-statute (7) of statute 166] BALLOT PAPER	
Serial No.		Serial No.	
Name of the Elector :			
Serial No. of Elector in the Electoral Roll		Name of the Candidate(s)	Column for × mark
<i>Signature of the Returning Officer</i>			

INSTRUCTION

1. The number of vacancy to be filled is
2. Use ink to cast your vote by placing one × mark opposite the name of the candidate of your choice on the ballot paper in the space provided.
3. One and only one vote is to be cast in favour of a candidate.

APPENDIX I

UTTAR BANGA KRISHI VISWAVIDYALAYA STUDENTS' CONSTITUENCY FORM NO. 4(N) [See sub-statute (8) of statute 170] BALLOT PAPER Counterfoil		UTTAR BANGA KRISHI VISWAVIDYALAYA STUDENTS' CONSTITUENCY FORM NO. 4(N) [See sub-statute (8) of statute 170] BALLOT PAPER	
Serial No.		Serial No.	
Name of the Elector :		Name of the Candidate(s)	Column for × mark
Serial No. of Elector in the Electoral Roll			
<i>Signature of the Returning Officer</i>			

INSTRUCTION

1. The number of vacancy to be filled is
2. Use ink to cast your vote by placing one × mark opposite the name of the candidate of your choice on the ballot paper in the space provided.
3. One and only one vote is to be cast in favour of a candidate.

By order of the Governor,

SUMANTRA CHOUDHURY,
Secy. to the Govt. of West Bengal.