

TURKU HANSDA LAPSA HEMRAM MAHAVIDYALAY

(A Govt. Aided General Degree College affiliated to Burdwan University and registered u/s 2(f) & 12(B) of UGC Act, 1956)
[Established in 2006 and Accredited 'B' by NAAC in 2016]

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Criterion 6 - Governance, Leadership and Management

6.2 Strategy Development and Deployment

Documents: service rules, and procedures




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THE UNIVERSITY OF BURDWAN

WHEREAS the first Vice-Chancellor of the University of Burdwan within the meaning of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), hereafter in these Ordinances referred to as the Act, considers it necessary to amend the University Ordinances relating to Appointment and Terms and Conditions of service of Teachers of the University ;

NOW, THEREFORE, the first Vice-Chancellor of the University in exercise of the powers conferred upon him by sub-section (2) of Section 57 read with clause (i) of Section 49 and clause (x) of Section 21 of the Act and with the approval of the Chancellor, hereby makes the following Ordinances, namely :

THE UNIVERSITY ORDINANCE RELATING TO APPOINTMENT AND TERMS AND CONDITIONS OF SERVICE OF TEACHERS OF THE UNIVERSITY.

U. Ord. 1 (T. U.) (1) These Ordinances may be called the
 Short title & commencement Appointment and Terms and Conditions of Service of Teachers of the Burdwan University Ordinances, 1984.

(2) They shall come into force from such date as the State Government may appoint in this behalf in terms of sub-section (5) of Section 57 of the Act.

U. Ord. 2 (T. U.) In these Ordinances, unless the context otherwise requires—
 Interpretation

(1) words and expressions used shall be interpreted to have the same meaning as they have in the Act ;

(2) the provisions of the previous Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of these Ordinances, shall stand modified in the light of these Ordinances ;

(3) Teachers of the University or University Professor, University Reader, University Lecturer shall include every person as defined in sub-sections (22) and (25) of Section 2 of the Act.

U. Ord. 3 (T. U.) (1) The Faculty Councils for Post-graduate Studies may, from time to time, recommend to the Executive Council the creation and institution of Professorship, Readership, Lectureship and other teaching posts as also the determination of duties and emoluments attached to such teaching posts.

(2) The Executive Council shall, thereupon, refer the proposals for creation of posts mentioned in sub-paragraph (1) above to the Court along with its recommendation :

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

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

U. Ord. 4 (T.U.) When a teaching post is created for the first time or when a vacancy arises in any such post for any reason whatsoever, the post shall be advertised and applications invited :
 Posts to be advertised

Provided that if any vacancy arises on account of the expiry of the term of office of an incumbent, the Executive Council may, after considering the recommendation of the concerned Faculty Council for Post-graduate Studies, if any, re-appoint the incumbent for a further term without advertising the post :

Provided further that in any particular case, the Executive Council may dispense with such advertisement or with a formal application from a candidate and consider him for appointment to a teaching post if he has signified his consent in writing in any other manner to be so considered.

U. Ord. 5 (T. U) (1) Teachers of the University shall receive pay and other allowances according to the scales of pay and rates of allowances as may be prescribed by the Executive Council with the concurrence of the State Government, from time to time :
 Scales of pay

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

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

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

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

U. Ord. 6 (T. U.) No whole-time salaried teacher of the University shall accept any other full-time appointment elsewhere, with or without remuneration :

Extraneous
engagements

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

U. Ord. 7 (T. U.) No teacher of the University shall be entitled to enjoy any leave except as may be prescribed under the University Leave Rules :

Leave

Provided that a part-time teacher shall not be entitled to any kind of leave except casual leave.

U. Ord. 8 (T. U.) Every teacher of the University shall be entitled to such allowances in addition to his salary including special pay, if any, as may be sanctioned by the State Government from time to time.

Allowances

U. Ord. 9 (T. U.) (1) Every teacher of the University shall be subject to such rules of discipline and conduct as the Executive Council may make in this behalf.

Discipline and
Conduct of Teachers
of the University

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

(3) If any complaint is received that any teacher of the University—

(a) has violated any of the provisions of sub-paragraph (1) or (2) above, or,

(b) has been guilty of gross negligence of duty or any Other misconduct, or,

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

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

- (i) censure,
- (ii) with-holding of increments,
- (iii) reduction of tenure of service,
- (iv) reduction of pay,
- (v) removal from office,
- (vi) premature retirement, and
- (vii) dismissal.

U. Ord 10 (T.U.) A whole-time teacher of the University enjoying Retirement of teachers enjoying U. G. C. scale by the State Government and introduced since January 1, 1973 shall retire after the completion of 60 years; of age :

Provided that the Executive Council may give re-employment to such a teacher of the University beyond the age of 60 years considering his academic performance particularly during the last 5 years preceding the date of his superannuation. On receipt of a written application for re-employment along with a self assessment statement, the Executive Council shall form a Screening Committee with the following members for consideration of the relevant application and papers and submission of their recommendation to the Executive Council :

- (a) the Vice-Chancellor, Chairman (ex-officio);
- (b) the Dean of the concerned Faculty Council for Post-graduate Studies, if any ;

- (c) one expert in the field of specialisation of the teacher concerned nominated by the Chancellor ; and
- (d) two experts in the field of specialisation of the teacher concerned nominated by the Executive Council :

Provided further that—

(i) the Executive Council shall have the power to dispense with the requirement of submission of a written application and self assessment statement in exceptional cases on the recommendation of the Vice-Chancellor ;

(ii) such period of re-employment shall initially be for a period of two years and subsequently for a period of not more than one year at a time ;

(iii) such re-employment shall not be given if the teacher concerned has attained 65 years of age;

(iv) the recommendation of the Screening Committee regarding re-employment shall be made on the basis of the performance of the teacher concerned as a Teacher and/or quality of research papers or books produced by him as also on the basis of a medical certificate indicating his physical fitness; and

(v) the pay of such re-employed teacher shall be fixed in accordance with the normal rules applicable to the employees of the State Government.

U. Ord. 11 (T. U.) A whole-time teacher of the University who has not opted for the scale of pay as referred to in U. Ord. 10 (T.U.) introduced since January 1, 1973 shall ordinarily retire on completion of 62 years of age :

Retirement of
Teacher not opting
for UGC scale

Provided that on the recommendation of the Vice-Chancellor the Executive Council shall grant extension of service to such a teacher until he completes 65 years of age, provided he is physically fit and mentally alert :

Provided further that such extension shall not be granted for more than two years at a time, and that such extension shall in no case extend beyond the age of 65 years.

U. Ord. 12 (T. U.) A part-time teacher of the University shall ordinarily retire after the completion of 60 years of age :

Retirement of Part-
time Teachers

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

U. Ord. 13 (T. U.) (1) If any teacher of the University makes any invention or discovery of any process in the laboratory or workshop of the University and the University is of opinion that the Government should be moved for the grant of patent of such invention or process the University shall, after getting an assignment from the teacher concerned, take steps for securing such grant of patent and the cost involved therein shall be borne by the University.

Inventions and
discoveries by
teachers of the
University

(2) Any royalty, emolument, remuneration or income accrued from the sale or commercial exploitation of any such grant or patent shall be received by the University and the University shall pay 50 per cent thereof to the teacher concerned :

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

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

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

U. Ord. 14 (T.U.) (1) A whole-time teacher of the University may, with the written permission of the Vice-Chancellor, render Consultancy service in his capacity as a specialist pertaining to the sphere of his expertise provided that—

Consultancy

- (i) such service is sought for and, in the opinion of the Vice-Chancellor, is likely to bring credit to the University ;
- (ii) an application addressed to the Vice-Chancellor seeking permission for engagement in such service is made in writing indicating the time expected to be spent thereby as also the terms and conditions under which the job is to be performed ;
- (iii) the additional work-load does not interfere with the normal duties and responsibilities of the teacher of the University ;
- (iv) the maximum time to be devoted by the teacher to consultancy work does not exceed one third of his hours of duty at the University.

(2) When the consultancy work carries with it any remuneration, 25 (twenty five) per cent thereof shall be credited to the University by the teacher concerned, while the remaining 75 (seventy five) per cent shall be retained by the teacher concerned.

U. Ord. 15 (T. U.) The Registrar shall maintain and keep up-to-date an Age Register for all Teachers of the University in which he shall enter—

- (a) the name of every Teacher of the University ;
- (b) the date of his birth ;
- (c) the date of his first appointment as a Teacher ;
- (d) the age on the date of such appointment ;
- (e) the date on which he is due to retire;
- (f) extension of term, if any ; and
- (g) remarks; if any.

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

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THE UNIVERSITY OF BURDWAN

WHEREAS the first Vice-Chancellor of The University of Burdwan within the meaning of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), hereafter in these Ordinances referred to as the Act, considers it necessary to amend the University Ordinances relating to Doctoral Degrees;

NOW, THEREFORE, the first Vice-Chancellor of the University, in exercise of the powers conferred upon him by sub-section (2) of section 57 read with paragraph (b) of sub-section (11) of section 4 and clause (c) of section 49 of the Act and with the approval of the Chancellor, hereby makes the following Ordinances, namely :

THE UNIVERSITY ORDINANCES RELATING TO DOCTORAL DEGREES

CHAPTER I

U. Ord. 1 (Doct.) (1) These Ordinances may be called the Burdwan University Doctoral Degrees Ordinances, 1984.

Short title and commencement

(2) They shall come into force from such date as the State Government may appoint in this behalf in terms of sub-section (5) of section 57 of the Act.

U. Ord. 2 (Doct.) In these Ordinances unless the context otherwise requires—

Interpretation and definition

(i) words and expressions used shall be interpreted to have the same meaning as they have in

the Act;

(ii) the provisions of the previous Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of these Ordinances, shall stand modified in the light of these Ordinances;

(iii) 'Supervisor(s)' means a person or persons approved as such by the Faculty Council for Post-graduate Studies concerned on the recommendation of the appropriate Board(s) of Research Studies, and includes :

(a) Teacher(s) of The University of Burdwan, either whole-time or part-time, having either a Doctorate Degree or published research papers to his credit or at least ten years' experience of teaching in Post-graduate classes;

(b) Teacher(s) of colleges affiliated to The University of Burdwan having at least a Doctorate Degree or adequate research experience with published research papers considered to be of sufficient merit in the opinion of the Board of Research Studies ;

(c) Person(s) not below the rank of Professor or Reader or its equivalent, working in a University or in a College or in a recognised Research Organisation (not connected with the University or any of the Colleges affiliated to it) :

Provided that, in a case where a person not connected in any way with the University or any of the Colleges affiliated to it is approved as Supervisor, there shall be a Joint Supervisor from either of the categories envisaged in sub-clauses(a) and (b) :

Provided further that in a case of research project covering the field of inter-disciplinary studies, there shall be at least two Joint Supervisors, to guide the candidate in his/her research work :

Provided also that, on the recommendation of the concerned Board of Research Studies, an Officer of the University having qualifications prescribed at sub-clause (a) or (b) above may be approved as Supervisor, if necessary, jointly with a person from the category envisaged in sub-clause(a) ;

(iv) 'Board' means the Board of Research Studies in a subject or subjects concerned ;

(v) 'recognised' means recognised by the Executive Council on the recommendation of the Faculty Council for Post-graduate Studies as centres of Research on the advice of the appropriate Board(s) of Research Studies;

(vi) 'candidate' means a person who has been registered or who intends to get himself/herself registered for undertaking research work with the objective of obtaining a Doctoral Degree of The University of Burdwan.

CHAPTER II

PH. D. IN ARTS AND SCIENCE

U. Ord. 3. (Doct.) (1) Any person holding the Master's Degree of The University of Burdwan and/or the Master's Degree or any other degree of any Statutory University in India or abroad recognised as equivalent to the Master's Degrees of the University of Burdwan may apply to the Registrar in the prescribed form, for registration as a candidate for Ph. D. Degree in any of the subjects in which the Doctoral Degree may have been instituted, provided that he/she has been declared to have passed the aforesaid examination in that subject or in an allied subject recognised as such by the Faculty Council for Post-graduate Studies.

(2) Any person holding the Master's Degree of any Statutory University in India or abroad in a subject in which instructions at the Master's Degree level is not imparted, either at the University or at any of the Colleges affiliated to it, may apply to the Registrar in the prescribed form for registration as a candidate for Ph. D. Degree.

U. Ord. 4 (Doct.) (1) Every application for registration shall contain a full statement of the qualifications of the candidate with the relevant documents and shall be supported by a certificate from his/her Supervisor(s).

Application for registration Provided that the Faculty Council for Post-graduate Studies may, in a special case, exempt a candidate from submitting the required certificate from his/her Supervisor(s).

(2) Every such application shall, in the first instance, be placed before the Board(s) of Research Studies in the subject(s) concerned :

Provided that in a case, as envisaged in paragraph (2) of U. Ord. 3 (Doct.), an application for registration shall, in the first instance, be placed before the Executive Council and thereupon the said Council may, if deemed fit, cause a Board of Research Studies constituted in terms of paragraph (C) of St. 3 (B. S) of the Statutes relating to constitution of the Boards of Research Studies etc.

(3) The Executive Council may grant an applicant registration for the appropriate Doctoral Degree on the recommendation of the relevant Board(s) of Research Studies and such registration shall take effect from the date as may be recommended by the Board of Research Studies concerned.

(4) A non-refundable registration fee of Rs. 100/- or as may be prescribed by the Executive Council from time to time, shall be payable by each candidate on his/her being granted permission for registration for the purpose of enrolment in the register of candidates for the degree of Doctor of

Registration fee

Philosophy.
(5) (a) The registration granted to a candidate shall remain valid for a period of six years from the date of registration during which period the candidate shall have to submit his/her thesis :

Validity of registration and re-registration

Provided that if a registered candidate fails to submit his/her thesis within the stipulated period, his/her registration shall automatically stand invalid :

Provided further that a candidate, whose registration has thus become invalid, may apply in the prescribed form for revival of his/her registration on payment of a fee of Rs. 100/- or as may be prescribed from time to time by the Executive Council and in such an event the procedure prescribed for registration for the first time shall be followed.

(b) The registration of a candidate may be cancelled by the Executive Council if the candidate is found guilty of misconduct or indecorous behaviour or acts of indiscipline.

Cancellation of registration

U. Ord. 5 (Doct.) (1) A candidate registered for the Doctoral Degree shall work under the guidance of the Supervisor(s) and shall be required to furnish a certificate from him/her, every three months, with regard to his/her progress and/or attendance and good conduct.

Requirements after enrolment

(2) A candidate registered for the Doctoral Degree may, in case of joint supervision, be permitted by the Faculty Council concerned to work on his/her research project at any other University, or recognised Institution of Research/Research organisation outside the territorial jurisdiction of The University of Burdwan as may have been recommended by the appropriate Board of Research Studies.

(3) A candidate shall work on his/her dissertation/research project for a period of not less than two years from the date of registration under his/her Supervisor(s) and shall submit a thesis for the Doctoral Degree thereafter.

(4) A candidate for the Doctoral Degree shall be required to undergo within one year from the date of his/her registration a preliminary test to be arranged by the Supervisor on subject(s) connected with the area of his/her research as well as on the command over the language(s) as may be prescribed by the Supervisor. The performance of the candidate in such a test shall be communicated by the Supervisor to the concerned Board of Research Studies in a confidential cover.

(5) The relevant Board of Research Studies shall decide on the candidate's fitness to continue with the research work. The candidate's performance in the preliminary test not being satisfactory, he/she may be allowed to appear at a second test within six months from the date of decision by the Board. The candidate's registration may be cancelled by the Executive Council on the advice of the Board if his/her performance in the second test is also found to be far from being satisfactory.

(6) Notwithstanding anything contained elsewhere in these Ordinances, a teacher of the University Departments of Studies or a teacher of a College affiliated to the University of Burdwan may be registered for a Doctoral Degree as an independent candidate (i.e., without being attached to a Supervisor).

(7) Notwithstanding anything contained elsewhere in these Ordinances, the Executive Council may, in special circumstances, and on the recommendation of the relevant Board of Research Studies duly approved by the concerned Faculty Council, allow a candidate to submit his/her thesis independently after two years from the date of registration, provided he/she submits a certificate of competence from two members of the Faculty having specialised knowledge in the particular area of his/her research work.

(8) A candidate, while submitting his/her thesis for the Doctoral Degree, shall be required to pay a non-refundable fee of Rs. 300/- or as may be prescribed by the Executive Council from time to time.

U. Ord. 6 (Doct.) (1) A candidate for the Ph. D. Degree shall, in his/
Evidence of originality her thesis, give evidence of originality or of the discovery of new facts or new interpretation or collection of data likely to throw light on problems and theories in the subject concerned. He/she may, with acknowledgement, incorporate in his/her thesis the results of any work he/she might have carried out earlier in any other connection provided, he/she covers a wider field in the present thesis and has not received any other Degree or Distinction for the same at the University of Burdwan or at any other University.

(2) The candidate shall, in the 'Preface' or 'Foreword' of the thesis, indicate clearly in what respect his/her work may claim originality and may have contributed to an extension of knowledge in the field covered in his/her dissertation. He/she shall also clearly acknowledge the extent to which he/she has utilised the results of works of previous workers in the field. A certificate to this effect from his/her Supervisor shall also be submitted along with his/her thesis :

Provided that in the case of research work done by a candidate independently i.e., without being attached to any Supervisor, the candidate concerned shall furnish a declaration to the above effect along with his/her thesis.

U. Ord. 7 (Doct.) A candidate registered for the Doctoral Degree shall, three months before the expected date of
Notice for sub- mission of thesis submission of his/her thesis, give notice in this behalf in writing to the Registrar/the Chairman of the concerned Board of Research Studies along with a synopsis of the thesis.

U. Ord. 8 (Doct.) A candidate working under a Supervisor or carrying out the research independently i.e., without being
Copies of thesis to be submitted. attached to any Supervisor, shall submit three copies of the thesis, while a candidate carrying out research under Joint Supervisor shall be required to submit four copies of the thesis.

U. Ord. 9 (Doct.) On the recommendation of the Board of Research Studies in the subject concerned a Board of Examiners
Constitution of Board of Examiners for evaluating every thesis shall be constituted by the Executive Council in the manner indicated in U. Ord. 10 (Doct.).

U. Ord. 10 (Doct.) (1) In a case where the candidate works under the
Composition of Board of Examiners guidance of one Supervisor, the Board of Examiners shall consist of two external experts in the subject and the Supervisors of the candidate.

(2) In a case where the candidate works under the guidance of two Joint Supervisors, the Board of Examiners shall consist of two external experts in the subject and the Joint Supervisors.

(3) In a case where the candidate is permitted to submit his/her thesis independently, the Board of Examiners shall consist of three experts, all external.

U. Ord. 11 (Doct.) (1) A thesis for Doctoral Degree submitted in accordance with the relevant provisions of these Ordinances shall be referred to a Board of Examiners, as constituted in terms of U. Ord. 10 (Doct.), for evaluation.

(2) A member of the Board of Examiners, on evaluating the thesis, shall furnish a report confidentially to the Registrar stating, *inter alia*, the following :

- (i) whether the award of the Doctoral Degree to the candidate is recommended;
- (ii) whether the thesis is fit for publication by the candidate in the form in which it was presented, or with modification(s) if any;
- (iii) whether the thesis is considered to be of outstanding merit so that it would be advisable for the University to get it published at its own cost, provided the candidate agrees;
- (iv) whether the thesis though not acceptable in its present form for award of the Doctoral Degree, is likely to be acceptable after revision on the line as indicated in the report, up to the satisfaction of the examiner(s); and
- (v) whether the thesis is lacking in merit so as to render it liable to be rejected.

U. Ord. 12 (Doct.) (1) In a case where the examiners in their evaluation reports differ on the question of acceptance of the thesis for award of the degree, and the majority of them are in favour of such award, while the minority recommends rejection thereof, the thesis shall be referred to a fourth examiner for further evaluation, along with copies of reports of the original examiners.

In case the fourth examiner recommends award of the degree the case will be treated in the same manner as in the case of unanimity among the examiners as to acceptance of the thesis for award of the degree.

(2) In a case where the majority of the examiners recommend revision of the thesis, the candidate shall be required to re-submit the thesis after revision on the line suggested by the examiners.

(3) In a case where the majority of the examiners recommend acceptance of the thesis for award of the degree, while the minority differs and recommends revision thereof, the candidate shall be required to

re-submit the thesis after revision on the line suggested by the differing examiner. If the said examiner does not recommend acceptance of the thesis even then, it shall be referred to a fourth examiner and the case shall be dealt with in the same manner as envisaged in the foregoing paragraph (1).

U. Ord. 13 (Doct.) When a candidate is required to re-submit his/her thesis after revision he/she may re-submit the thesis on payment of an additional fee of Rs. 150/- after a period of six months from the date of decision by the Executive Council.

U. Ord. 14 (Doct.) (1) When a thesis is unanimously accepted by the Board of Examiners for award of the degree, the candidate shall be required to appear at a viva-voce wherein the branch of knowledge in which the candidate claims to have specialised shall be covered :

Viva-voce and Examining Committee

Provided that, when occasion arises for referring a thesis to a fourth examiner and when the report of the said examiner is in favour of acceptance of the thesis for award of the degree, such report along with the favourable reports of the original examiner (other than the differing examiner) shall be treated as unanimous recommendation in respect of the thesis.

(2) The viva-voce shall be conducted by an Examining Committee consisting of one of the external examiners appointed for the purpose by the Vice-Chancellor from the approved panel and the Supervisor/Joint Supervisors of the candidate :

Provided that in a case where the candidate submits his/her thesis independently, the Examining Committee shall consist of a teacher of the University or of a College affiliated to the University, having specialised knowledge in the area of research as may be appointed by the Executive Council for the purpose and one of the external examiners from the approved panel :

Provided further that in an exceptional case the Executive Council may appoint a specialist in the subject not being a member of the Board of Examiners to conduct the viva-voce, jointly with the Supervisor(s) :

Provided also that, in appointing the External Examiner for the purpose of conducting the viva-voce, the examiner from aboard shall not ordinarily be invited : while the order of preference indicated in the panel shall be followed.

U. Ord. 15 (Doct.) If the candidate's performance in the viva-voce is not considered satisfactory, he/she may be allowed to appear again before the Examining Committee for another test after six months from the date of the viva-voce held for the first time, on payment of an additional fee of Rs. 50/- :

Provided that if the candidate's performance at the second test is also not satisfactory, his/her registration shall be cancelled.

U. Ord. 16 (Doct.) The candidate concerned shall be admitted to the Degree of Doctor of Philosophy (Ph. D.) of the University of Burdwan by the Executive Council if the Board of Examiners and the Examining Committee so recommend unanimously.

U. Ord. 17 (Doct.) A member of the Board of Examiners as also a member of the Examining Committee other than that of the Board of Examiners, if any, shall be paid such remuneration as may be determined from time to time by the Executive Council.

U. Ord. 18 (Doct.) (1) A member of the Board of Examiners shall be required to return the thesis along with his/her evaluation report.

(2) The copies of the thesis, when received back from the Examiners, shall be preserved as under :

- (i) one copy in the concerned Departmental Library when the thesis comes under the purview of a subject in which there is a University Department of Study,
- (ii) one copy in the Central Library of the University, and
- (iii) the other copy/copies in the office of the Registrar of the University :

Provided that, in case the thesis is on a subject in which there is no University Department of Study, whereas teaching at the Post-graduate level in the subject is imparted at a College affiliated to the University, the Principal of the College concerned may request the Registrar for handing over one copy to him/her for preservation.

CHAPTER III

PH. D. IN ENGINEERING & TECHNOLOGY

U. Ord. 19. (Doct.) (1) A Master of Technology of the University of Burdwan may apply to the Registrar for registration as a candidate for Ph. D. Degree in Engineering and Technology.

Provided that his/her thesis shall be on a discourse coming under the purview of any of the branches of engineering and technological studies viz., Civil, Chemical, Electrical, Mechanical, Metallurgical and such other branches of engineering and technological studies at the Post-graduate level as may be introduced hereafter, and he/she has obtained his/her Master's Degree in that branch :

Provided further that a Master of Technology from a particular branch may apply for registration as a candidate for Ph. D. Degree in another branch, the thesis being on a discourse of inter-disciplinary nature.

(2) The Executive Council may grant permission to a Master of Engineering or a Master of Technology of any other Statutory University or Institute, Master's Degree whereof is recognised by Burdwan University as equivalent to its own, to apply for registration as a candidate for Ph. D. Degree in Engineering and Technology.

(3) Notwithstanding anything contained in the foregoing paragraphs (1) and (2), a Bachelor of Engineering of the University of Burdwan or a Bachelor of Engineering or a Bachelor of Science (Technology) or a Bachelor of Technology of any other Statutory University or Institute the said Degree whereof is recognised as equivalent to the Degree of Bachelor of Engineering of the University of Burdwan, may apply to the Registrar for registration as a candidate for Ph. D. Degree in Engineering and Technology.

Provided that, such a candidate shall have to undertake such course work at the Post-graduate level relevant to his/her area of research as may be determined by the Board of Research Studies concerned and to qualify himself/herself at an examination of M. Tech. level of Burdwan University in such subject as may be determined by the relevant Board of Research Studies, on payment of the requisite examination fees. He/she shall also be required to spend not less than two years in research work there after before submitting his/her thesis :

Provided further that, in case of a candidate who has already successfully completed Post-graduate Diploma Course in any of the

branches of Applied Science having relevance to the proposed research work, the requirement of the course work may be relaxed by the Executive Council on the recommendation of the concerned Board of Research Studies.

U. Ord. 20 (Doct.) Subject to the stipulations as contained in U. Ord. 19 (Doct.), the case of a candidate for Ph. D. Degree in subjects coming under the purview of engineering and technological studies shall be governed by the provisions contained in U. Ord. 1 (Doct.) to U. Ord. 18(Doct.) with the exception of U. Ord. 3 (Doct.).

Provisions of U. Ord. 1 (Doct.) to U. Ord. 18 (Doct.), excepting U. Ord. 3 (Doct.), to apply mutatis mutandis

CHAPTER IV

PH. D. IN MEDICINE

U. Ord. 21. (Doct.) (1) A Bachelor of Medicine and Bachelor of Surgery of the University of Burdwan or of any other Statutory University in India or abroad who has subsequently obtained the Master's Degree in Medicine or Surgery i.e. M.D./M.R.C.P.; M.S./F.R.C.S. or their equivalent or M. Sc. (Med.) from any Statutory University in India or abroad may apply to the Registrar for registration as a candidate for Ph. D. Degree in Medicine :

Provided that his/her thesis shall be on a discourse coming under the purview of any of the subjects Pre-clinical, Para-clinical or Clinical, as the case may be, and as specified in paragraph (3) of St. 6 (B. S.) of the Statutes relating to constitution of the Boards of Research Studies etc.

(2) A Bachelor of Medicine and Bachelor of Surgery of the University of Burdwan or of any other Statutory University in India or abroad may apply to the Registrar for registration as a candidate for Ph. D. Degree in Medicine :

Provided that his/her thesis shall be on a discourse coming under the purview of the Pre-clinical or Para-clinical group of subjects as specified under paragraph (3) of St. 6 (B.S.) of the Statutes relating to constitution of the Boards of Research Studies etc.

U. Ord. 22 (Doct.) On being granted registration for the Doctoral Degree—

Period of research work (a) a candidate possessing Master's Degree in Medicine or Surgery shall work for a period of two years under a teacher recognised by the University as Supervisor ;

(b) a candidate possessing M. Sc. (Med.) Degree of any Statutory University in India or abroad shall work for a period of three years under a teacher recognised by the University as Supervisor; and

(c) a candidate coming under the purview of paragraph (2) of U. Ord. 21 (Doct.) shall work for four years under a teacher recognised by the University as Supervisor.

U. Ord. 23 (Doct.) Subject to stipulations as contained in U. Ord. 21 (Doct.) and U. Ord 22 (Doct.), the case of a candidate for Ph. D. Degree in subjects coming under the purview of medicine or Surgery shall be governed by the provisions contained in U. Ord. I (Doct.) to U. Ord. 18 (Doct.) with the exception of U. Ord. 3 (Doct.) :

Provisions of U. Ord. 1 (Doct.) to U. Ord.18 (Doct.), excepting U. Ord. 3 (Doct.), to apply mutatis mutandis.

Provided that, the Supervisor of a candidate for Ph. D. Degree in Medicine shall have not less than ten years' teaching and research experience after obtaining his/her Post-graduate qualifications and should have not less than five years' experience at the Post-graduate level.

CHAPTER V

DOCTOR OF LITERATURE AND DOCTOR OF SCIENCE

(D. LIT AND D. SC.)

U. Ord. 24. (Doct.) (1) A person who obtained the Master's Degree in a subject coming under the purview of any of the Faculty Councils for Post-graduate Studies or any of the Councils for Under-graduate Studies may apply to the Registrar after the lapse of five years from the date of his/her obtaining such Master's Degree from the University of Burdwan or any other Statutory University in India or abroad, for registration as a candidate for D. Lit. Degree or D. Sc. Degree, as the case may be :

Provided that, except as otherwise determined by the Executive Council, the question whether a person shall be eligible for applying for registration as a candidate for D. Lit. Degree or D. Sc. Degree shall be determined according to the assignment of the subject in which he/she obtained the Master's Degree to the Faculty Council concerned.

(2) A person who obtained the Ph. D. Degree of the University of Burdwan and/or the Ph. D. Degree or any other degree of any Statutory University in India or abroad recognised as equivalent to the Ph. D. Degree

of the University of Burdwan, may apply to the Registrar for registration as a candidate for D. Lit. Degree or D. Sc. Degree, as the case may be :

Provided that, a person who obtained the Ph. D. Degree or an equivalent Degree thereof, referred to in this paragraph, without having obtained earlier the Master's Degree, in such cases where permissible, may apply for registration as a candidate for D. Sc. Degree on a subject coming within the ambit of the branch of learning in which he/she had obtained his/her basic degree.

U. Ord. 25 (Doct.) (1) An application for registration shall be in such *Application for registration* a form as may be prescribed for the purpose and shall be submitted enclosing such documents and papers as may be indicated therein.

(2) No application for registration shall be entertained unless two members of the concerned Faculty shall have testified to the satisfaction of the Executive Council that the candidate has acquired sufficient standing in the academic world that would entitle him/her to registration for the degree.

(3) A candidate shall forward with his/her application five copies of any original contribution or contributions to the advancement of the special subject proposed by him/her or of any cognate branch of the subject, which may have been published by him/her independently or conjointly, and upon which he/she relies in support of his/her candidature

U. Ord. 26 (Doct.) An application for registration as a candidate for *Executive Council to grant registration* the D. Lit. Degree or D. Sc. Degree shall, in the first instance, be placed before the concerned Board of Research Studies and the Executive Council shall grant registration on the recommendation of the Board of Research Studies :

Provided that in the case of a subject or group of subjects for which no Board of Research Studies is constituted, the application for registration shall be placed before the Executive Council for consideration and decision.

U. Ord. 27 (Doct.) (1) A non-refundable registration fee of Rs. 100/- *Registration fee, validity of registration and re-registration and cancellation of registration* or as may be prescribed by the Executive Council from time to time, shall be payable by each candidate on his/her being granted permission for registration for the purpose of enrolment in the register of candidates for D. Lit. Degree or D. Sc. Degree.

(2) The registration granted to a candidate shall remain valid for a period of six years from the date of registration during which period the candidate shall have to submit his/her thesis :

Provided that, if a registered candidate fails to submit his/her thesis within the stipulated period, his/her registration shall automatically stand invalid :

Provided further, that a candidate whose registration has thus become invalid, may apply in the prescribed form, for revival of his/her registration on payment of a further fee of Rs. 100/- or as may be prescribed from time to time by the Executive Council and in such an event the procedure prescribed for registration for the first time shall be followed.

(3) The registration of a candidate may be cancelled by the Executive Council if the candidate is found guilty of misconduct or indecorous behaviour or acts of indiscipline.

U. Ord. 28 (Doct.) A candidate registered for the D. Lit. Degree or *Submission of thesis* D. Sc. Degree shall be permitted to submit his/her thesis not earlier than two years from the date of such registration.

U. Ord. 29 (Doct.) (1) Within a period not exceeding two years from *Requirements after enrolment* the date of registration, a candidate shall be required to submit a report of progress made so far along with a synopsis of the work done.

The progress report along with the synopsis shall be placed before the concerned Board of Research Studies, whereupon, the said Board may, if necessary, recommend to the Executive Council continuance or cancellation of registration of the candidate concerned :

Provided that, the Board of Research Studies shall also have the power to recommend registration of the candidate for Ph. D. Degree and in such case the original registration granted to the candidate shall be deemed to have been registration for Ph. D. Degree from such date the registration had been effected.

U. Ord. 30 (Doct.) A candidate registered for the D. Lit. Degree or *Research work to be independent* D.Sc. Degree shall do his/her research work independently i.e. without being attached to a Supervisor.

U. Ord. 31 (Doct.) (1) A candidate for the D. Lit. Degree or D.Sc. *Evidence of originality* Degree shall, in his/her thesis, give evidence of originality of his/her own work, whether based on the discovery of new facts observed by himself/herself or of new relations of facts observed by others, whether constituting an exhaustive study and criticism of the published work of others, or otherwise forming a

valuable contribution to the subject dealt with or tending generally to the advancement of knowledge.

(2) A candidate shall, in the 'Preface' or 'Foreword' of the thesis and specially in notes, indicate the sources from which his/her information is taken, the extent to which he/she has availed himself/herself of the work of others; and the portions of the thesis which he/she claims as original; he/she shall further state whether his/her research has been conducted independently, under advice, or in co-operation with others, and in what respects his/her investigations appear to him/her to tend to the advancement of knowledge :

Provided that, a candidate whose research for D. Lit. Degree or D. Sc. Degree is in continuation of his/her research for Ph. D. Degree shall be required to indicate categorically in the 'Preface' or 'Foreword' of the thesis submitted for D. Lit. Degree or D. Sc. Degree, the portion covered in his/her Ph. D. thesis and the new portion incorporated in the D. Lit./D. Sc. thesis embodying the result of higher research leading to the advancement of knowledge.

U. Ord. 32 (Doct.) A candidate registered for the D. Lit. Degree or D. Sc. Degree shall, three months prior to the expected date of submission of his/her thesis, give notice in this behalf in writing to the Registrar/the Chairman of the concerned Board of Research Studies along with a synopsis.

U. Ord. 33 (Doct.) A candidate shall submit three copies of the thesis and while submitting the thesis for the D. Lit. Degree or D. Sc. Degree, he/she shall be required to pay a non-refundable fee of Rs. 500/- or as may be prescribed by the Executive Council from time to time.

U. Ord. 34 (Doct.) On the recommendation of the Board of Research Studies in the subject concerned, a Board of Examiners consisting of three experts shall be constituted by the Executive Council.

U. Ord. 35 (Doct.) (1) A thesis for D. Lit. Degree or D. Sc. Degree submitted in accordance with the relevant provisions of these Ordinances shall be referred for evaluation to a Board of Examiners as constituted in terms of U. Ord. 34 (Doct.)

(2) A member of the Board of Examiners, on evaluating the thesis shall furnish a report confidentially to the Registrar stating, inter alia, the following :

(i) Whether the award of the Doctoral Degree to the candidate is recommended;

(ii) Whether the thesis is fit for publication by the candidate in the form in which it was presented, or with modification(s), if any;

(iii) Whether the thesis is considered to be of outstanding merit so that it would be advisable for the University to get it published at its own cost, provided the candidate agrees;

(iv) Whether the thesis, though not acceptable in its present form for award of the Doctoral Degree, is likely to be acceptable after revision on the line as indicated in the report, up to the satisfaction of the examiner(s);

(v) Whether the candidate should be asked to appear for viva-voce or not;

(vi) Whether the thesis does merit award of Ph. D. Degree ; and

(vii) Whether the thesis is lacking in merit so as to render it liable to be rejected.

U. Ord. 36 (Doct.) When a candidate is required to re-submit his/her thesis after revision he/she may re-submit the thesis on payment of an additional fee of Rs. 250/- after a period of six months from the date of decision by the Executive Council.

U. Ord. 37 (Doct.) (1) When a thesis is unanimously accepted by the Board of Examiners for award of the Degree, the candidate shall be required, unless exempted by the examiners, to appear at a viva-voce.

Provided that, when a candidate is recommended for award of Ph. D. Degree by one or more examiners, he/she shall be required to appear for viva-voce before the Examining Committee in terms of the provisions of U. Ord. 14 (Doct.) of these Ordinances.

(2) The viva-voce in respect of a candidate for D. Lit. Degree or D. Sc. Degree, where required, shall be conducted by an Examining Committee consisting of two experts having specialised knowledge in the subject of research of the candidate to be appointed for the purpose by the Vice-Chancellor.

U. Ord. 38 (Doct.) If the candidate's performance in the viva-voce is not considered satisfactory, he/she may be allowed to appear again before the Examining Committee for another test after six months from the date of the viva voce held for the first time, on payment of an additional fee of Rs. 100/-.

Provided that, if the candidate's performance at the second test is also not satisfactory, his/her registration shall be cancelled.

U. Ord. 39 (Doct.) Unless recommended by the Board of Examiners for award of Ph. D. Degree, the candidate concerned shall be admitted to the Degree of Doctor of Literature (D. Lit.) or the Degree of Doctor of Science (D. Sc.) of the University of Burdwan, as the case may be, by the Executive Council if the Board of Examiners and the Examining Committee so recommend unanimously.

U. Ord. 40 (Doct.) A members of the Board of Examiners as also a member of the Examining Committee other than that of the Board of Examiners, if any, shall be paid such remuneration as may be determined from time to time by the Executive Council.

U. Ord. 41 (Doct.) (1) A member of the Board of Examiners shall be required to return the thesis along with his/her evaluation report.

(2) The copies of the thesis, when received back from the examiners, shall be preserved as under :

(i) One copy in the concerned Departmental Library when the thesis comes under the purview of a subject in which there is a University Department of Study;

(ii) One copy in the Central Library of the University, and

(iii) The other copy in the office of the Registrar of the University :

Provided that, in case the thesis is on a subject in which there is no University Department of Study, whereas teaching as the Post-graduate level in the subject is imparted at a college affiliated to the University, the Principal of the college concerned may request the Registrar for handing over one copy to him/her for preservation.

THE UNIVERSITY OF BURDWAN

WHEREAS the first Vice-Chancellor of the University of Burdwan within the meaning of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), hereafter in these ordinance referred to as the Act, considers it necessary to amend the University Ordinances relating to Admission and Enrolment of Students :

NOW, THEREFORE, the first Vice-Chancellor of the University, in exercise of the powers conferred upon him by sub-section (2) of section 57 read with clause (a) of section 49 of the Act and with the approval of the Chancellor, hereby makes the following Ordinances, namely :

THE UNIVERSITY ORDINANCES RELATING TO ADMISSION AND ENROLMENT OF STUDENTS

PART I

U. Ord. 1 (Adm.) (1) These Ordinances may be called the Admission and Enrolment of Students of the Burdwan University Ordinances, 1984.

(2) They shall come into force from such date as the State Government in terms of sub-section (5) of section 57 of the Act may appoint.

U. Ord. 2 (Adm.) (1) Subject to the provisions of paragraph (2) hereafter, words and expressions used in these ordinances shall, unless the context requires otherwise, be interpreted to have the same meaning as they have in the Act.

(2) In these Ordinances, unless the context requires otherwise;

(i) 'College' means an academic institution recognised by the University and granted affiliation for the teaching of distinct course of studies as specified and for presenting candidates of the relevant University examination(s) and includes any Department of Studies of the University or an Institute or a Centre of Study and Research maintained and managed by the University ;

(ii) 'First Degree' means and includes the degrees like B.A., B.Com., B. Sc., B. Ed., B. Ed.(Sc.), B. P. Ed., B.L.I.S., B.E., LL.B., M.B.B.S., and the like which are the first degrees in the respective branches of learning;

(iii) 'Post-graduate Degree' means and includes the degrees like M.A., M. Com., M.Sc., M. Tech., M.B.A., LL. M., M.L.I.S., M. Phil. and the like which are degrees higher than the corresponding first degrees, entailing the precondition of obtaining the corresponding lower degrees;

Explanation : Diplomas or Certificates shall not be treated as Post-graduate degrees irrespective of the fact that the minimum qualification for admission to the courses of studies leading to the said Diplomas or Certificates may be prescribed as graduation.

(iv) 'Guardian' of a student means the person whose name appears as such in the form of application for admission of a student to a college or the person whose name has been reported as to have substituted the guardian in the event of his/her death or invalidation ;

(v) 'Principal' means the Head of a College or Institution, by whatever name called.

(3) These Ordinance shall apply to all colleges affiliated to the University as also to the Departments of Studies of the University as well as the Institutes and Centres of Study and Research maintained and managed by the University.

(4) The provisions of the previous Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of these Ordinances, shall stand modified in the light of these ordinances.

PART II

REGULAR STUDENTS

U. Ord. 3 (Adm.) Save as provided elsewhere or directed otherwise in any particular case, on behalf of the University, admission of students to a college in the courses of study leading to the first degree in any of the branches of learning as also the Post-graduate Degrees as may have been instituted, shall be allowed at the commencement of the academic year following the year of passing the previous qualifying examination, but not beyond sixty days from the date of publication of results of the previous qualifying examination conducted by the West Bengal Council of Higher Secondary Education or the University of Burdwan, as the case may be in case such results are not published in course of the academic year preceding the year of admission.

U. Ord. 4 (Adm.) A student shall be eligible for admission to a course of study leading to the appropriate Degree in a college if he/she has

passed the previous qualifying examination as specified in the relevant University Ordinances, subject to the norms of selection as may be adopted from time to time for the said purposes.

U. Ord. 5 (Adm.) No student who has already passed a particular examination conducted by Burdwan University or an examination conducted by any other University which is recognised as equivalent thereto, shall be admitted as a regular student, to the course of study for the same examination or the corresponding equivalent examination of Burdwan University;

Provided that, for the purpose of regular study in the Degree Courses in Arts, Commerce or Science, no student who has already passed the Degree Examination in either of the said streams, shall be granted admission as a regular student in another stream, without prejudice to his/her eligibility for taking the B. A. or B. Com. examination as an external student offering subjects requiring no practical training.

U. Ord. 6 (Adm.) (1) Save as otherwise provided, a student who applies for admission to a course of study in a college may be admitted upon production of either (a) the certificate of the University or of a recognised academic body, or (b) the mark-sheet together with the admit card, as proof of his/her having passed the qualifying examination.

(2) In any special case, a student may be provisionally admitted to a course of study in a college without production of the proof referred to in paragraph (1) on condition of his/her producing such proof within a period of six months from the date of his/her provisional admission. If he/she fails to do so, his/her admission to the college shall be cancelled and all fees paid by him to the college shall be forfeited.

U. Ord. 7 (Adm.) If a student sent up for a University examination has not appeared at such examination, or has been unsuccessful, he/she may, on production of the University admit card or the University mark-sheet, as the case may be, be re-admitted to a college, subject to availability of a seat and fulfilment by the student concerned of the eligibility standard prescribed by the college concerned. In the former case, the admit card along with the statement of fact indicating the date of re-admission shall be retained by the Principal.

U. Ord. 8 (Adm.) No candidate shall be entitled to appear at a University examination unless he/she is an enrolled member of a college or is a non-collegiate or external student as referred to in Part IV and Part V of these ordinances.

*Enrolment in the
college roll*

U. Ord. 9 (Adm.) (1) The name of every student who has been admitted to a college and has paid the prescribed fees and charges shall be entered in a roll, hereafter in these ordinances referred to as the college roll; and subject to the provisions of paragraph(s) he/she shall thereafter be deemed to be an enrolled member of the college.

(2) A student who is an enrolled member of a college shall continue to be such member until—

(a) the end of the academic year in which he/she has been sent up for a University examination and, for the purpose of discipline, the date of publication of the result of such examination; or

(b) the date borne on the certificate of his/her transfer or withdrawal from the college; or

(c) his/her name has been struck off the college roll for absence without notice, or for non-payment of fees, fines or charges or for any breach of discipline.

U. Ord. 10 (Adm.) (1) Except in the case of a University Department of Studies or an Institute or Centre of Study and Research maintained and managed by the University, an enrolled member of a college shall not, save as otherwise provided in these Ordinances, be subsequently admitted to any other college without the production of a transfer certificate from the Principal of the former college.

(2) An enrolled member of a college outside the jurisdiction of Burdwan University shall not ordinarily be granted admission on transfer :

Provided that, unless provided otherwise in the ordinance relating to the relevant courses of study, such admission on transfer with the same combination of subjects, not beyond one month from the commencement of the second year class of the Degree courses of study in Arts, Commerce and Science, may be granted by the Vice-Chancellor in exceptional cases :

Provided further that no student prosecuting his/her studies at the Post-graduate level either in a college or in an Institution outside the jurisdiction of Burdwan University shall be granted admission on transfer and migration under any circumstances.

(3) An enrolled member of a college, shall not be ordinarily granted a transfer certificate except at the end of an academic year.

(4) Every application for a transfer certificate shall be made in writing to the Principal of the college either by the student or his/her guardian. If the application is made by the student, it shall also bear the counter-signature of the guardian signifying his/her consent.

(5) (a) If an application for transfer is made at the end of an academic year, it shall be granted unless the student has failed to clear his/her dues to the college towards tuition or other fees, fines or charges.

(b) If an application for transfer is made at any time other than the end of an academic year, the principal may grant such application only if he/she is satisfied that it is supported by any of the following grounds :

(i) transfer of the parent or guardian of the student from the station at which the college is situated, or

(ii) desirability of a change of climate or station for the student in the interest of his/her health supported by medical evidence, or

(iii) any other cogent or sufficient reason.

(6) If the Principal rejects any application for transfer, he/she shall, if requested to do so by the applicant, supply him/her with the grounds for such rejection. The applicant may appeal against such order of rejection to the Governing Body of the college whose decision shall be final.

(7) Every application for a transfer certificate shall be decided by the Principal as soon as practicable and in any case not later than the last day of the month in which the application has been made, provided that the application has been made on or before the 20th day of the month.

(8) (a) Before a transfer certificate is issued to a student, he/she shall be required to pay—

(i) all dues of the college up to the end of the month in which the certificate is granted; and

(ii) a transfer fee as may be fixed by the college.

(b) If the last date of the month in which the application has been made falls within a period of 30 days immediately preceding the date of commencement of the Puja holidays or the Summer recess, the student shall also be required to pay—

(i) in the case of the Puja holidays, an additional month's tuition fee, and

(ii) in the case of the Summer recess, tuition fee up to the end of the academic year.

(c) A student applying for admission to a college on transfer from another college shall be required to pay tuition fee for the period subsequent to that for which he/she has already paid tuition fees in the college wherefrom he/she seeks transfer.

(9) When a student is granted a transfer or withdrawal certificate his/her attendances at lectures shall be reckoned up to the date as recorded on such certificate.

(10) A transfer or withdrawal certificate shall be granted in such Form as may be determined by the University.

(11) If a student who has been refused permission to appear at a University examination applies for transfer from his/her college, the fact of such refusal and the reasons therefor shall be noted on the transfer certificate which may be granted to him/her.

(12) If a transfer certificate is sought for by a student in the event of his/her non-appearance or failure at the annual examination conducted by the college, such certificate may be issued, the facts of the case being noted thereon.

Imposition of transfer **U. Ord. 11 (Adm.)** (1) The Principal of a college may, subject to concurrence of the Teachers' Council require a student who indulges in acts of gross misconduct or indiscipline to leave the college if such measure is considered to be necessary in the interest of the college; and in such circumstances, he/she shall grant a transfer certificate to such a student on realisation of all dues of the college from him/her :

Provided that no transfer fee shall in such a case be payable by the student.

(2) In an eventuality as envisaged in the foregoing paragraph (1), the student concerned may prefer an appeal to the president of the Governing Body of the college. The appeal shall be placed before the Governing Body whose decision thereon shall be final.

(3) The Principal shall in such a case, report the facts to the University forthwith.

Withdrawal **U. Ord. 12 (Adm.)** (1) A student who desires to withdraw from his/her college shall apply in writing for a withdrawal certificate which shall be issued in such Form as may be determined by the University after realising from him/her all dues of the college up to the end of the month in which the student applies for withdrawal.

(2) A student who has been granted a withdrawal certificate may be re-admitted to the college at any subsequent time on payment of all sums which would have been payable by him/her to the college in case he/she had not withdrawn from the college. Provided that no such re-admission shall be granted after a lapse of two academic session subsequent to that in which the student studied last.

(3) A withdrawal certificate may be refused to a student on the ground that he/she—

- (a) has been guilty of gross misconduct, or
- (b) has not cleared off the dues of the college.

(4) A withdrawal certificate shall not entitle a student to admission to any other college.

(5) When a student is granted a withdrawal certificate, on re-admission, for the purpose of calculating the percentage of attendance, the lectures attended by him/her before withdrawal shall be credited to his/her account.

Absence from college without notice **U. Ord. 13 (Adm.)** If a student absents himself/herself from the college without notice continuously for three months or more, his/her name shall be struck off the college roll :
Provided that such a student may be re-admitted on his/her furnishing satisfactory explanation for such absence and on payment of all dues of the college up-to-date and the usual re-admission fee.

U. Ord. 14 (Adm.) If a student who has been absent from the college without notice continuously for three months or more and whose name has been struck off the college roll, applies for a withdrawal certificate, no such certificate shall be issued to him/her until he/she has cleared, all dues of the college up to the end of the month in which withdrawal is sought for.

Secretary of a Faculty Council to discharge the functions of a Principal **U. Ord. 15 (Adm.)** Notwithstanding anything contained elsewhere in these Ordinances, for the purposes of admission and enrolment of students to the courses of studies in which instruction is imparted at the University, the duties and functions assigned herein to the Principal of a college shall be discharged by the Secretary of the relevant Faculty Council in consultation with the Head of the concerned Department of Studies.

Executive Council to discharge functions of Governing Body of a College **U. Ord. 16 (Adm.)** Notwithstanding anything contained elsewhere in these Ordinances, the duties and functions of the Governing Body if a college envisaged herein, so far as they relate to the students admitted to the courses of studies in which instruction is imparted at the University, shall be discharged by the Executive Council.

Candidates for examinations to prosecute regular courses of study **U. Ord. 17 (Adm.)** Every candidate who intends to appear as a regular student at any of the University examinations shall unless exempted therefrom by the provisions contained elsewhere in these Ordinances, be required to prosecute a regular course of study for the period prescribed in

the ordinances relating to conferment of degrees, titles etc., in each of the subjects which he/she desires to offer at the examination.

U. Ord. 18 (Adm.) (1) Unless provided otherwise in the ordinances relating to the respective courses of studies in the Professional Subjects, no student shall be considered to have prosecuted a regular course of study in any subject pertaining to the Under-graduate Courses of Studies unless he/she has attended a minimum of 75 percent of the lectures delivered and 60 percent of the tutorial classes held in that subject during the prescribed period :

Provided that the Principal for sufficient reasons may, and on payment to the University by the student of such fees as may be determined by the University, condone any shortage in such percentage of attendance in the case of a student who has attended 50 percent of the lectures delivered and tutorials done :

Provided further that, in the case of a student prosecuting studies in a Professional Subject, the question of condonation shall be governed by the provisions made in that behalf in the relevant Ordinances.

(2) For the purposes of these Ordinances, the percentage of attendance of a student in any subject shall be calculated on the total number of lectures delivered and the total number of tutorial classes held in that subject from the commencement of the session. If a student has taken his/her transfer from one college to another, the percentage of his/her attendance in respect of each subject shall be calculated in so far as the first college is concerned, on the total number of lectures delivered and the total number of tutorial classes held in that subject up to the date of the transfer certificate; and in so far as the second college is concerned, on the total number of lectures delivered and the total number of tutorial classes held after that date :

Provided that, if in the special circumstances of any particular case, a student is permitted by the University to get himself/herself admitted to a college beyond the last date as specified in U. Ord. 3 (Adm.) the percentage of attendance shall be calculated from the date of admission of the student.

(3) If a student is not permitted to appear at an examination on the ground of his/her failure to attain the minimum percentage of attendance, he/she shall be required to prosecute a regular course of study for another session and the percentage of his/her attendance shall be calculated on the basis of his/her attendance at lectures delivered and tutorial classes held during that session.

(4) If a student has failed at an examination and is required to prosecute a regular course of study for another session the percentage of his/her attendance shall be calculated on the basis of lectures delivered and tutorial classes held after the expiry of a week from the publication of the result of such examination.

U. Ord. 19 (Adm.) If a college is not affiliated in any subject which a student enrolled in that college desires to offer at an examination, he/she may, by mutual arrangement between the Principals of the colleges concerned and with the permission of the University, be permitted to attend lectures and tutorial classes in that subject in another college affiliated in that subject :

Provided that, in case no such facility is available to a particular student and the subject is one in which the University normally holds the examination and it requires no practical training, he/she may on submission of an application addressed to the Registrar through the Principal along with a remittance of Rs. 20/-, be allowed exemption from regular study in that subject.

U. Ord. 20 (Adm.) Unless provided otherwise in the ordinances relating to the respective courses of studies in the Professional Subjects, no student shall be deemed to have prosecuted a regular course of study for the purposes of the Post-graduate examination unless he/she has attended 65 percent of the lectures delivered and the tutorial classes held in the relevant subjects :

Provided that the Faculty Council concerned may, for sufficient reasons and on the recommendation of the concerned Head of Department or Principal, as the case may be, and on payment to the University by the student of such fees as may be determined by the University, condone any shortage in such percentage of attendance in the case of a student who has attended 50 percent of the lectures delivered and tutorials done.

U. Ord. 21 (Adm.) (1) A student who may during any period be required to undergo Army, Navy or Air Force training shall, for the purposes of Ordinance 17 and 18 of these Ordinances, be deemed to have attended all the lectures delivered and all the tutorial classes held during such period in each of the subjects offered by him/her at the examination :

Provided that such a student shall produce a certificate of having received such training during the period from the officer under whom he/she received the same :

Provided further that, if any such student offers a Science subject at the examination, he/she shall also produce a certificate from the Principal or some other competent authority approved by the Executive Council to the effect that he/she has undertaken adequately the course of practical work in that subject :

(2) A student who is permitted to take part in an Inter-University Athletic contest shall be deemed to have attended all the lectures delivered and all the tutorial classes held in each of the subjects offered by him/her at the examination during his/her absence from such lectures or classes in connection with such contests subjects of a maximum of ten lectures and ten tutorial classes in each subjects.

(3) The connection referred to in paragraph (2) shall not be available in respect of any trial or practice matches or exercises in connection with such contests.

PART III

SPECIAL HONOURS STUDIES ON ADMISSION TO COLLEGES

U. Ord. 22 (Adm.) (1) Subject to availability of opportunity in a particular college, a candidate who had already passed the B.A., B.Com., or B. Sc., examination in the pass course of study, may be granted admission to a college for pursuing a course of study for the 'Honours' Degree, to be described as the 'Special Honours' degree in a subject which he/she had offered at his/her Degree examination as a combination (Pass) subject and secured qualifying marks therein :

Provided that a candidate who had obtained at least 45 percent marks in the aggregate at the Degree (Pass Course) examination, may be admitted to Part I (Honours) examination after attending classes of the second year only; whereas, a candidate securing marks below 45 percent in the aggregate, may be admitted to the Part I (Honours) examination after attending classes of the first and second years :

Provided further that in both the cases a candidate may be admitted to the Part II (Honours) examination on his/her attending classes of the third year.

(2) A student admitted to a college in pursuance of the provisions contained in the foregoing paragraph (1) shall be described as a 'Special Honours Student' and the examination he/she takes shall be described as the 'Special Honours Examination' in the relevant subject.

(3) Notwithstanding the provisions of the foregoing paragraphs (1) and (2), such a student shall not be entitled to all the facilities and privileges and may be extended to those granted admission in terms of U. Ord. 3 (Adm.) and U. Ord. 4 (Adm.)

(4) A student as envisaged in the foregoing paragraph (2) shall be awarded 'class' but he/she shall not have his/her position indicated in the merit list of the University on the basis of his/her performances at the Honours Examination; nor shall he/she entitled to any medal or prize.

PART IV

NON-COLLEGIATE STUDENTS

U. Ord. 23 (Adm.) A student, who has been an enrolled member of a college for undergoing a regular course of study leading to a Degree, Diploma or Certificate of the University, and in whose case the percentage of attendance at lectures including practicals and tutorials fell below the prescribed level but such shortage in attendance was within the condonable limit and has been condoned in accordance with the provisions made in these Ordinances or elsewhere, shall be deemed to have prosecuted a regular course of study and shall be admitted to the relevant examination of the University as a non-collegiate student, as if he/she has been a regular student.

Provided that, such a student shall be awarded the appropriate Division or Class as also have his/her position indicated in the merit list of the University on the basis of his/her performances at the relevant examination and shall be awarded the medals and prizes of the University subject to the conditions of such entitlement.

U. Ord. 24 (Adm.) A student who, after prosecuting a regular course of study in a college, fails to register himself/herself for the relevant University examination or has been unsuccessful thereat, may subject to attendance at practical classes for such duration as may be prescribed for students offering subjects involving practicals be admitted to the relevant University examinations of the succeeding two years as a non-collegiate student :

Provided that such a student shall be awarded the appropriate Division or Class as also have his/her positions indicated in the merit list the University on the basis of his/her performances at the relevant examination; but shall not be entitled to any medals or prizes.

PART V**EXTERNAL STUDENTS**

U. Ord. 25 (Adm.) Save as provided hereinafter, no candidate shall be admitted to any University examination as an external student.

U. Ord. 26 (Adm.) Subject to obtaining of permission for appearing at the relevant University examination from the Registrar in the manner as may be notified from time to time, a candidate may be admitted to the following University examinations on fulfilment of conditions enumerated hereunder :

THE M.A./M.COM./M.SC. (MATHEMATICS) EXAMINATION

(i) A candidate who had passed the first Degree examination in Arts, Commerce or Science from Burdwan University or from any other Statutory University in India or abroad under the Three-year Degree Course (Pass or Honours) at least three years before, may be admitted to the M.A. or M. Com. examination in a subject in which the candidate had secured qualifying marks at his/her Degree examination and which requires no practical training at the Post-graduate level.

(ii) A candidate who had passed the first Degree examination in Arts, Commerce or Science conducted by Burdwan University or any other Statutory University in India or abroad under the Two-year Degree Course (Pass or Honours), at least four years before, may be admitted to the M.A., or M. Com. examination in a subject in which the candidate had secured qualifying marks at his/her Degree examination and which requires no practical training at the Post-graduate level.

(iii) Subject to other stipulations contained in foregoing clauses (i) and (ii) a candidate may be admitted to the M.A./M.Sc. examination in Mathematics, provided such a candidate had passed the Degree examination with Honours in Mathematics; or had secured 50 percent marks in Mathematics offered as a combination (Pass) subject.

(iv) Subject to other stipulations as contained in foregoing clauses (i) and (ii), a candidate who has passed the B. Com. or B. Sc. examination without offering the relevant subject as indicated, inter alia, may be admitted to the M.A. examination in a subject requiring no practical training at the Post-graduate level :

Provided that such a candidate has in the meantime secured qualifying marks at the Degree level in the subject he/she intends to offer at the M.A. examination.

Explanation : (a) Supposing a candidate intends to appear at the M.A./M.Com./M.Sc. examination of the year 1983, he/she must have passed the Degree examination (Pass or Honours) of the year 1980 under the Three-year Degree Course; or

(b) Supposing a candidate intends to appear at the M.A./M.Com./M.Sc. examination of the year 1984, he/she must have passed the Degree examination (Pass) of the year 1980 under the Two-year Degree Course.

THE B.A./B.COM./B.SC. EXAMINATION

(v) A candidate who has passed, at least three year before, the Higher Secondary examination conducted by the West Bengal Council of Higher Secondary Education or the public examination conducted by any other Council or Board or examining body constituted by law in India or abroad and requiring at least twelve years' regular study at the secondary level or the secondary and collegiate levels taken together, may be admitted to the B.A. or B. Com, examination in the pass course offering subjects requiring no practical training.

(vi) A candidate who had passed, at least three years before the Higher Secondary Examination conducted by the West Bengal Council of Higher Secondary Education, or the public examination conducted by any other Council or Board or examining body constituted by law in India or abroad and requiring at least twelve years' regular study at the secondary level or the secondary and collegiate levels taken together, may be admitted to the B.A. or B. Com examination in the Honours Course offering subjects requiring no practical training, provided such a candidate had obtained 50 percent marks in the aggregate at the previous qualifying examination.

(vii) Subject to the restriction envisaged in U. Ord. 5 (Adm.) in the matter of admission as a regular student, a candidate who had passed the Degree examination in Commerce or Science conducted by Burdwan University or any other Statutory University in India or abroad may be admitted to the B.A. or B. Com. examination as an external student.

(viii) A candidate who had passed the B. Sc. or B. Com. examination conducted by Burdwan University or any other Statutory University, may be

admitted to the B.A. examination in one or two subjects requiring no practical training, and not as a whole; and in such a case the examination(s) he/she takes shall be described as 'Special B.A.'.

(ix) A candidate who had passed the B.A., B. Com. or B. Sc. examination conducted by Burdwan University or any other Statutory University in the 'Pass Course' of study, may be admitted to the B.A., B. Com. or B. Sc. examination of the 'Honours Course' in a subject which he/she had offered at his/her Degree (Pass Course) examination and which requires no practical training, leaving a gap of two years at least reckoned from the year of his/her original graduation, and in such a case the examination he/she takes shall be described as 'Special Honours' :

Provided that such a candidate shall not be granted permission for appearing at the Special Honours examination in Mathematics unless he/she furnishes a certificate from the Principal of the college concerned to the effect that he/she would be allowed the necessary facility of the required practical training in the subject; further, he/she shall not be admitted to that part of the examination, the curriculum pertaining to which contains the provision for practical training, unless he/she has furnished a certificate to the effect that he/she has undergone the required practical training.

U. Ord. 27 (Adm.) If any doubt or difficulty arises in regard to the interpretation or application of the provisions of these Ordinances, the Vice-Chancellor may issue such direction as he/she may consider proper and shall report the fact before the next meeting of the Authority which would have normally dealt with the matter.

*Vice-Chancellor to
issue directions
in cases
of doubts,
difficulties etc.*

THE UNIVERSITY OF BURDWAN

WHEREAS the first Vice-Chancellor of the University of Burdwan within the meaning of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), hereafter in these ordinances referred to as the Act, considers it necessary to amend the University Ordinances relating to Admission and Enrolment of Students :

NOW, THEREFORE, the first Vice-Chancellor of the University, in exercise of the powers conferred upon him by sub-section (2) of section 57 read with clauses (f), (g) and (h) of section 49 of the Act and with the approval of the Chancellor, hereby makes the following Ordinances, namely :

THE UNIVERSITY ORDINANCES RELATING TO RESIDENCE AND DISCIPLINE OF STUDENTS

U. Ord. 1 (R & D) (1) These Ordinances may be called the Admission and Enrolment of Students of the Burdwan University Ordinances, 1984.

*Short title
and
Commencement*

(2) They shall come into force from such date as the State Government, in terms of sub-section (5) of section 57 of the Act, may appoint.

U. Ord. 2 (R. & D) In these Ordinances, unless the context requires otherwise—

Interpretation

(1) words and expressions used shall be interpreted to have the same meaning as they have in the Act and as defined in St. 2 (B. R. D.) of the Statutes relating to Constitution, Powers and Functions of the Board of Residence and Discipline;

(2) the provisions of the previous Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of these Ordinances, shall stand modified in the light of these Ordinances.

U. Ord. 3 (R & D) (1) Every student of a college or the University who does not reside with his/her parents or other legal guardian or with a guardian approved by the Principal of the college or the Inspector of Colleges shall, subject to availability of accommodation, ordinarily reside either in a hall or a hostel or in any other private accommodation within the knowledge of the authority concerned.

*Residence of
students*

(2) Any change of residence by a student shall forthwith be communicated by him/her in writing indicating the full address thereof to the Principal of the college or the Head of the University Department of Studies concerned, as the case may be.

U. Ord. 4 (R & D) The management of every hall or hostel shall vest in one or more persons appointed by the Board, hereinafter referred to as the Committee of Management.

Management of halls & hostels

U. Ord. 5 (R & D) The Board or the Committee of Management or the University authorities shall appoint a Superintendent for every hall and hostel and, if necessary, one or more Assistant Superintendents/Wardens or other persons to be in-charge of such halls and hostels.

Superintendent of halls & hostels

The Superintendent shall maintain a Register of the students of the hall or hostel in which shall be entered the names and permanent addresses of the students and of their parents or other guardians and such other particulars as may be prescribed by Rules made by the Board.

U. Ord. 6 (R & D) (1) The following rules shall apply to every hall or hostel, namely—

Rules of halls and hostels

(a) Rules of Discipline appended to these Ordinances;

(b) Rules made by the Board and the Committee of Management;

(c) Except with the previous permission of the Superintendent which shall be recorded in a Register kept for the purpose, no student residing in a hall or hostel shall remain absent from the hall or the hostel between the hours of 9 p.m. and 6. a.m.; and

(d) The Superintendent shall keep a Gate Register in which he/she shall enter the name of every student residing in the hall or the hostel who is absent therefrom for any period between the hours as specified at (c) ; he/she shall also put his/her remarks in respect of each such entry.

(2) Subject to the provisions of these Ordinances and the Rules made by the Board, if any, the Committee of Management shall have the power to frame any other Rules for the management of the hall or the hostel including Rules for the levy of fees, fines and other charges, provided that, a copy of every such Rule shall be forwarded to the Board for approval. Such Rules shall be given effect to after they are approved by the Board.

(3) A copy of all Rules referred to in paragraphs (1) and (2) shall be displayed prominently in the hall or the hostel for information of the students residing therein.

U. Ord. 7 (R & D) All matters relating to discipline in a hall or hostel shall be dealt with by the Board and decided by it. A student residing in a hall or hostel who is punished by the Board for any breach of discipline shall have no right of appeal to any authority against the orders of the Board.

Discipline in halls and hostels

U. Ord. 8 (R & D) A student expelled from a hall or hostel shall also be expelled from the department where he/she is prosecuting his/her studies, unless the Board in its discretion allows him/her to reside in another hall or hostel.

Consequence of expulsion from halls & hostels

U. Ord. 9 (R & D) A collegiate hostel shall be managed by the Central Students' Welfare Committee under the control and supervision of the Governing Body of the college.

Management of Collegiate hostels

U. Ord. 10 (R & D) The Governing Body of the college shall appoint a Superintendent for every collegiate hostel and, if necessary, one or more Assistant Superintendents/Wardens or other persons to be in-charge of such hostels.

Superintendents of collegiate hostels

The Superintendent shall maintain a Register of the students of the hostel in which shall be entered the names and permanent addresses of the students and of their parents or other guardians and such other particulars as may be prescribed by Rules made by the Board and the Governing Body of the college.

U. Ord. 11 (R & D) (1) The following Rules shall apply to every collegiate hostel, namely—

Rules of Collegiate hostels

(a) Rules of Discipline appended to these Ordinances;

(b) Rules made by the Board and the Governing Body of the college;

(c) Except with the previous permission of the Superintendent which shall be recorded in a Register kept for the purpose, no student residing in a collegiate hostel shall remain absent from the hostel between the hours of 9 p.m. and 6 p.m.; and

(d) The Superintendent shall keep a Gate Register in which he/she shall enter the name of the every student residing in the hostel who is absent therefrom for any period between the hours as specified at (c) ; he/she shall also put his/her remarks in respect of each such entry.

(2) Subject to the provisions of these Ordinances and the Rules made by the Board, if any, the Governing Body of the college shall have the power to frame any other Rules for the management of the collegiate hostel including Rules for levy of fees, fines and other charges, provided that, a copy of every such Rule shall be forwarded to the Board for approval. Such Rules shall be given effect to after they are approved by Board.

(3) A copy of all Rules referred to in paragraphs (1) and (2) shall be displayed prominently in the hostel for information of the students residing therein.

U. Ord. 12 (R & D) All matters relating to discipline in a collegiate hostel shall be dealt with by the Governing Body of the college and decided by it. A student residing in such a hostel who is punished by the Governing Body for any breach of discipline shall have no right of appeal to any authority against the orders of the Governing Body.

U. Ord. 13 (R & D) A student expelled from a collegiate hostel shall also be expelled from the college where he/she is prosecuting his/her studies, unless the Governing Body of the college in its discretion allows him/her to reside in another hostel.

U. Ord. 14 (R & D) A non-collegiate hostel shall be allowed to have either men students only or women students only as residents.

U. Ord. 15 (R & D) Every non-collegiate hostel shall be supervised by a Visiting Committee to be appointed by the Board. The Visiting Committee shall consist of three or more persons including at least one representative of the college or colleges concerned and one representative of the Board.

U. Ord. 16 (R & D) The residents of a non-collegiate hostel shall be governed by such other Rules of Discipline as may be prescribed by the Board, from time to time, on the recommendation of the Visiting Committee.

U. Ord. 17 (R & D) The Board shall have the power to withdraw recognition from any hostel if it is satisfied that the hostel is not being managed or run in accordance with the provisions of these Ordinances and the Rules made thereunder or that there has been a general and serious failure of discipline amongst the students residing therein :

Provided that in the case of a collegiate hostel, the Board shall not withdraw its recognition unless the Governing Body of the college has been given an opportunity of making a representation against the proposed withdrawal of recognition and unless any representation so made has been duly considered by the Board and the Executive Council.

APPENDIX

Rules of Discipline

1. In these Rules, the duties and functions assigned to the Principal of a college, so far as the matters relating to the Residence and Discipline of such students as are prosecuting their studies at the University are concerned, shall be discharged by the Inspector of Colleges or by such other officer who may be entrusted by the Vice-Chancellor or the Executive Council to look after the University halls and hostels.
2. Within the precincts of a college, hall or hostel—
 - (a) no public meeting of students shall be called without the previous permission in writing of the Principal;
 - (b) no public function in which any outsider is invited shall be organised without the previous permission in writing of the Principal;
 - (c) no outsider shall be allowed to address the students without the previous permission of the Principal; and
 - (d) no theatrical performance, dance or show of any kind shall be held in the name of any institution without the previous permission in writing of the Principal.
3. No student shall—
 - (a) by words spoken or written, or by sings or visible representation offend or insult a fellow student or any teacher of a college or any employee, officer or authority of the University, College, hall or hostel; or
 - (b) misappropriate, destroy, mutilate, disfigure or otherwise damage any property of the University, college, hall or hostel including furniture, books, equipment and apparatus; or
 - (c) disobey any order issued by the University or by the Principal of the college or the authorities of the hall or hostel; or
 - (d) disobey any Rule or order for the time being in force in the University or the college, hall or hostel.
4. A student shall be guilty of a breach of discipline if he/she violates any of the provisions of Rule 3 or is otherwise guilty of misconduct or indecorous behaviour.

5. (1) For a breach of discipline committed by a student, the Principal of the college may—
 - (a) warn him/her; or
 - (b) impose a fine on him/her; or
 - (c) suspend him/her from the college, hall or hostel for one month or any shorter period; or
 - (d) expel him/her from the college, hall or hostel for such period as he/she thinks fit.
 (2) When a student is expelled under paragraph (1), the Principal shall forthwith report the matter to the Board and the Registrar with a brief statement of the case and the date and period of such expulsion.
6. A student who has been expelled from a college under Rule 5 but desires to continue his/her studies in some other college may apply to the Board for permission to do so and the Board, after consulting the Principal who passed the order of expulsion, may allow the student to continue his/her studies in any other college on such terms and conditions as it may think fit to impose.
7. If a student commits a breach of discipline at any time after he/she has been sent up for a University examination, the Principal of the college shall report the facts to the Board as soon as practicable for suitable action. The Board may, thereupon recommend to the Executive Council—
 - (a) that the examination of the student be cancelled; and/or
 - (b) that he/she be debarred from every University examination for a specified period.
 The Executive Council may, after considering such recommendation pass such order as it thinks fit.
8. All questions arising in relation to the interpretation of these Rules, shall be referred to the Board for decision.
9. Save as otherwise provided, in all matters of discipline the Principal's decision shall be final.
10. In all matters of discipline not expressly covered by these Rules, the Vice-Chancellor may take such action as he/she thinks fit.

THE UNIVERSITY OF BURDWAN

WHEREAS the first Vice-Chancellor of the University of Burdwan within the meaning of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), hereafter in these Ordinances referred to as the Act, considers it necessary to amend the University Ordinances relating to Admission and Enrolment of Students :

NOW, THEREFORE, the first Vice-Chancellor of the University, in exercise of the powers conferred upon him by sub-section (2) of section 57 read with clauses (f), (g) and (h) of section 49 of the Act and with the approval of the Chancellor, hereby makes the following Ordinances, namely :

THE UNIVERSITY ORDINANCES RELATING TO INSPECTION OF COLLEGES

U. Ord. 1 (I of C) (1) These Ordinances may be called the Inspection of Colleges of the Burdwan University Ordinances, 1984.

Short title and commencement

(2) They shall come into force from such date as the State Government, in terms of sub-section (5) of section 57 of the Act, may appoint.

U. Ord. 2 (I of C) (1) In these Ordinances, unless the context requires otherwise, words and expressions used shall be interpreted to have the same meaning as they have in the Act.

Interpretation

(2) The provisions of the previous Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of these Ordinances, shall stand modified in the light of these Ordinances.

U. Ord. 3 (I of C) (I of C) There shall be an inspecting authority, hereinafter in these Ordinances referred to as the “Inspecting Team” consisting of the Inspector of Colleges and other person or persons, as may be appointed experts for the purpose, from time to time,

Inspecting authority

by the Vice-Chancellor or the Executive Council for the purpose of inspection of any college or colleges.

U. Ord. 4 (I of C) Every college shall be inspected by the Inspecting Team ordinarily once a year and at such other times as the Vice-Chancellor or the Executive Council may direct.

Frequency of inspections

U. Ord. 5 (I of C) The Inspector of Colleges shall be responsible for conducting the inspections as envisaged in U. Ord. 3 (I of C) and U. Ord. 4 (I to C) of these Ordinances and for submission of the reports of such inspections to the Vice-Chancellor and to such other Authority or Authorities of the University as he/she may direct.

Inspector of Colleges to conduct the inspections and submit reports

U. Ord. 6 (I of C) Unless directed otherwise by the Vice-Chancellor or the Executive Council, the Inspecting Team shall deal, among other matters, with the following : (a) the observance of relevant provisions of—

Contents of reports of inspection

- (i) the Statutes relating to Affiliation of Colleges;
 - (ii) the Statutes relating to Constitution etc. of the Governing Bodies of Affiliated Colleges;
 - (iii) the Ordinances relating to Appointment etc. of teachers of Affiliated Colleges; and
 - (iv) the Statutes, the Ordinances, the Regulations or the Rules of the University as may be framed in this behalf, from time to time and such other orders or guidelines as may be issued from time to time by the University, the State Government, the University Grants Commission or other appropriate agencies for maintenance of proper academic standards;
- (b) the constitution of the Governing Body of the college and the names of its members ;
- (c) the suitability of the college buildings and their neighbourhood, accommodation for students, furniture, lighting and ventilation of rooms and sanitary arrangements including sewerage of the surrounding premises;
- (d) the names and qualifications of the teaching staff, conditions governing their appointment and tenure of office and changes in the staff during the preceding year ;
- (e) the adequacy of the library, laboratory and other teaching appliances and materials;
- (f) the courses of study, subjects taught, number of lectures delivered in each subject, routine of work, arrangement for exercises and for tutorial assistance and facilities available to students for effective use of the library;

(g) the adequacy of Teachers, Librarian(s) and Non-teaching Staff;

(h) the regularity as to the maintenance of the college registers, books and other records and observance of the transfer rules;

(i) the monthly average of the number of students on the college roll and of the daily attendance of teachers, students and members of the non-teaching staff during the last twelve months as compared with the positions of the year, previous to the year under considerations;

(j) the financial resources and stability of the college;

(k) the results of the University examinations and the periodical examinations held by the college;

(l) the state of discipline in the college;

(m) the provisions made for games, sports and cultural activities of the students;

(n) college clubs and other institutions for fostering a corporate life; and

(o) hostel and other places of residence for students and supervision thereof.

U. Ord. 7 (I of C) The following Registers and Books shall, inter alia, be maintained and kept up-to-date by every college :

Registers and Books to be maintained by a college

(a) Admission Register in such form as may, from time to time, be prescribed by the University;

(b) Register of Students of the college, to be known as the College Roll, in such form as may, from time to time, be prescribed by the University;

(c) Attendance Register of students for each class;

(d) Students' Conduct Register in which shall be entered the details of all disciplinary measures as might have been imposed on the students for gross misconduct or breach of discipline;

(e) Register of Results of the University examinations and the periodical examinations held by the college;

(f) Register containing the particulars of class exercises and tutorials held;

(g) Register of Transfer Certificate issued and received;

(h) Record Book containing the details of the number of lectures delivered by each teacher per year per subject;

(i) Attendance Register for Teachers, Officers, Librarians and Non-teaching Staff;

(j) Service Book for each of the Teachers, Officers, Librarians and Non-teaching Staff;

(k) Leave Register for Teachers, Officers, Librarians and Non-teaching Staff indicating therein the Leave Account in respect of every Teacher, Officer, Librarian and Non-teaching Staff;

(l) Cash-Book;

(m) Stock-Book for furniture and laboratory equipments;

(n) Accession and Issue Registers of books for the library;

(o) Register containing the proceedings of the meetings of the Governing Body; and

(p) Such other Registers, Books or records in regard to maintenance whereof directions may be issued by the University, from time to time.

U. Ord. 8 (I to C) (i) All accounts, books and other records of a college shall at all times be open to inspection and examination by the Inspecting Team.

Information on accounts to be kept confidential

(ii) Unless directed otherwise by the Vice-Chancellor, the Council for Under-graduate Studies concerned or the Executive Council, every information obtained from the inspection of the accounts of a college shall be kept confidential by the Inspecting Team.

U. Ord. 9 (I of C) The reports of inspection submitted by the Inspecting Team shall be considered by the Council for Under-graduate Studies concerned and the directions issued by it in regard to any college shall be communicated to the college concerned along with a copy of the inspection report and the college shall be required to rectify the defects as indicated in the report of the Inspecting Team.

College to rectify defects.

THE UNIVERSITY OF BURDWAN

WHEREAS the first Vice-Chancellor of the University of Burdwan within the meaning of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), hereafter in these Ordinances referred to as the Act, considers it necessary to amend the University Ordinances relating to Appointment etc. of the University Employees other than Officers of the University and Teachers;

NOW, THEREFORE, the first Vice-Chancellor of the University, in exercise of the powers conferred upon him by sub-section (2) of section 57 of the Act and with the approval of the Chancellor, hereby makes the following ordinances, namely :

THE UNIVERSITY ORDINANCES RELATING TO APPOINTMENT
AND TERMS AND CONDITIONS OF SERVICES OF
NON-TEACHING STAFF OTHER THAN
OFFICERS OF THE UNIVERSITY

Short title and commencement. **U. Ord. 1 (N. T. U.)** (1) These Ordinances may be called the Appointment and Terms and Conditions of Services of Non-teaching Staff of the University of Burdwan Ordinances, 1984.

(2) They shall come into force from such date as the State Government, in terms of sub-section (5) of section 57 of the Act, may appoint.

Interpretation **U. Ord. 2 (N. T. U.)** (1) In these Ordinances, unless the context requires otherwise, words and expressions used shall be interpreted to have the same meaning as they have in the Act.

(2) The provisions of the previous Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of these Ordinances, shall stand modified in the light of these Ordinances.

Appointments—procedure and method to be prescribed **U. Ord. 3 (N. T. U.)** Appointments to all posts of Non-teaching Staff of the University shall be made on the recommendation of the Standing Committee or Committees as may be constituted by the Executive Council and in accordance with such procedures and methods as may be prescribed by it in terms of the provisions of section 33 of the Act ;

Provided that the minimum age of entry into the services should be eighteen years of age.

Appointing Authority **U. Ord. 4 (N. T. U.)** The Registrar or any Officer so authorised by the Executive Council shall be the Appointing Authority in respect of Appointments to all Non-teaching posts in the different offices of the University including those of the University Departments of Studies.

Explanation : “Appointing Authority” shall mean the authority empowered to sign and issue the letters of appointment, Orders of promotion, transfer, suspension, punishment, appreciation and other communications incidental to the services of the Non-teaching Staff of the University.

Administrative Control **U. Ord. 5 (N. T. U.)** The members of the Non-teaching Staff as are posted to the different Administrative Departments, Branches or Units as also the Departments of Studies of the University shall be deemed to have been placed under the administrative control of the respective Officer or the Head of the Department of Studies who holds the overall charge of the Department, Branch or Unit :

Provided that, a member of the Non-teaching Staff placed under the administrative control of a particular Officer or head of Department of Studies, may be posted on transfer, to any other Department, Branch or Unit of the University by the Appointing Authority with the approval of the Vice-Chancellor.

Leave **U. Ord. 6 (N. T. U.)** Unless the terms of contract in any particular case provide otherwise, every Non-teaching Staff of the University shall be entitled to such leave as may be admissible under the University Leave rules.

Pay and allowances. **U. Ord. 7 (N. T. U.)** Every Non-teaching Staff of the University shall be entitled to pay and allowances conforming to the time-scale of pay and rates of allowances as may be prescribed by the State Government on the subject from time to time.

U. Ord. 8 (N. T. U.) Every Non-teaching Staff of the University shall be governed by such rules of discipline as may be prescribed by Ordinances by the Executive Council.

Discipline

U. Ord. 9 (N. T. U.) Subject to the terms of contract in any particular case and the Orders as may be issued by the State Government from time to time, every Non-teaching Staff of the University shall retire from services from the afternoon of the last day of the month in which he/she completes the 60th year of the age.

Retirement

U. Ord. 10 (N. T. U.) No whole-time salaried Non-teaching Staff of the University shall accept any employment with or without remuneration other than that of his/her office.

Extraneous employment

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

U. Ord. 11 (N. T. U.) The Registrar shall maintain and keep an up-to-date Age Register in respect of all Non-teaching Staff of the University in which he/she shall enter—

Age Register.

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

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

THE UNIVERSITY OF BURDWAN

WHEREAS the first Vice-Chancellor of the University of Burdwan within the meaning of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981), hereafter in these Ordinances referred to as the Act, considers it necessary to amend the University Ordinances relating to Registration of Students;

NOW, THEREFORE, the first Vice-Chancellor of the University, in exercise of the powers conferred upon him by sub-section (2) of section 57 of the Act and with the approval of the Chancellor, hereby makes the following Ordinances, namely :

THE UNIVERSITY ORDINANCES RELATING TO REGISTRATION OF STUDENTS

U. Ord. 1 (Regn.) (1) These Ordinances may be called the Registration of Students under the Burdwan University Ordinances, 1984.

Short title and commencement

(2) They shall come into force from such date as the State Government, in terms of sub-section (5) of section (57) of the Act, may appoint.

U. Ord. 2 (Regn.) (1) In these Ordinances unless the context requires otherwise, words and expressions used shall be interpreted to have the same meaning as they have in the Act.

Interpretation

(2) The provisions of the previous Ordinances, the Regulations and the Rules of the University, in so far as they affect the matters provided herein, if in conflict with the provisions of these Ordinances, shall stand modified in the light of these Ordinances.

U. Ord. 3 (Regn.) The students already registered under the provisions of the Burdwan University Act, 1959 (West Bengal Act XXIX of 1959) shall be deemed to have been registered under the provisions of the Burdwan University Act, 1981 (West Bengal Act XXIII of 1981).

Perpetuity of registration under Burdwan University Act, 1959

U. Ord. 4 (Regn.) The University shall maintain a Register of Students in Form No. 1 (Regn.), hereinafter referred to as 'the Register', in which shall be entered—

Register of Students.

(a) the name of every student who is registered as a student of the University on his/her being an enrolled member of a college or a University Department of Studies for the first time for pursuing any course of study; and

(b) the name of every student who is registered as a student of the University and who is allowed to appear at a University examination for the first time without being an enrolled member of a college or a University Department of Studies.

U. Ord. 5 (Regn.) The Register shall contain the following particulars in respect of every student whose name is entered therein :
Particulars to be entered into the Register.
 (a) the serial number given to him/her in the Register hereinafter referred to as his/her 'Registration Number';
 (b) the Registration Number, if any, which he/she had in the Register of Students maintained by any other Statutory University in India or abroad;

(c) the names of the examinations passed by the student qualifying him/her to be registered as a student of the University with the name of the Institution from which and the year in which he/she passed each such examination;

(d) the dates of admission to, and of leaving any college or University Department of Studies;

(e) the result of every University examination with his/her roll and number at such examination;

(f) every University scholarship, medal or prize won by him/her; and

(g) every Degree obtained by him/her.

U. Ord. 6 (Regn.) (1) Whenever a student is admitted to a college or a University Department of Studies for the first time, he/she shall submit an application to the Registrar through the Principal of the college or the Head of the Department of Studies of the University, as the case may be in Form No. 2 (Regn.) for registration as a student of the University. Every such application shall be submitted within three months of the date of admission of the student to the college or the University Department of Studies.

(2) Whenever a student is permitted to appear at a University examination for the first time without being an enrolled member of a college or a University Department of Studies, he/she shall submit an application to the Registrar in Form No. 3 (Regn.) for registration as a student of the University. Every such application shall be submitted within one month of the date on which the University granted him/her permission to appear at the examination.

U. Ord. 7 (Regn.) (1) When a student applies for registration as a student of the University on migration from any other University or Institution, his/her name shall be registered with the University only after such inward migration has been sanctioned by the Registrar or any other Officer as may be authorised by him/her in this behalf.

(2) An application for sanction of inward migration shall be made in such form as may be prescribed for the purpose, along with remittance of an inward migration fee of Rupees twenty or as may be determined by the Executive Council from time to time.

U. Ord. 8 (Regn.) A student from a foreign country who desires to prosecute studies in a college affiliated to the University or in a University Department of Studies shall be required to get himself/herself registered as a student of the University, but such registration shall be granted only on production by the student of his/her Residence Permit or Student Visa or such other document(s) as may be required in terms of circular(s) on the subject issued by the Government of India from time to time.

U. Ord. 9 (Regn.) Every student applying for registration as a student of the University shall be required to pay a registration fee of Rupees ten or as may be determined by the Executive Council from time to time.

U. Ord. 10 (Regn.) After a student has been registered as a student of the University, a Registration Certificate in the form as may be prescribed for the purpose shall be issued in his/her favour. The Registration Number indicated therein shall be quoted in all subsequent reports concerning the student and in all Transfer and Withdrawal Certificates as also in all applications made by the student thereafter to the University.

U. Ord. 11 (Regn.) No student shall be eligible for admission to any University examination unless he/she is a registered student of the University.

U. Ord. 12 (Regn.) The registration of a student may be cancelled by the Executive Council in consideration of the gravity of a particular case when, in the opinion of the Executive Council, such a student has been guilty of serious breach of discipline or misconduct :

Provided that such disciplinary measure may be taken only after the student has been given the opportunity of representing his/her case in writing and also in person, if he/she so desires.

U. Ord. 13 (Regn.) (1) A registered student of the University migrating to any other University in India or abroad for prosecuting studies or undertaking research leading to a Degree, Diploma or Certificate of a University or an Institute deemed to be a University, shall apply to the Registrar in such form as may be prescribed for the purpose for the issue of an outward Migration Certificate, along with remittance of the outward Migration fee of Rupees twenty or as may be determined by the Executive Council from time to time.

(2) On undertaking regular study or research leading to a Degree, Diploma or Certificate of any other University or Institute or on admission to any examination thereunder without being required to undergo regular study, a student shall be deemed to have ceased to be a registered student of the University and in no case a student shall remain a registered student of the University of Burdwan and that of any other University or Institute simultaneously.

(3) In case student who has migrated to any other University or Institute in terms of the provisions of the foregoing paragraph (1), desires to undertake regular study or research or applies for admission to a University examination as a Non-collegiate or an External student, his/her Registration Number shall be restored at the University on submission of an application in such form as may be prescribed for the purpose along with the outward Migration Certificate of the University/Institute from where he/she migrates back and the remittance of a fee of Rupees twenty or as may be prescribed by the Executive Council, from time to time, towards restoration of the Registration Number.

U. Ord. 14 (Regn.) A registered student may, at any time, obtain a certified copy of the entries in the Register relating to himself/herself on submitting an application addressed to the Registrar along with the remittance of a fee of Rupees ten or as may be determined by the Executive Council from time to time.

Certified copy of entries in the Register.

THE UNIVERSITY OF BURDWAN
Register of Students

[Vide U. Ord. 4 (Regn.)]

Form No. 1 (Regn.)

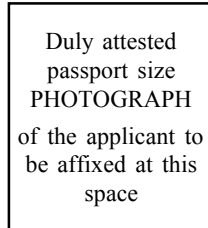
| | |
|----|--|
| 1 | Registration Number of student with year |
| 2 | Name of student |
| 3 | Registration Number of the University/Institute, if any, from where the student migrated |
| 4 | Name of College/University Department of Studies where admitted |
| 5 | Date of admission to College/University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

Form No. 2 (Regn.)

THE UNIVERSITY OF BURDWAN

Form for application for
Registration as a Regular Student
of the University

[Vide U. Ord. 6(1) (Regn.)]



To
The Registrar
The University of Burdwan
Burdwan.

Through the Principal.....College/
Head of the University Department of Studies in.....
.....(Subject).

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

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

| First Name | Surname |
|------------|---------|
| | |

2. (a) Name of father (in block letters) (a).....
(b) Name of husband (in the case of married women students only) (b).....
3. (a) Caste (a).....
(b) Religion (b).....
4. Address in full (with Pin Code)
(a) Permanent (a).....
(b) Present (b).....
5. Date of birth (according to Admit Card/Pass Certificate of the S.F./H.S./Secondary or equivalent examination)
- | | | |
|---|---|---|
| Date | Month | Year |
| <input style="width: 40px; height: 30px;" type="text"/> | <input style="width: 40px; height: 30px;" type="text"/> | <input style="width: 40px; height: 30px;" type="text"/> |
6. Date of admission to the College/ the University Department of Studies.....
7. Class and Courses of Study to which admitted.....
8. Registration Number with (Number) (Year)
year of the University/Board/ of
Council/Institute in which studied last

9. Examinations passed—

| Name of Examinations | Name of University/ Board/Council etc. with the name of the State where situated | Year | Class/ Division |
|----------------------|--|------|-----------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

Yours faithfully,

Forwarded,
The particulars furnished
are correct.

.....
(Signature with Office Seal
of the Principal of the College/
Head of the University
Department of Studies).

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

Date.....

NForm No. 2 (Regn.)

THE UNIVERSITY OF BURDWAN

Form for application for
Registration as a Non-collegiate/
External Students of the University
[Vide U. Ord. 6(2) (Regn.)]

Duly attested
passport size
PHOTOGRAPH
of the applicant to
be affixed at this
space

To
The Registrar
The University of Burdwan
Burdwan.

Sir,

I hereby apply for registration as a student of the University. I have been permitted by the University—

(a) to appear at an examination of the University for the first time without being required to attend lectures in a College/University Department of Studies [vide letter from the Registrar bearing No.....dated.....]; or

(b) to carry on research work leading to Doctoral Degree in.....(subject), [vide letter from the Registrar bearing No.....dated.....]

I furnish below the particulars relating to myself

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

2. (a) Name of father
(in block letters) (a).....
- (b) Name of husband
(in the case of married
women students only) (b).....
3. (a) Caste (a).....
- (b) Religion (b).....
4. Address in full
(with Pin Code)
- (a) Permanent (a).....
- (b) Present (b).....
5. Date of birth
(according to Admit Card/
Pass Certificate of the S.F./
H.S./Secondary or equivalent
examination
- Date Month Year
6. Registration Number with
year of the University/Board/
Council/Institute in which
studied last
- (Number) (Year)
- of

7. Examinations passed—

| Name of Examinations | Name of University/ Board/Council etc. with the name of the State where situated | Year | Class/ Division |
|----------------------|---|------|--------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |

8. Name of the examination with
year to which permitted to appear
9. Name of the College/University
Department of Studies from where
intends to appear at the examination
10. Date of Registration with
the University for Doctoral
Degree (where applicable)

Countersigned
The particulars furnished
are correct.

Yours faithfully,

(Signature with Office Seal
of the Principal of the College/
Head of the academic Institution/Head
of the University Department of Studies).

(Signature of the student
in full)
Date.....

Date.....