

# THE KAZI NAZRUL UNIVERSITY FIRST ORDINANCES, 2018

## ASANSOL, PASCHIM BURDWAN

### NOTIFICATION

No. \_\_\_\_\_ Date: \_\_\_\_\_, In exercise of the powers conferred by sub-section (2) of section 58 section 51 of the Kazi Nazrul University Act, 2012 (West Ben. Act XIX of 2012), the first Vice-Chancellor of the Kazi Nazrul University, with the approval of the Chancellor and with assistance of the Committee constituted by the State Government vide No. \_\_\_\_\_ Date \_\_\_\_\_, hereby makes the following Ordinances:—

#### CHAPTER-I

#### **ORDINANCE IN RELATION TO THE APPOINTMENT OF TEACHERS AND OTHER ACADEMIC AND ADMINISTRATIVE STAFF OF THE UNIVERSITY, INCLUDING THEIR TERMS AND CONDITIONS OF SERVICES**

**U. Ord. 1 (AP.SR.)** (1) These Ordinances may be called the Appointment, Duties and other Terms and Conditions of the Service of Teachers, Officers and other Employees of the Kazi Nazrul University, Ordinances, 2018.

(2) These Ordinances shall come into force on and from such date as the State Government may by notification in the Official Gazette appoint in this behalf.

#### PART-I

#### TEACHERS

**U. Ord. 2 (AP.SR.)** (1) The Faculty Councils for Post-graduate Studies may, from time to time, recommend to the Executive Council the creation and institution of Professorship, Associate Professorship, Assistant Professorship and other teaching posts as also the determination of duties and emoluments attached to such teaching posts.

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

Provided that in respect of teaching posts created on recommendation of the University Grants Commission, the Executive Council shall have the competence to create such teaching posts with prior written 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.3 (AP.SR.)** When a teaching post is created for the first time or when a vacancy arises in any such post for any reason whatsoever, the post shall be advertised through open advertisement and applications shall be invited in prescribed manner:

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

**U. Ord. 4 (AP.SR.)** (1) Teachers of the University shall receive pay and other allowances as per the scale of pay prescribed by the State Government from time to time:

Provided that the Executive Council shall have the power to appoint part-time teacher, on such remuneration as may be specified 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 approved by the State Government prior to their appointment.

(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 with prior approval of the State Government.

**U. Ord. 5 (AP.SR.)**, No whole-time salaried teacher of the University shall accept any other full time appointment elsewhere, with or without remuneration:

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. 6 (AP.SR.)** No teacher of the University shall be entitled to enjoy any leave except as may be prescribed under the University Leave Rules:

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

**U. Ord. 7 (AP.SR.)** (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.

(2) A teacher of the University shall have full liberty to hold his own opinion regarding any question relating 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 and the Registrar, as the case may be, shall take necessary steps for instituting Departmental Proceedings in form of Part IV of this Ordinance.

**U. Ord. 8 (AP.SR.)** (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.

(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 *fifty percent* thereof to the teacher concerned:

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

(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.9 (AP.SR.)** (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–

(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. 10 (AP.SR.)** The Registrar shall maintain and keep up-to-date a Register for all Teachers of the University in which he shall enter–

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

(b) the date of his birth ;

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

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

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

(f) extension of term, if any; and

(g) remarks; if any.

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

**PART-II**  
**OFFICERS**

**U. Ord. 11 (AP.SR.)** No person who has not acquired the minimum academic qualifications prescribed by the University, in accordance with the orders issued by the State Government from time to time for any post of Officer shall be eligible for appointment to such post.

**U. Ord. 12 (AP.SR.)** Whenever a vacancy occurs in any post of Officer, the Registrar shall arrange for getting the vacancy advertised in widely circulated newspapers including the statutory agencies as required by law in force inviting applications in the form prescribed by the Executive Council.

**U. Ord. 13 (AP.SR.)** On receipt of applications for appointment to any post of Officer, the Executive Council shall constitute a Standing Committee for selection of persons for appointment to such post.

**U. Ord. 14 (AP.SR.)** 1. The Standing Committee shall consist of the following:--

- (a) The Vice-Chancellor or in his absence the Seniormost Dean of a Faculty Council for Post-graduate Studies to be nominated by the Vice Chancellor as Chairman;
- (b) One external experts not holding any office of profit under the University and having special knowledge in administration to be nominated by the Executive Council- Member;
- (c) One nominee of the Executive Council-Member;
- (d) two persons to be nominated by the State Government-Member.

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

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

**U. Ord. 15 (AP.SR.)** When a post of Officer is created for the first time or when a vacancy arises in such post, the Executive Council may make an ad-hoc arrangement temporarily for a period of six months subject to the condition that steps should be taken for filling up the post or the vacancy in accordance with the provisions of these Ordinances within the said period *of* six months.

**U. Ord. 16 (AP.SR.)** The Executive Council shall accept the recommendation of the Standing Committee and if it fails to accept the same, the recommendation shall be referred back to the State Government giving reasons for the non-acceptance of the same. The State Government shall thereupon consider the recommendation and direct the Executive Council accordingly. The decision of the State Government shall be deemed as final.

**U. Ord. 17 (AP.SR.)** Three members shall form a quorum for a meeting of the Standing Committee.

**PART III**  
**NON-TEACHING EMPLOYEES**

**U. Ord. 18 (AP.SR.)** The necessary qualifications required for appointment to different non-teaching posts shall be such as may be determined by the Executive Council in concurrence to the State Government.

**U. Ord. 19 (AP.SR.)** Whenever any vacancy occurs in any base post of non-teaching category, the Registrar shall arrange for getting such vacancy notified through advertisement and notification in the University Notice Board and intimation to the Local Employment Exchange/ Employment Bank inviting applications in such form as may be specified by him.

**U. Ord. 20 (AP.SR.)** In observing the procedure of filling up of the non-teaching posts the principle of reservation of posts for the candidates belonging to the Scheduled Castes and the Scheduled Tribes and Other Backward Classes, including reservation for Persons with Disabilities shall be followed as per orders issued by the State Government from time to time.

**U. Ord. 21 (AP.SR.)** The non-teaching employees attached to the academic and non-academic departments of the University shall be classified broadly as under:

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

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

Category C: Junior Assistant and its equivalent cadre.

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

**U. Ord. 22 (AP.SR.)** All matters pertaining to processing of applications, procedure and mode of selection etc. shall be determined by the Standing Committee at its meeting convened for the purpose.

**U. Ord. 23 (AP.SR.)** The Standing Committee (s) shall be constituted by the Executive Council in terms of the provisions of section 34 of the Act in the manner indicated in the ordinances U. Ord. 24 (AP.SR.).

**U. Ord. 24 (AP.SR.)** (I) The Standing Committee shall consist of the following members:--

- (i) One person to be nominated by the Executive Council from amongst its members;
- (ii) one person being the Head of the concerned Department of the University to be nominated by the Vice-Chancellor;
- (iii) two expert members to be nominated by the State Government; and
- (iv) the Registrar who shall act as Member-Convener.

(2) The members, present at a meeting shall elect a Chairman from amongst themselves.

(3) Three members of the Standing Committee shall form a quorum.

(4) In case of selection to post(s) requiring specialized technical expertise in the field, the presence of the expert member nominated by the State Government shall be necessary.

**U. Ord. 25 (AP.SR.)** (a) All appointments to the permanent and regular vacancies in the non-teaching posts shall be made on the basis of the recommendation of the Standing Committee:

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

(b) The recommendation of the Standing Committee shall be placed before the Executive Council for approval and on being approved by the Executive Council, letter(s) of appointment shall be issued by the Registrar.

(c) In case of any dispute arising between the Standing Committee and the Executive Council in regard to the recommendations made by the former, the Executive Council shall refer back the recommendations to the State Government with its observations and the decision of the State Government thereupon shall be final and binding.

(d) In case of situation of emergent nature, the Vice-Chancellor may make ad-hoc appointment on temporary basis for a period not exceeding six months with prior approval of the State Government and send a report to the Executive Council at the earliest. Any extension beyond six months shall require the prior approval of the Executive Council. But such employees as appointed on ad-hoc basis shall have no claim for automatic absorption on permanent basis.

(e) All letters of appointment shall be signed and issued by the Registrar.

**U. Ord. 26 (AP.SR.)** 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.

**U. Ord. 27 (AP.SR.)** 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. 28 (AP.SR.)** Subject to the terms of contract in any particular case and the Orders as may be issued by the State Government from time to time, every Non-teaching Staff of the University shall retire from services from the afternoon of the last day of the month in which he completes the 60<sup>th</sup> year of his age.

**U. Ord. 29 (AP.SR.)** No whole-time salaried Non-teaching Staff of the University shall accept any employment with or without remuneration other than that of his office.

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

**U. Ord. 30 (AP.SR.)** The Registrar shall maintain and keep an up-to-date Register in respect of all Non-teaching Staff of the University in which he shall enter—

- (a) the name and designation of every Non-teaching Staff of the University;

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

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

**U. Ord. 31 (AP.SR.)** If any doubt or difficulty arises in regard to the interpretation or application of the provisions of any of these Ordinances, or if any matter is not covered by these Ordinances, the Vice-chancellor may issue such directions as he may consider proper and shall report the matter to the Executive Council forthwith.

#### **PART IV**

##### **ORDINANCES RELATING TO SERVICE AND DISCIPLINE**

**U. Ord. 32 (AP.SR.)** subject to the provisions of the Act, all appointments to all posts under the University shall be made by a resolution of the Executive Council. The formal letter of appointment shall, however, be issued under the signature of the Vice Chancellor, or the Registrar, as the case may be, acting on behalf of the University.

**U. Ord. 33 (AP.SR.)** Any of the penalties or any of these may be imposed on any employee for misconduct, for good and sufficient reasons and after complying with the procedure laid down hereinafter.

- (i) Censure,
- (ii) Withholding of increment or promotion including the stoppage of increment at an efficiency bar, if any,
- (iii) Reduction to a lower stage in the time scale of pay for a specified period with further direction as to whether or not the employee will earn increment of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay,
- (iv) Reduction to a lower time scale of pay, grade, post or service which shall not ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced, with or without further directions regarding conditions to the restoration to the grade or post or service from which the employee was reduced and his seniority and pay on restoration to that grade, post or service,



- (v) Recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of order,
- (vi) Compulsory retirement,
- (vii) Removal from service which shall not be a disqualification for future employment under the University,
- (viii) Dismissal from service which shall ordinarily be a disqualification for future employment under the University.

**U. Ord. 34 (AP.SR.)** Subject to the provisions hereinafter, the Vice-Chancellor of the University shall be the disciplinary authority in respect of all employees other than those belonging to the non-teaching staff and in the case of non-teaching staff, the Registrar of the University shall be disciplinary authority, provided that the disciplinary authority shall not be entitled to impose any punishment other than “Censure” on any employee and in case the disciplinary authority is of opinion that the gravity of the offence proved may warrant imposition of any punishment other than Censure, it shall be the duty of the disciplinary authority to place all papers including the findings of the disciplinary authority on an enquiry, if any, before the Executive Council for passing the final order as the Executive Council may deem appropriate. It shall be for the Executive Council in such case, to decide whether the finding of the disciplinary authority should be accepted or not.

**U. Ord. 35 (AP.SR.)** (1) The disciplinary authority may place an employee under ‘suspension— .

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

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

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

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

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

(3) Where the penalty of dismissal or removal from service imposed upon an employee, under suspension, is set aside on appeal or on review under this Ordinance or under any order of the Court of Law and the case is remitted for further enquiry or action with any other direction his suspension shall be deemed to have continued and in force from the date of the original order of the dismissal and shall remain in force until further orders of the disciplinary authority.

(4) During the period of suspension, the employee concerned shall be entitled to a subsistence allowance of an amount equal to one half of his basic pay and allowances in full. In the event of his suspension being

followed by punishment he shall not be entitled to any further emoluments other than what he had already been paid from the date of his suspension unless the Executive Council directs otherwise.

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

**U. Ord. 36 (AP.SR.)** when an employee who has been dismissed, removed or suspended is reinstated, the Disciplinary, Appellate or Reviewing Authority, as the case may be, may grant him for the period of his absence from duty;—

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

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

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

**U. Ord. 37 (AP.SR.)** (1) No order imposing of the penalties specified in U. Ord.33 (AP.SR) shall be made except after an enquiry held in the manner provided in the Ordinance.

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

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

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

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

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

(iii) the disciplinary authority shall deliver or cause to be delivered to the employee, a copy of the article (s) of charge and the statement of imputation of misconduct or misbehavior prepared under sub-paragraph (ii) and shall require the employee to submit to the disciplinary authority, or to the enquiring authority where an enquiring authority has been appointed by the disciplinary authority, within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person;

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

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

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

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

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

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

(vii) the employee shall thereafter–

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

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

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

(viii) the disciplinary /inquiring authority shall on receipt of the notice for the discovery or production of documents, forward the same or copies thereof to the authority in whose custody or possession the documents are kept with a requisition for the production of documents by such date as may be specified in such requisition;

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

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

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

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

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

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

(b) the defence of the employee in respect of each article of charge;

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

(d) the findings on each article of charge and the reasons thereof;

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

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

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

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

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

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

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

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

**U. Ord. 38 (AP.SR.)** Nothing in U. Ord. 36 (AP.SR) shall apply in a case where the Executive Council imposes any penalty enumerated in U.Ord.33 (AP.SR) on an employee–

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

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

**U. Ord. 39 (AP.SR.)** Any of the following acts of an employee shall be construed as an act of misconduct:

(a) gross negligence in the discharge of duties;

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

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

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

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

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

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

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

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

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

(k) unauthorized use of land and building of the University;

(l) conviction in a Court of Law for offence involving moral turpitude;

(m) breach of rules and regulations, orders and circulars of the University or of any of the higher authorities;

(n) abatement or attempt to commit any of the acts of misconduct;

(o) any other ground which may be considered by the Executive Council to be detrimental to the interest of the University or the institution he is serving.

**U. Ord. 40 (AP.SR.).** Whenever a complaint is made against an employee of the University about the committing of an act of misconduct, it shall be competent for the disciplinary authority to carry out a preliminary inquiry before commencing the formal disciplinary proceedings. Such preliminary inquiry may be made either by the disciplinary authority himself or by some other person(s) authorised by the said authority to carry out the inquiry. Such person (s) need not be connected with the University. This preliminary inquiry will be in the nature of a fact finding inquiry for the purpose of enabling the disciplinary authority to ascertain whether there is a prima facie case which will justify the commencement of formal disciplinary proceedings. The disciplinary authority, however, need not carry out such preliminary enquiry, if the said authority does not consider it to be necessary. It shall be competent for the Executive Council for good and sufficient reason, to direct the Vice-Chancellor or the Registrar to initiate either a preliminary inquiry or formal disciplinary proceedings against any of the employees of the University.

**U. Ord. 41 (AP.SR.).** An appeal against an order imposing any of the penalties by the Executive Council except the punishment involving termination of service by way of dismissal or removal or compulsory retirement shall lie to an Appellate Authority to be constituted with three persons by a resolution of the Executive Council. At least one of these three persons shall be an outsider. Such appellate authority shall be appointed for such term and on such other terms and conditions with regard to the holding of office by the members of the Committee and with such staff as the Executive Council may determine by resolution.

**U. Ord. 42 (AP.SR.)** An appeal against an order of dismissal or removal or compulsory retirement shall be made to the Tribunal constituted under section 35 of the Act.

**U. Ord. 43 (AP.SR.)** No appeal preferred under U. Ord. 41 (AP.SR) and U. Ord. 42 (AP.SR) shall be entertained unless such appeal is preferred within the period of three months from the date on which a copy of the order, appealed against, is delivered to the employee concerned;

Explanation:– The word “delivered” in this ordinance shall mean and include sending of the order to the employee concerned by registered post with acknowledgement due and a lapse of a period of 30 days from the date of posting of the order, if the employee concerned does not otherwise acknowledge in writing the receipt of the order or if he refuses to accept the order sent by registered post; Provided that the Tribunal or Appellate Authority, as the case may be, may entertain an appeal after the expiry of the said period if sufficient cause for not preferring the appeal in time is shown.

**U. Ord. 44 (AP.SR.)** (1) Every person preferring an appeal shall do so separately and in his own name and shall submit five copies of the appeal.

(2) The appeal shall be presented to the authority to whom the appeal lies and it shall contain all materials, statements, together with a copy of the order sought to be appealed against and documents on which the

appellant wants to rely. The language in the petition of appeal shall not be disrespectful or improper and shall be complete in itself

(3) The authority which made the order appealed against, on receipt of a copy of the appeal, forward its comments thereon, if any, together with the relevant records to the Tribunal or Appellate Authority without any avoidable delay.

(4) The Tribunal/Appellate Authority shall regulate its own procedure in the matter of hearing and disposal of the appeal.

**U. Ord. 45 (AP.SR.)** (1) An employee, who is not on contract service, may at any time resign from his employment upon giving one month's notice in writing, provided no teacher shall be normally relieved during the course of the academic year unless the Executive Council decides otherwise in any individual case. If he is an officer or a teacher not below the rank of Professor, six months notice in writing will be required. In default, the employee concerned, unless Executive Council decides otherwise in any individual case, shall be liable to refund to the University an amount equal to his total emoluments for the shortfall of the period of notice. The Executive Council shall, however, have the right to deduct the same amount from his dues, if any, from the University.

(2) On the termination of the service of an employee for whatever cause, the employee shall pay to the University any money that may be due from him, deliver to the authorities of the University all books, apparatus, records, and such other articles belonging to the University as may be in the possession at the time and take clearance certificate from the Registrar. In case of default on the part of such employees, the Executive Council shall have the right to deduct the money or the value of articles in his possession from his dues from the University.

**U. Ord. 46 (AP.SR.)** An employee shall make a declaration of his age at the time of his entry into service based on his Matriculation, School Final, Secondary, Higher Secondary, Senior Cambridge or any other certificate approved by the Executive Council and in the case of non-Matriculantes such other documentary proof as may be acceptable to the authority concerned upon which the age will be admitted. After the declaration of age and acceptance of the same by the authority it shall be binding on him and no revision of such age shall be allowed to be made at a later date for any purpose whatsoever.

## **PART- V**

### **ORDINANCES RELATING TO OTHER SERVICE CONDITIONS**

**U. Ord. 47 (AP.SR.)** (1) The increment in pay though provided for in the grade cannot be claimed as a matter of right but has to be earned by such employee by approved service. Every employee shall normally be paid the increment that may fall due according to the grade pay rules unless the same has been withheld by the university in terms of provisions as laid down in U. Ord. 33 (AP.SR.).

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

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

**U. Ord. 48 (AP.SR.)** An employee of the University who is injured in discharge of his official duty shall be entitled to all medical expenses and charge for conveyance incurred in connection therewith as may be approved by the Executive Council. The amount of medical expenses shall be determined according to the rules of the State Government applicable to their employees or as determined by the Executive Council.

**U. Ord. 49 (AP.SR.)** (1) Officiating allowance shall be admissible for all categories of staff other than Teachers. Such allowances shall be admissible only if a member has to do the work of another member holding a higher post carrying a higher scale of pay, provided that the duration of such officiating is not less than thirty days.

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

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

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

Such officiating arrangement will be made subject to the following conditions:--

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

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

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



**U. Ord. 50 (AP.SR.)** Any permanent employee of the University, on the completion of fifteen continuous years of loyal and faithful service of the University, shall have the option of voluntary retirement with benefits of provident fund, gratuity and such other amenities as would be admissible on the date of retirement and a pension calculated on the basis of last pay drawn.

**U. Ord. 51 (AP.SR.)** The University shall maintain a Service Book, in duplicate, in Form No. I, in respect of every employee. The duplicate copy of the said Service Book, duly filled in, will be supplied to the employee concerned. There shall also be a Character Roll maintained in Form No.2 for the purpose of confirmation of an employee on completion of Probationary period, if any.

**Form No. 1**

**SERVICE BOOK**

[Vide U. Ord. 54 (AP.SR.) ]

**PART-1**

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

1. Name of the employee:
2. Department/section:
3. Designation:
4. Address :
- (a) Permanent:
- (b) Present:
5. Father's/Husband's name with residential address:
6. Date of commencement of service:
7. Date of Birth by Christian era as entered into the Age Register (the document on the basis whereof the age has been admitted should be recorded):
8. Date of attaining the age of retirement:
9. Educational Qualifications:
10. Exact height by measurement:
11. Personal marks for identification, if any:
12. Signature of the employee (in the case of an illiterate non-teaching staff. Left thumb impression should be affixed and the same be duly certified by the Appointing Authority):
13. Signature of the Appointing Authority:

Signature.....  
Full Name. ....  
Date .....

**PART-II**

**HISTORY OF SERVICE**

Na	Scale	Whet	Nature	Date of	Pay/	Date of	Reason for	Nat	Record	Sign	Signa
----	-------	------	--------	---------	------	---------	------------	-----	--------	------	-------

me of the po st	of pay with stage of incre ment	her post is perm anent or temp orary	of appoin tment perma nent/ tempo rary/ officiat ing	appoin tment	spec ial pay/ pers onal pay if any	termin ation of appoin tment	termination of appointment ( such as promotion/r esignation/ dismissal etc.	ure and dura tion of leav e take n	of appreci ation/ reward / praise/ punish ment if any	ature ( wit h date) of the empl oyee	ture ( with date) of the appoi nting autho rity
1	2	3	4	5	6	7	8	9	10	11	12

**Form No. 2**

[Vide U. Ord. 51 (AP.SR.) ]

**CONFIDENTIAL**

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

..... **Department/Branch**

Name :

Designation :

Scale of pay : Rs.

Date of Joining :

Date of birth :

Report of the Controlling Officer/Dean of the Faculty		
Assessment on	Remarks (only the following terms as may be applicable should be used-Very good; Good ; Average; Poor)	
Section A	1. Knowledge - (a) of Branch/Section/Unit (b) of Department	...
	2. Personality and force of Character	...
	3. Power of taking responsibility	...
	4. Power of supervising staff	...
	5. Judgment	...
	6. Initiative	...
	7. Efficiency	...
	8. Attendance	...

9. Devotion to duty	...
10. Conduct & amenability to discipline	...

**Section B**

1. General remarks, if any, on outstanding nature of work done by the employee or special qualification not included above
2. Confirmation of the employee (only recommended/not recommended, as may be applicable, should be written).

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

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

Date :

Designation

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

Date :

*(Signature  
Office Seal)*

**NOTES**

**Section A**

1. Insert in this column any of the following markings as may be deemed fit against each item: Very good; Good; Average; Poor.
2. This report is to be regarded as confidential; but a poor marking against any item must be communicated in duplicate by the Registrar to the employee concerned. The employee should be required to sign and return to the Registrar one copy of intimations of Poor markings as evidence that he has been notified.
3. Every effort should be made to arrive at a just estimate of the qualities of the employee at the time the report is made. The person authorised to initiate the report should rely on his own judgment and experience, and should, in no circumstances have access to previous reports, if any. on the same employee.
4. The report shall be based on the work of the employee during the year under review and should contain no reference to matters unconnected with such work. The observations made should have a basis on facts which may or may not be specified in the report.

## CHAPTER-III

### THE ORDINANCES RELATING TO THE ADMISSION OF STUDENTS TO THE UNIVERSITY AND THE COLLEGES AFFILIATED TO OR RECOGNISED BY IT AND THEIR ENROLMENT PART- I

**U. Ord. 1 (Adm.)** These Ordinances may be called the Admission and Enrolment of Students of the Kazi Nazrul University Ordinances, 2018.

**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 examinations 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., L.L.B., 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.B.A. L.L. M., M.L.I.S., M. Phil. and the like which are degrees higher than the corresponding first degree 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 death or invalidation:

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

(3) These Ordinances 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.

## 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.

**U. Ord. 4 (Adm.)** A student shall be eligible for admission to a course or study leading to the appropriate Degree in a college if he 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 Kazi Nazrul 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 Kazi Nazrul University; Provided that, for the purpose of regular study in the Degree Courses in Arts, Commerce, Law 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 eligibility for taking the B. A. or B. Com. examination as an external student offering subjects requiring no practical training.

**U. Ord. 6 (Adm.)** (I) 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 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 (I) on condition of his producing such proof within a period of six months from the date of his provisional admission. If he fails to do so, his 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 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 fulfillment 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 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.

**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 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 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 transfer or withdrawal from the college; or

(c) his 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.)** (I) 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 the Kazi Nazrul 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, Law and Science, may be granted by the Vice-Chancellor in exceptional cases:

Provided further that no student prosecuting his studies at the Post-graduate level either in a college or in an Institution outside the jurisdiction of the Kazi Nazrul 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 guardian. If the application is made by the student, it shall also bear the counter-signature of the guardian signifying his 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 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 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 health supported by medical evidence, or

(iii) any other cogent or sufficient reason.

(6) If the Principal rejects any application for transfer, he shall, if requested to do so by the applicant, supply him 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 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 has already paid tuition fees in the college wherefrom he seeks transfer.

(9) When a student is granted a transfer or withdrawal certificate his 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 college, the fact of such refusal and the reasons thereof shall be noted on the transfer certificate which may be granted to him.

(12) If a transfer certificate is sought for by a student in the event of his 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.

**U. Ord. 11 (Adm.)** (I) 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 shall grant

a transfer certificate to such a student on realization of all dues of the college from him: 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 (I), 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.

**U. Ord. 12 (Adm.)** (I) A student who desires to withdraw from his college shall apply in writing for a withdrawal certificate which shall be issued in such Form as may be determined by the University after realizing from him 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 to the college in case he had not withdrawn from the college.

Provided that no such re-admission shall be granted after a lapse of three academic sessions subsequent to that in which the student studied last.

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

(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 before withdrawal shall be credited to his account.

**U. Ord. 13 (Adm.)** If a student absents himself from the college without notice continuously for three months or more, his name shall be struck off the college roll:

Provided that such a student may be re-admitted on his 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 until he has cleared, all dues of the college up to the end of the month in which withdrawal is sought for.

**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.



**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.

**U. Ord.17 (Adm.)** Every candidate who intends to appear as a regular student at any of the University examinations shall unless exempted there from by the provisions contained elsewhere in these Ordinances, be required to prosecute a regular course of study for the period prescribed in these ordinances relating to conferment of degrees, titles etc., in each of the subjects which he 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 has attended a minimum of 75% of the lectures delivered 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 60% of the lectures delivered:

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 in that subject from the commencement of the session. If a student has taken his transfer from one college to another, the percentage of his 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 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 after that date:

Provide that, in the special circumstances of any particular case, ab student is permitted by the University to get himself admitted to the 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 failure to attend the minimum percentage of attendance, he shall be required to prosecute a regular course of studies for another session and the percentage of his attendance shall be calculated on the basis of his attendance at lectures delivered 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 attendance shall be calculated on the basis of lectures delivered 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 may, by mutual arrangement between the Principals of the colleges concerned

and with the permission of the University, be permitted to attend lectures 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 may on submission of an application addressed to the Registrar through the Principal along with a remittance of Rs. Two hundred, 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 has attended sixty-five percent of the lectures delivered 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 fifty percent of the lectures delivered.

**U. Ord. 21 (Adm.)** (I) 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 during such period in each of the subjects offered by him 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 received the same:

Provided further that if any such student offers a Science subject at the examination, he shall also produce a certificate from the Principal or some other competent authority approved by the Executive Council to the effect that he 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 in each of the subjects offered by him at the examination during his absence from such lectures or classes in connection with such contests subject to a maximum of ten lectures in each subject.

(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**

#### **NON-COLLEGIATE STUDENTS**

**U. Ord. 22 (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 practical 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 has been a regular student:

Provided that, such a student shall be awarded the appropriate Division or Class as also have his position indicated in the merit list of the University on the basis of his 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. 23 (Adm.)** A student who, after prosecuting a regular course of study in a college, fails to register himself for the relevant University examination or has been unsuccessful there at, may subject to attendance at practical classes for such duration as may be prescribed for students offering subjects involving practical 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 of the University on the basis of his performances at the relevant examination, but shall not be entitled to any medals or prizes.

#### **PART-IV**

#### **EXTERNAL STUDENTS**

**U. Ord. 24 (Adm.)** Save as provided hereinafter, no candidate shall be admitted to any University examination as an external student.

**U. Ord. 25 (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 fulfillment 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 Kazi Nazrul University or from any other 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 Degree examination and which requires no practical training at the Post-graduate level.

(ii) Subject to other stipulations contained in foregoing clause (i) a candidate may be admitted to the M.Sc. examination in mathematics, provided such a candidate had passed the Degree examination with honours in mathematics.

*Explanation:* Supposing a candidate intends to appear at the M.A. /M.Com. /M.Sc. examination of the year 2016, he must have passed the Degree examination (Pass or Honours) of the year 2013 under the Three-year Degree Course.

## THE B.A. / B.COM. /B.Sc. EXAMINATION

(iii) 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.

(iv) 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 60 percent marks in the aggregate at the previous qualifying examination.

(v) Subject to the restriction envisaged in U. Ord. 5 (Adrn.) in the matter of admission as a regular student, a candidate who had passed the Degree examination in Commerce or Science conducted by Kazi Nazrul 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.

(vi) A candidate who had passed the B. Sc. or B. Com. examination conducted by Kazi Nazrul 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 takes shall he described as "Special B.A."

**U. Ord. 26 (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 may consider proper and in accordance to the provisions of the Act shall report the fact before the next meeting of the Authority which would have normally dealt with the matter.

## CHAPTER-III

### THE ORDINANCES RELATING TO CONDITION OF RESIDENCE AND RULES OF DISCIPLINE OF THE STUDENTS AND THE LEVY OF FEES FOR RESIDENCE

#### PART-I

**U. Ord. I (R.D.)** These Ordinances may be called the Condition of Residence and Disciplines of Students of the Kazi Nazrul University Ordinances, 2018.

**U.Ord. 2 (R. D.)** (1) In these Ordinances, unless the context requires otherwise-

(i) 'Board' means the Board of Residence and Discipline constituted under these Ordinances;

(iii) 'Collegiate Hostel' means a hostel for students of an affiliated college which is under the direct and exclusive control of the college;

(iv) 'Hall' means a residence for students of a University Department of Studies which is under the direct and exclusive control of the University;

(v) 'Hostel' means a residence recognised by the Board for the students of an affiliated college or the University; and

(vi) 'Non-collegiate Hostel' means a hostel for students which is not under the direct control of any affiliated college or the University but is managed by some other authority, provided that, such an accommodation is within the knowledge of the college or of the University, as the case may be.

(vii) words and expressions used and not defined shall be interpreted to have the same meaning as they have in the Act;

(2) The provisions of the Statutes, the 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 by the ordinances under this Chapter.

**U.Ord.3 (R.D.)** (1) The Board of Residence and Discipline shall be constituted with the following members, namely-

- (i) the Vice-Chancellor, who shall be the Chairman (ex-officio);
- (ii) the Inspector of Colleges, who shall be the Secretary (ex-officio);
- (iii) the Deans of the Faculty Councils for Post-graduate Studies, (ex-officio);
- (iv) the Medical Officer of the University (ex-officio);
- (v) four teachers of affiliated colleges of whom one shall be from each of the Councils for Under-graduate Studies; to be nominated by the Executive Council;
- (vi) one representative of the Executive Council not being a teacher, to be nominated by that Council;
- (vii) four teacher-members of the Faculty Councils for Post-graduate Studies, one from each Faculty, to be nominated by the Executive Council;
- (viii) two Principals of affiliated colleges of whom one shall be the Principal of a Women's College, to be nominated by the Executive Council;

**U. Ord. 4(R.D)** (1) The term of office of the members, other than ex- officio members shall be as specified in section 38 of the Act.

(2) Half of the total number of members of the Board plus one shall be the quorum for a meeting of the Board: Provided that no quorum shall be required for an adjourned meeting.

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

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

**U. Ord. 5 (R.D)** Subject to the provisions of the Act, the Statutes, the Ordinances, the Regulations and the Rules, the Board shall exercise the following powers and perform the following duties, namely-

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

(b) to recognize temporarily, in a case of emergency, as a hostel any residence for students other than the halls and the hostels referred to in clauses (iv) and (v) of U.Ord. 2 (R. D.) subjects to such terms and conditions as the Board may, in each case impose;

(c) to supervise and control all halls, hostels and other places of residence for students referred to in clauses (iv) and (v) of U.Ord. 2 (R.D.) and to enforce the observance therein of the rules of discipline that may be made by the authorities of the University;

(d) to arrange For the periodical inspection of halls, hostels and other places of residence referred to in clauses (iv) and (v) of; U.Ord. 2 (R. D.).

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

(f) to advise the Court and the Executive Council on the matters referred to in clauses (f) and (g) of section 51 of the Act in so far as they relate to the matters of residence and discipline of the students of the University and the affiliated colleges.

**U.Ord. 6 (R.D.)** If any question arises in respect of any interpretation of the provisions envisaged in the Ordinances under this Chapter or if any difficulty is experienced in the application thereof, the Vice-Chancellor shall give such directions as he may consider necessary in the matter and such directions shall be final and binding.

**U. Ord7 (R. D)** (I) Every student of a college or the University who does not reside with his 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.

(2) Any change of residence by a student shall forthwith be communicated by him 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. 8 (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.

**U. Ord. 9 (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 to be in-charge of such halls and 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. 10 (R.D)** (1) The following rules shall apply to every hall or hostel, namely–

(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 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 shall also put his 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, 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. 11 (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

**U. Ord. 12 (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 to be in-charge of such 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. 13 (R.D)** (1) The following Rules shall apply to every collegiate hostel, namely–

(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 shall enter the name of every student residing in the hostel who is absent therefrom for any period between the hours specified at (e) ; he shall also put his 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, provided that, 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. 14 (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 a breach of discipline shall have no right or appeal to any authority against the orders of the Governing Body.

**U. Ord. 15 (R. D)** A non-collegiate hostel shall be allowed to have either male students only or female students only as residents.

**U. Ord. 16 (R.D)** Every non-collegiate hostel shall be supervised by 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. 17 (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. 18(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.



**U.Ord. 19 (R. D.)** The Levy of fees, fines and other charges is to be decided by the Committee of Management subject to the approval of the Board.

## **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 songs 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 violates any of the provisions of Rule 3 or is otherwise guilty of misconduct or indecorous behavior.
5. (1) For a breach of discipline committed by a student, the Principal of the college may—
  - (a) warn him; or
  - (b) impose a fine on him; or

(c) suspend him from the college, hall or hostel for one month or any shorter period; or

(d) expel him from the college, hall or hostel for such period as he thinks fit.

(2) When a student is expelled under paragraph (I), 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 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 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 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 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 thinks fit.

## CHAPTER IV

### THE ORDINANCES RELATING TO RULES FOR THE INSPECTION OR INVESTIGATION INTO THE AFFAIRS OF COLLEGES OR OTHER INSTITUTIONS

**U. Ord. 1 (I. C)** These Ordinances may be called the Ordinances related to rules for the Inspection or Investigation into the affairs of colleges or other institutions affiliated to or recognized by the University, to ensure that proper standard of teaching, training and research are maintained there-in, under the Kazi Nazrul university Ordinances, 2018.

**U. Ord. 2 (I. C)** In these Ordinances, unless the context requires otherwise, words and expressions used and not defined shall be interpreted to have the same meaning as they have in the Act.

**U. Ord. 3 (I. 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, by the Vice-Chancellor or the Executive Council for the purpose of inspection of any college or colleges.

**U. Ord. 4 (I. 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.

**U. Ord. 5 (I. C)** The Inspector of Colleges shall be responsible for conducting the inspections as envisaged in U. Ord. 3 (I. C) and U. Ord. 4 (I. 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 may direct.

**U. Ord. 6 (I. 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-

(i) the Statutes relating to Affiliation of Colleges;

(ii) the Statutes relating to Constitution etc. of the Governing Bodies of Affiliated Colleges;

(iii) the Statutes 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 neighborhood, 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 position 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;

- (rn) 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.C)** The following Registers and Books shall, interalia, be maintained and kept up-to-date by every 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 there in 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 .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.

(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.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.

## CHAPTER V

### THE ORDINANCES RELATING TO RULES FOR THE INSTITUTION OF PROVIDENT FUND

**U. Ord. 1(P.F.)** These Ordinances may be called the Ordinances relating to Rules for the institution of Provident Fund for the benefit of the teachers, officers and employees of the University under the Kazi Nazrul University Ordinances, 2018.

**U. Ord. 2 (P.F.)** (1) In these Ordinances, unless the context otherwise requires –

- (i) “Accumulated amount” means the amount standing to the credit of a subscriber in his account in the Fund and includes all contributions and interest accrued to such account;
- (ii) “Employee” means any whole-time officer (including the Vice-Chancellor), teacher or other person who is appointed by the University and is paid from the University Fund;
- (iii) “Family” means and includes the following relatives of a subscriber: (1) wife, (2) husband, (3) parent, (4) child (5) minor brother, (6) unmarried sister, (7) widowed sister, (8) a deceased son’s widow, (9) a grandchild and (10) if the subscriber’s father is not alive, a parental grandparent;
- (iv) “Form” means a form prescribed by, and included in the Appendix to this Chapter;
- (v) “Fund” means the Provident Fund constituted under U. Ord. 3 (P.F.).
- (vi) “Leave” means any leave granted under the University Leave Rules except casual leave;
- (vii) “Subscriber” means an employee who is required or entitled to subscribe to the Fund;
- (viii) “Subscription” means the amount which a subscriber is required or allowed to pay to the Fund;  
and
- (ix) “Year” means a period of twelve months beginning on the first day of April,

(b) Words and expressions used shall be interpreted to have the same meaning as they have in the Act or in the Provident Funds Act, 1925. (19 of 1925).

(2) The provisions of the Statutes, the 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 by the Ordinances under this Chapter.

**U. Ord. 3 (P.F.)** The University shall constitute a Provident Fund for the benefit of its employees.

**U. Ord.4 (P.F.)** (1) Every employee of the University shall have a right to subscribe to the Fund in accordance with the Ordinances; under this Chapter:

Provided that unless there is a specific provision to the contrary contained in the terms of the contract of his service, no employee shall have a right to subscribe to the Fund if he has been appointed to the post he holds for a term not exceeding one year and *was* not a subscriber before such appointment:

Provided further that a person appointed on probation may subscribe to the Provident Fund from the date of his appointment.

(2) If an employee was originally appointed for a term of one year or less and such term was subsequently extended so that his total term exceeds one year, he shall be given the option of-subscribing to the Fund from the date of his original appointment and of paying the arrear subscription, due on the date of his becoming a subscriber in such monthly installments, not exceeding twelve, or as the Finance Officer may decide.

(3) Every employee who has a right to subscribe to the Fund under this Ordinance shall be required to subscribe thereto.

**U. Ord. 5 (P.F.)** Subject to the control of the University, the administration and management of the Fund shall vest in the Executive Council which may, from time to time, make such Rules or issue such general or special directions as may be consistent with the provisions of this Chapter for the proper administration and management of the Fund or for defining the duties and the privileges of the subscribers. The Executive Council may, at its discretion, vary or cancel any such Rule or direction at any time.

**U. Ord. 6 (P.F.)** (I) The Executive Council shall constitute a Provident Fund Trustee Committee consisting of the following members to advise it in regard to all matters relating to the administration of the Fund:

- (i) the Vice-Chancellor, who shall be the Chairman of the Committee,
- (ii) the Finance Officer, who shall be the Convener-Secretary,
- (iii) the Registrar,
- (iv) three other members representing the interest of the officers, the teachers and other employees of the University appointed by the Executive Council, and
- (v) one nominee of the Executive Council.

(2) The members referred to in item (iv) and (v) of paragraph (I) shall hold office for a term of three years from the date of appointment, provided that they may be re-appointed by the Executive Council for further terms.

**U. Ord. 7 (P.F.)** (I) Every subscriber shall sign a written declaration in Form No- I (P.F.) to the effect that he has read the relevant Ordinances and the Rules made thereunder and agrees to bind himself and his nominees, heirs and representatives to abide by the provisions thereof. He shall also complete and file with the Finance Officer his nomination in Form No 2 (P.F.) or 2A (P.F.), as may be appropriate in each case, after entering therein the name or names of the person or persons to whom in the event of his death he wishes the accumulated amount in respect of his account in the Fund to be paid. Every such nomination shall be signed

by the subscriber in the presence of two witnesses who shall certify that the subscriber has signed in their presence.

(2) No subscription shall be realized, nor shall any contribution be paid, until the requirements of paragraph (1) have been complied with by the subscriber.

**U. Ord. 8 (P.F.)** A subscriber may at any time cancel, revise or modify his nomination by a fresh nomination in Form No 2 (P.F.) or 2A (P.F.) as the case may be, filed in the manner prescribed in U.Ord. 7 (P. F.)

**U. Ord. 9 (P.F.)** A subscriber shall, in his nomination, provide for the disposal of the whole of the accumulated amount in his account at the time of his death and shall separately specify the share thereof to be paid to each nominee.

**U. Ord. 10 (P.F.)** (1) No subscriber shall assign in his nomination any share of the accumulated amount in favour of a person who is not a member of the subscriber's family if the subscriber has any member of his family alive on the date of such nomination.

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

**U. Ord. 11 (P.F.)** All nominations including a Register of Nominations shall be kept in safe custody of the Finance Officer.

**U. Ord. 12 (P.F.)** (1) Every subscriber shall subscribe to the Fund a sum equal to  $8\frac{1}{3}$  per cent of all pay drawn by him from the University Fund. Such subscription shall be deducted from his pay when he draws the same and credited to his account in the Fund.

(2) A subscriber may be allowed to subscribe to the Fund at a rate higher than  $8\frac{1}{3}$  per cent if he wishes to do so:

Provided that any such higher rate shall not be allowed to be varied until he has paid subscription at such higher rate for consecutive three months at least.

(3) If a subscriber is on leave without pay; no subscription or contribution shall be payable for the period of such leave.

(4) The amount of subscription or contribution to be paid in anyone installment shall be rounded off to the nearest rupee.

*Explanation:* For the purpose of this Ordinance, the pay of a subscriber shall be deemed to exclude any compensatory allowance which may be drawn by him.

(5) The University shall on the death, retirement or resignation of an Additional employee who has rendered continuous approved contribution to the service for not less than 15 years make an additional contribution of a sum calculated at the rate of half a month's salary for each completed year of service rendered by Such employee as gratuity subject to a maximum of 15 months' salary or Rs. 9600/- (Rupees nine thousand six hundred) only, whichever is less on the amount as may be decided by the University from time to time with the approval of the State Government. This amount shall be calculated on the salary drawn by the employee at the time of death, retirement or resignation and shall be credited forthwith to his Provident Fund Account as additional contribution of the University after it has been sanctioned by the Vice-Chancellor or the Executive Council

(6) There shall be a Gratuity Fund in terms of clause (5) of this Statute, as distinct from the Provident Fund, built up by annual contributions from the general revenue, and all payments will be charged to this fund.

Note: (i) For the purpose of this Statute the term "salary" shall be held to mean monthly salary and regular monthly allowances by way of remuneration for service (e.g. Dearness Allowance), including leave allowances but not travelling and house rent allowances, Medical Allowance or Casual payments for special work.

(ii) Any authorised leave or absence whether with or without pay or allowances or an authorised overstay for sufficient reasons of any leave, shall not constitute an interruption of continuous service.

**U.Ord. 13 (P.F.)** (I) All amount accruing to-the Provident Fund shall be paid into a Savings Bank Account opened for the purpose with the State Bank of India, Local Branch. Any cash balance or the Fund in excess of Rs. 50,000/- shall ordinarily be invested in National Savings Certificates or National Plan Certificates or loans to the Central or to the State Government or in similar other bonds which can be redeemed at par at any time: or may be invested in fixed deposits with the State Bank of India, Local Branch so as to yield the maximum of interest available for such deposits.

(2) Every Bank account deposit or investment made under this Ordinance shall be maintained or made in the name of the University.

(3) The Provident Fund shall be held as a Trust Fund and it shall not be applied or diverted by the University authority or authorities for any purposes other than for the purposes or management of the Provident Fund and the funds shall be administered by the Executive Council with the assistance of the Trustee Committee.



**U.Ord. 14 (P.F.)** (1) All interest that accrues to the Fund shall be the property of the University and in return the University shall guarantee to every subscriber a minimum interest of 3 1/2 per cent per annum. Such interest shall be calculated for every month on the lowest balance at the credit of the account of the subscriber on any date between the close of the 7th day and the end of the month. After the end of March every year the interest which accrued during the preceding twelve months shall be credited to the account of each subscriber.

(2) If the financial position of the Fund so justifies, the rate of interest referred to in paragraph (I) may be enhanced by the Executive Council at its discretion in respect of any period. The subscribers shall be entitled to the credit of such enhanced interests in their respective accounts.

**U.Ord. 15 (P.F.)** Subject to the directions if any of the Executive Council, the Finance Officer shall operate on behalf of the University all accounts, deposits and investments made under U.Ord. 13 (P. F.) and shall have the power to do all such things as may be necessary for this purpose:

**U.Ord. 16 (P.F.)** (1) The Finance Officer shall maintain a Personal Ledger Account in Form No. 3 (P.F.) in respect of each subscriber and all subscriptions and contributions made and interest accrued to the credit of the account of the subscriber as also all withdrawals made therefrom shall be entered in such Personal Ledger Account.

(2) A statement of the accumulated amount in the account of each subscriber shall be furnished to him once a year but not later than six months after the close of the financial year.

If the subscriber wishes or points out any mistake or discrepancy in the statement so furnished, he shall send an objection in writing to the Finance Officer within one month from the date of receipt of the statement. If no such objection is received, the statement shall be deemed to have been accepted as correct by the subscriber and any subsequent representation objecting to the correctness of the statement shall be liable to be rejected summarily.

**U.Ord. 17 (P.F.)** The Finance Officer shall maintain an account showing all receipts to and disbursements from the Fund and such account shall be audited once a year in such manner as the Executive Council may decide.

**U.Ord. 18 (P.F.)** (I) No final withdrawal of the accumulated amount shall be allowed until a subscriber quits his services in the University or dies, whichever is earlier.

(2) The Vice-Chancellor may sanction an advance to a subscriber from the accumulated amount of the account of the subscriber subject to the following conditions:

- (a) there is no unpaid balance of any previous advance or interest thereon outstanding against the subscriber;
- (b) the total amount of the advance does not exceed three months pay of the subscriber or one-third of the total of his subscriptions, whichever is less;
- (c) interest shall be charged at the rate of three and half per cent per annum on the monthly balance of the advance; and
- (d) the purpose of the advance shall be to meet expenses *in* connection with anyone of the following events:–
  - (i) illness of the subscriber or a member of his family, or
  - (ii) daughter's marriage, or
  - (iii) funeral and other ceremonies which, by the religion of the subscriber, are obligatory upon him to perform, or
  - (iv) any other satisfactory reason which is not repugnant to the provisions of the Provident Funds Act, 1925 (19 of 1925).

(3) The Vice-Chancellor may, in a case of urgent necessity and on the recommendation of the Finance Officer, allow a subscriber a further advance or advances from the Fund although any part of a previous advance or interest thereon may be outstanding, provided that the total amount due from the subscriber in respect of all such advances shall at no time exceed three-fourths of the total of the subscriptions paid by the subscriber.

(4) Every application for an advance from the Fund shall be made in Form No.4 (P.F.).

(5) An advance shall be recovered from the subscriber in such number of equal monthly installments as the Vice-Chancellor may direct:

Provided that such number shall not be less than twelve unless the subscriber so elects, or, in any case, more than twenty four. A subscriber may, at his option, repay more than one installment in any month. An installment shall not include any fraction of a rupee, the amount of the advance being suitably adjusted, if necessary, to ensure this.

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

(7) Interest on an advance shall ordinarily be recovered in one installment in the month after which the principal has been fully repaid; but if the period of recovery of advance exceeds twelve months, the interest may, if the subscriber so desires, be recovered in two equal monthly installments. Every installment of recovery of interest shall be rounded off to the nearest rupee.

(8) Recoveries of advances and interest shall be credited as they are made to the subscriber's account in the Fund.

(9) If the Vice-Chancellor applies for an advance from the accumulated amount in his account the sanctioning authority shall be the Executive Council, which shall also decide every other question relating to such advance.

**U.Ord. 19 (P.F.)** (1) A subscriber who subscribes to the Fund at a rate higher than  $8\frac{1}{3}$  per cent may be allowed by the sanctioning authority hereinbefore mentioned in this Chapter to withdraw the whole amount accumulated through such subscription together with interest accrued thereon or any part of it. The amount so withdrawn shall be non-refundable:

Provided that the subscriber at his option may continue to subscribe to the Fund at a rate higher than  $8\frac{1}{3}$  per cent.

(2) Every application for non-refundable withdrawal from the Fund shall be made in Form No. 5 (P.F.).

(3) non-refundable withdrawal out of the Fund may be admissible for any of the following purposes:

(a) emergency requirement,

(b) obligatory expenses,

(c) purchase of house site, house, construction of a house and the like for the accommodation of the subscriber or his family.

*Explanation:*

(i) The term “emergency requirements” means and includes requirement to meet expense in connection with prolonged illness of the subscriber or any member of his family actually dependent on him or for relief required on account of natural calamities like flood, earthquake, drought or like events by the subscriber himself or any member of his family actually dependent on him.

(ii) The term “obligatory expenses” means and includes requirement of a subscriber to meet expense for marriage or performance of any other religious rites or social function which by his religion or social custom it is incumbent upon him to perform, either for himself or for any member of his family actually dependent on him.

(iii) For the purposes of clauses (a) and (b) of Paragraph (1), the sanctioning authority shall decide in each case whether the request for such withdrawal is justified and the decision of the sanctioning authority in the matter shall be final:

Provided that the subscriber shall submit to the sanctioning authority within a period of three months from the date of drawal of the non- refundable withdrawal or within such extended period as may be allowed by the sanctioning authority, a certificate to the effect that the money has been utilized for the purpose for which it was withdrawn.

(4) The non-refundable withdrawal shall be allowed to a subscriber on not more than five occasions prior to his attainment of the age of superannuation:

Provided that the number of occasions may be relaxed or waived by the Executive Council in special circumstances of illness, emergency or obligatory expenses of the subscriber.

*Explanation* : Unless prescribed otherwise, the age of superannuation shall mean the age of 60 in the case of all employees and officers other than teachers and officers, governed by the orders or rules of the University Grants Commission and as approved by the State Government.

**U. Ord. 20 (P. F.)** (I) Every subscriber on his retirement shall be entitled to receive the accumulated amount in his account calculated up to the date of his retirement subject to the right of the Executive Council to deduct therefrom any outstanding loan from the Provident Fund.

(2) In this Ordinance “retirement” means and includes-

- (a) retirement on attaining the age of superannuation; or
- (b) resignation after completion of not less than two years’ continuous service in the University; or
- (c) termination of appointment due to abolition of the post, or on expiry of the term of the contract of service; or
- (d) retirement on medical grounds: or
- (e) voluntary retirement on application.

*Explanation* :A subscriber who shall be deemed to have quit the services from the date of compulsory retirement or on the expiry of the extended period of service. The lien of service granted to an employee shall not be treated as break of service and the period shall count towards service for purposes of retirement benefits, as prescribed or may be prescribed by the University or the State Government. The Provident Fund balances held in the credit of such a subscriber shall continue to earn interests at the rate last granted till the date of superannuation or termination of lien whichever is earlier, or up to the date of final payment of Provident Fund to an employee.

(3) If a subscriber resigns before the completion of two years’ continuous service he shall be entitled to receive the amount of his own subscription and the interest accrued thereon.

(4) In the event of dismissal from service of a subscriber on account of misconduct or gross negligence of duty, he shall be entitled to receive the amount of his own subscription and the interest accrued thereon.

(5) Withdrawals from the Fund may be sanctioned by the Vice-Chancellor for one or more of the following purposes on completion of twenty five years of service (including broken periods of service, if any) of a subscriber or within ten years before the date of retirement on superannuation of such a subscriber, whichever is earlier, from the amounts standing to his credit in the Fund:--

- (a) meeting the cost of higher education in India or abroad of any son or daughter of the subscriber actually dependent on him;
- (b) meeting the expenditure in connection with the marriage of a son or daughter of the subscriber;
- (c) building or acquiring or purchasing house or house site or repaying any loan taken expressly for the said purposes; and

(d) constructing a house on a site purchased utilizing the sum withdrawn under clause (c).

(6) Any sum withdrawn by a subscriber at any time for one or more of the purposes specified in clauses (a) to (d) of paragraph (5) from the amount standing to the credit of the subscriber in the Fund shall not ordinarily exceed one-half of the amount or twelve months' pay of the subscriber, whichever is less. The Executive Council shall, however, be competent, having regard to the object for which the withdrawal is being made, to sanction withdrawal of an amount up to three-fourths of the balance standing to the credit of such subscriber in the Fund. A subscriber, who has been permitted to withdraw money from the Fund under this Ordinance, may, at his option repay the amount so withdrawn either in part or wholly till he would have reached the age of superannuation, in such installments as he may be capable of doing, from his emoluments on monthly basis. The interest on such withdrawals shall be duly credited to the subscriber's account.

(7) The accumulated balance in the Provident Fund account of an employee comprising the subscription, contribution and the interest shall be paid to the employee immediately on his retirement, provided that the employee has submitted the 'No Demand Certificate' in the prescribed form in time. If the accumulated balance is held over and payment is not released for no fault of the employee concerned, interest on the balances of Provident Fund shall be allowed at the rate of interest allowed by the Executive Council for the last financial year for the period they are held over. The grounds, on which the balances are held over shall be communicated to the subscriber within 15 days from the date of his retirement and all such cases of withholding, if any, shall be brought before the Provident Fund Trustee Committee for consideration and disposal. The Vice-Chancellor shall make final payment accordingly.

**U.Ord. 21 (P.F.)** (1) On the death of a subscriber, the accumulated amount in his account shall, subject to the provisions of Ordinances 10 (P.F.) and 23 (P.F.), be paid in accordance with the terms of the subscriber's nomination to his nominee or nominees surviving on the date of his death or to their legal representatives.

(2) If any of the nominees of the subscriber has predeceased him, the whole of the amount which would have been payable to such nominee had he been surviving on the date of death of the subscriber shall, subject to the provisions of U.Ord. 10 (P.F.) be paid to such other person (referred to hereafter as a substitute nominee), if any, on whom the right to receive such payment has been conferred in accordance with the provision to sub-section (I) of section 5 of the Provident Funds Act, 1925.

(3) If there are no nominees or substitute nominees surviving at the time of death of the subscriber, the accumulated amount shall be paid to the subscriber's legal representative(s), or such other person or persons as may be declared by a competent Civil Court to be entitled to receive the same provided that it may be paid to such person or persons as the Executive Council may consider to be the "proper person or persons to receive the same on submission of an Indemnity Bond.

**U.Ord. 22 (P.F.)** Subject to the provisions of the Provident Funds Act, 1925, the University shall not be bound by, or recognize, any assignment or encumbrances, encumbrance executed or attempted to be created which affects the disposal of the accumulated amount in accordance with the ordinances under this Chapter.

**U.Ord. 23 (P.F.)** Subject to the provisions of the Provident Funds Act, 1925, every question arising In respect of the interpretation of the Ordinances under this Chapter shall be decided by the Executive Council whose decision shall be final.

**U.Ord. 24 (P.F.)** All subscribers to the Fund and their nominees, heirs and legal representatives shall be bound by the provisions of the Ordinances under this Chapter and the Rules made or directions issued, if any, under U.Ord.5 (P.F.) as amended or revised from time to time.

**APPENDIX**

**Form No. I (P.F.)**

(FORM OF DECLARATION)

[See U.Ord.7 (P.F.) (I)]

I hereby declare that I have read the Ordinances relating to the Provident Fund of the Kazi Nazrul University and the Rules made thereunder and that I agree to bind myself and my nominees, heirs and representatives to abide by the same. I enter below particulars relating to myself.

Name in full .....

Date of birth .....

Present post held in the University .....

Date of joining service in the University .....

Present salary per month .....

Dated this ..... day of .....20.....

Signature .....

Address .....

.....

.....

Signature or Witnesses 1. ....

2. ....

To be submitted to  
The Finance Officer,  
The KAZI NAZRUL UNIVERSITY.

**Form No. 2(PF)**

(FORM OF NOMINATION WHEN A SUBSCRIBER HAS A FAMILY)

[See U.Ord.7 (P.F.) (1)]

I hereby direct that the amount at my credit in the Provident Fund at the time of my death, shall be distributed among the members of my family mentioned below in the manner shown against their names.

---

Name and address of the nominee or nominees,	Relationship, if any, with the subscriber	Age of the nominee	Amount or share of accumulation in percentage
1	2	3	4

---

*Date ;*

*Signature of the subscriber*

*Witness to the signature*

*Address:*

1.

2.

---

**Form No. 2A (P.F.)**

(FORM OF NOMINATION WHEN A SUBSCRIBER DOES NOT HAVE A FAMILY.)

[See U.Ord7 (P.F.) (1)]

I hereby declare that I have no family and direct that the amount at my credit in the Provident Fund at the time of my death, shall, in the event of my leaving no family members be distributed among persons mentioned below in the manner shown against their names.

---

Name and address of the nominee or nominees,	Relationship, if any, with the subscriber	Age of the nominee	Amount or share of accumulation in percentage
1	2	3	4

---

---

Date ;

Signature of the subscriber

Witness to the signature

Address:

1.

2.

---

**Form No.3 (P.F.)**

**PROVIDENT FUND LEDGER**

[See U.Ord .16 (P.F.) (1)]

Name of Subscriber. ....

Date of joining .....

Designation .....

Serial No. of Account .....

	Subscriptions	Contributions	Advances	Remarks
MONTH AND YEAR	Opening Balance + Monthly subscription +Recovery of Advance, if any +Interest - Advance made, if any = Closing Balance	Opening Balance + Monthly contribution + Interest = Closing Balance	Date of Drawal of Advance, if any. Amount of installments for recovery of advance, if any. No. of Installments still outstanding.	

**Form No.4 (P. F.)**

**FORM OF APPLICATION FOR ADVANCE FROM THE PROVIDENT FUND**

[See U.Ord. 18 (P.F.) (4)]

To

The Vice-Chancellor

The KAZI NAZRUL UNIVERSITY

West Bengal.

Serial No. of Account. ....



Sir,

I hereby apply for an advance of Rs .....from the sum at my credit in the Contributory Provident Fund out of my own subscriptions to the Fund. I have correctly answered the questions below.

1. What was the amount at your credit on account or your own subscriptions to the Fund on the preceding 31st March?
2. What are the reasons for which the advance is required?
3. What is your present pay?
4. (a) Has any advance been previously taken ?  
(b) If so, have all advances been completely repaid ?  
(c) If so, when was the last installment (including that for interest) repaid?  
(d) If previous advances have not been completely repaid, how many more installments are due?
5. In how many installments (including installments for interest) do you propose to repay the advance?
6. Do your deposits in the Fund carry any interest?

*Yours faithfully,*

Signature .....

Dated .....

Designation .....

Station .....

Address .....

N. B. Questions at Sl. 1,3 and 4 will be filled in by the Finance Department

**Form No.5 (P. F.)**

**FORM OF APPLICATION FOR NON-REFUNDABLE WITHDRAWAL  
FROM THE PROVIDENT FUND**

[See U.Ord. 19 (P.F.) (2)]

1. Name of Applicant:

Account No. :

2. Date from which subscription at rates higher than 8 1/3 percent was made:

3. Amount of subscription, including interest, accumulated as per cl. (I) of U.Ord. 19 (P.F.) :

4. Purpose of withdrawal: [Vide cl. (3) of U.Ord.19( P.F.)]

5. Whether the subscription at higher rate will be continued after withdrawal of the amount applied for:

6. Whether this application is for first/second/third/fourth/fifth withdrawal:

The amount shown under (3) may be sanctioned for payment. I shall submit a certificate to the effect that the money has been utilized for the purpose for which it was withdrawn within

.....

Signature of the applicant .....

Date .....

Countersigned .....

Head of the Department.....

(To be filled in by the Finance Department)

**Order**

Sanction is hereby accorded to the payment of a sum of Rs ..... (Rupees .....  
.....) only being the amount of non-refundable withdrawal calculated as per  
provision of cl. (1) of U.Ord. 19 (P.F.)

The request for such withdrawal is justified.

The applicant shall submit the certificate as required under cl. (3) of Explanation of U.Ord. 19 (P.F.), within  
.....

Dealing Assistant

Superintendent

*Finance Officer*

*Audit & Accounts Officer*

*Vice-Chancellor*

Date:

Bill drawn for Rs ..... (Rupees .....  
.....) only.

Voucher No ..... Date .....

**CHAPTER VI**

**ORDINANCES RELATING TO PENSION/FAMILY PENSION**

**U. Ord. 1 (P.FP.)** These Ordinances may be called the Ordinances Relating to Pension/Family Pension for the Benefit of the Teachers, Officers and Employees of the University under the Kazi Nazrul University, 2018.

**U. Ord. 2 (P.FP.)** (1) In these Ordinances, unless the context otherwise requires -

(i) “Employee” means any whole-time officer (including the Vice-Chancellor), teacher or other person who is appointed by the University and is paid from the University Fund;

(ii) “Family”, for the purpose of ‘family Pension’ means and includes the following relatives of an employee: (1) wife, (2) husband, (3) minor sons including adopted sons, (4) unmarried minor daughters including adopted daughters (5) dependent parents,

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

(2) The provisions of the Statutes, the 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 by the Ordinances under this Chapter.

**U. Ord. 3(P.FP.)** (1) An university employee retiring in accordance with the provision of State aided Universities (Death-Cum-Retirement Benefit) Scheme, 1999 with reference to G.O. No. 84-Edn (U) dated 30.01.2000 after completion of minimum qualifying service of 10 years shall be entitled to Pension.

(2) An University employee who has rendered minimum qualifying service of 20 years shall be entitled to a full Pension at the rate of 50%.

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

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

**U. Ord. 4(P.FP.)** (1) Family pension will be calculated at the rate of 30% of the basic pay last drawn by the employee.

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

## CHAPTER– VII

### ORDINANCES RELATING TO GRATUITY

**U. Ord. 1(GR.)** These Ordinances may be called the Ordinances relating to Gratuity for the benefit of the teachers, officers and employees of the University under the Kazi Nazrul University Ordinances, 2018 .

**U. Ord. 2 (GR)** (1) In these Ordinances, unless the context otherwise requires –

(i) “Employee” means any whole-time officer (including the Vice-Chancellor), teacher or other person who is appointed by the University and is paid from the University Fund;

(ii) “Family”, for the purpose of ‘Gratuity’ means and includes the following relatives of an employee: (1) wife, (2) husband, (3) sons including step sons, (4) unmarried and widowed daughters including step daughters (5) adopted sons or daughters (6) brothers below the age of 18 years and unmarried or widowed sister (7) parents,

(2) The provisions of the Statutes, the 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 by the Ordinances under this Chapter.

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

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

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

**U. Ord. 6 (GR.)** The amount of gratuity will be calculated by multiplying half of the basic pay of the employee drawn by him on the date of retirement by the number of years of service put in by the employee subject to a maximum of Rs. 6 lakhs or as revised by the State Government from time to time.

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

**U. Ord. 8 (GR.)** Gratuity will be payable to the family of an employee, defined by clause 1(ii) of U. Ord. 2 (GR), in the event of the employee’s death before retirement.

## **CHAPTER–VIII**

### **THE ORDINANCES RELATING TO THE RULES FOR THE REGISTRATION OF THE STUDENTS**

**U. Ord. 1 (Regn.)** These Ordinances may be called the Rules for the Registration of Students under the Kazi Nazrul University Ordinances, 2018.

**U. Ord. 2 (Regn.)** 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.

**U. Ord.3 (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-

(a) the name of every student who is registered as a student of the University on his 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. 4 (Regn.)** The Register shall contain the following particulars in respect of every student whose name is entered therein:

(a) the serial number given to him in the Register hereinafter referred to as his ‘Registration Number’;

(b) the Registration Number, if any, which he 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 to be registered as a student of the University with the name of the Institution from which and the year in which he passed each such examination;

(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 roll and number at such examination;

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

(g) every Degree obtained by him.

**U. Ord. 5 (Regn.)** (1) Whenever a student is admitted to a college or a University Department of Studies for the first time, he 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 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 permission to appear at the examination.

**U. Ord. 6 (Regn.)** (1) When a student applies for registration as a student of the University on migration from any other University or Institution, his name shall be registered with the University only after such inward migration has been sanctioned by the Registrar or any other Officer as may be authorised by him in this behalf.

(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 two hundred or as may be determined by the Executive Council from time to time.

**U. Ord. 7 (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 registered as a student of the University, but such registration shall be granted only on production by the student of his Residence Permit or Student Visa or such other document(s) as may be required in terms of circular(s) on the subject issued by the Government of India from time to time.

**U. Ord. 8 (Regn.)** Every student applying for registration as a student of the University shall be required to pay a registration fee of Rupees one hundred or as may be determined by the Executive Council from time to time.

**U. Ord. 9 (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 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. 10 (Regn.)** No student shall be eligible for admission to any University examination unless he is a registered student of the University.

**U. Ord. 11 (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 found guilty of serious breach of discipline or misconduct:

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

**U. Ord. 12 (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 two hundred 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 Kazi Nazrul University and that of any other University or Institute simultaneously.

(3) In case a 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 Registration Number shall be restored at the University on submission of an application in such form as may be prescribed for the purpose along with the outward Migration Certificate of the University/Institute from where he migrates back and the remittance of a fee of Rupees two hundred or as may be prescribed by the Executive Council, from time to time, towards restoration of the Registration Number.

**U. Ord. 13 (Regn.)** A registered student may, at any time, obtain a certified copy of the entries in the Register relating to himself on submitting an application addressed to the Registrar along with the remittance of a fee of Rupees one hundred or as may be determined by the Executive Council from time to time under the Act.

**Form No. 1 (Regn.)**

**Register of Students**

[ vide U. Ord. 3 (Regn.) ]

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

**Form No, 2 (Regn.)**

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

[Vide U. Ord. 5 (Regn.) (1)]

**To**

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





The particulars furnished are correct

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

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

Date .....

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

**Form no. 3 (Regn.)  
Form for application for  
Registration as a Non-collegiate/  
External Student of the University  
[Vide U.Ord. 5(2) (Regn.)]**

To  
The Registrar,  
The Kazi Nazrul University  
Assansol  
Sir,

Duly attested passport size photograph of the applicant to be affixed at this space.
--

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:

<b>1. Name in full</b> (in block letters and according to Admit Card / Pass Certificate of the S.F./ H.S. / Secondary or equivalent examination)	First name	Surname
---	------------	---------

1. (a) Name of Father (in block letters)
- (b) Name of husband (in the case of married

Women students only)

2. (a) Caste

(b) Religion

3. Address in full (with Pin Code)

(a) Permanent

(b) Present

4. Date of birth

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

Date

Month

Year




Month

Year

5. Registration Number with Year of the University / Board/Council/ Institute in which studied last

(Number)

of

(Year)

\_\_\_\_\_

7. Examination passed –

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

8. Name of the examination

With year to which permitted

to appear.....

9. Name of the college

University Department of Studies from where intend to appear at the Examination

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

Yours faithfully

Countersigned

The particulars furnished are correct.

(Signature of the Student in full)

(Signature with Office Seal of The Principal of a College/Head of Date

University Department of Studies)

Date.....

**CHAPTER-IX**

**THE ORDINANCES RELATING TO THE LEVY OF FEES IN UNIVERSITY COLLEGES AND IN UNIVERSITY LABORATORIES**

**U. Ord. 1 (Fee.)** These Ordinances may be called the Levy of Fees in University Colleges and in University Laboratories under the Kazi Nazrul University Ordinances, 2018.

(2) They shall come into force from such date as the State Government, in terms of sub-section (5) of section 58 of the Act, may appoint.

**U. Ord. 2 (Fee.)** 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.

**U. Ord. 3 (Fee.)** Fees to be charged for the courses of study in the University Colleges and Examinations for Degrees, Diplomas and Certificates of the University, and such other fees and deposits as appended below unless relaxed or revised by the Executive council.

**Appendix-I**

**EXAMINATION FEES**

**Additional Rs. 300/- must be paid for convocation**

Fees structure for P.G. Courses of Studies for session 2015-2017 onwards	Particulars	Rates(Rs)
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<b>Types of fees</b>		
<b>fees</b>	<b>Particulars</b>	<b>Rates (Rs.)</b>
Application form	Application form/On line Registration	Rs.500/-
Common fees of Science, Arts, Commerce	Development fees	Rs.500/- (one time)
	Tuition fees	Rs.150/- (per month)
	Duplicate of Tuition fee receipt	Rs.50/-
	Late fee of Tuition fees	Rs.50/- (per month)
	Admission fees	Rs.500/- (one time)
	Session fees	Rs.250/- (per semester)
	Laboratory fees	Rs.500/- per semester as applicable
	Laboratory Caution Money	Rs.500/- (refundable) as applicable
	Student Aid Fund	Rs.250/- per year
	Library fees	Rs.500/- (one time)
	Library caution money	Rs. 500/- (refundable)
	Duplicate Library Card	Rs.50/-
	Felicitation fees	Rs. 200/- (one time)
	I. Card	Rs.20/- (one time)
	Duplicate I. Card	Rs.50/-
	Cultural meet	Rs.200/-per year
	Registration fee	Rs.100/-
	Condonation fees (short percentage of attendance)	Rs.500/-
	Health Card	Rs.50/-
Migration fees	Rs.100/-	
Electricity	Rs.100/- per semester	

Theoretical Subject of Examination		Rs. 30/- per paper
Practical Examination		Rs.50/- per paper
Grade Card/ Mark sheet		Rs. 20/-
Duplicate Grade Card/Mark sheet		Rs.50/-
Review of Answer scripts		Rs.100/- per paper
Project/Dissertation fee for P.G. Students		Rs. 300/- each

## CHAPTER– X

### THE ORDINANCES RELATING TO THE APPOINTMENT, DUTIES AND REMUNERATION OF THE EXAMINERS

**U. Ord. 1 (Exam.)** These Ordinances may be called the Ordinances relating to Appointment, Duties and Remuneration of the Examiners under the Kazi Nazrul University Ordinances, 2018.

**U. Ord. 2 (Exam.)** 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.

**U. Ord. 3 (Exam.)** The Head of each Department shall recommend the names of the Paper setters and Examiners to the Controller of Examinations for different University Examinations

**U. Ord. 4 (Exam.)** The Controller of Examinations shall appoint the Paper setters and Examiners for different University Examinations as recommended by the Heads of Departments.

**U. Ord. 5 (Exam.)** The Teacher, appointed by the Controller of Examinations as Paper setter and Examiner, shall give in a printed form a declaration that neither any kin nor any student privately coached by him is a candidate to sit for the Examination.

**U. Ord. 6 (Exam.)** The Paper setters and Examiners are required to observe the directions given by the Controller of Examinations in following the time schedule strictly for the smooth conduction of the Examination.

**U. Ord. 7 (Exam.)** The following shall be the rate of remuneration for the setting of question papers and examining the answer scripts for the different examinations of the university, unless otherwise decided by the Executive Council with the approval of the State Government.

Sl. No.	Examinations	Rates of remuneration for paper setting	Examination Fees per script
1	UG Examinations	Rs. 1000,00 (100 marks) Rs. 700.00 (50 marks) Rs. 500.00 (marks less than 50)	Rs. 15 (100 marks) Rs. 8 (50 marks) Rs. 5 (marks less than 50)
2	PG/ M. Phil Examinations	Rs. 1250.00 ( 100 marks) Rs. 800.00 (50 marks) Rs. 600.00 (marks less than 50)	Rs. 20 (100 marks) Rs. 8 (50 marks) Rs. 5 (marks less than 50)
3	UG Practical/Viva-Voce Examinations		Rs. 50 per candidate (100 marks) Rs. 30 per candidate (50 marks) (Amount to be shared equally by the Examiners)
4	PG Practical		Rs. 50 per candidate (100 marks) Rs. 30 per candidate (50 marks) (Amount to be shared equally by the Internal Examiners) External Examiners will get the full amount without sharing subject to a minimum of Rs. 500.00
5	PG Projects		Rs. 400.00 per candidate per Examiner(Internal or External)
6	PG/M.Phil Thesis/Dissertation		Rs. 500.00 per candidate per Examiner (Internal or External)
7	UG Dissertation		Rs. 400.00 per candidate per Examiner(Internal or External)
8	Sessionals UG/PG (to be certified by the H.O.D.)		Rs. 500.00 for each sessional subject(100 marks) To be divided among examiners and on pro rata basis for 50/20 marks
9	Moderation per Examination		i) Rs. 500.00 for 100 marks ii)Rs. 300.00 for 50 marks (To be divided among External members)

## **CHAPTER–XI**

### **THE ORDINANCES RELATING TO THE DUTIES AND FUNCTIONS OF THE TEACHERS OF THE UNIVERSITY INCLUDING THE HEADS OF DEPARTMENTS**

**U. Ord. 1 (T&HD.)** These Ordinances may be called the Ordinances relating to Duties and Functions of the Teachers and Heads of Departments under the Kazi Nazrul University Ordinances, 2018.

**U. Ord. 2 (T&HD.)** 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.

**U. Ord. 3 (T&HD.)** The general functions of a teacher (either whole-time or part-time) of the University shall be –

- (a) to give instruction in accordance with the curriculum and time-table for the time being in force ;
- (b) to advise students in matters relating to their courses of study and other matters relevant thereto;
- (c) to work co-operatively with the department concerned in the conduct of instruction and research so as to enhance the good name and reputation of the University as an outstanding centre for teaching and advancement of learning;
- (d) to keep abreast of the current literature in his sphere of learning and to impart knowledge to and guide, students in accordance therewith;

- (e) to give to the Board of Studies and the Faculty Council for Post-Graduate Studies concerned, or the Executive Council, such advice as may be required by them with regard to any matter relating to his sphere of learning ;
- (f) to give to the Librarian advice and suggestion regarding purchase and preservation in the Library of books, manuscripts, maps or other resources pertaining to his sphere of learning;
- (g) to serve the University in connection with the conduct of examinations including supervision and invigilation;
- (h) to take such part in the administrative and organizational work of the University by serving on Committees or Bodies or by individual consultation as may be required by the competent authority.

**U. Ord. 4 (T&HD.)** It shall be the duty and responsibility of every Professor, Associate Professor and Assistant Professor to deliver lectures to conduct classes, to engage in research work, to supervise and assist students who are engaged in research work in his sphere of learning, to undertake such tutorial work as may be required by the Head of the Department concerned and to do such other things, consistent with his status, as he may, from time to time, be required to do.

**U. Ord. 5 (T&HD.)**. In the case of teachers of the University holding endowed posts any special condition or agreement relating to their duties which may specifically form a part of the endowment shall, notwithstanding anything to the contrary contained in the provisions of U. Ord. 4 (T&HD.), be adhered to.

**U. Ord. 6 (T&HD.)** (a) (i). In every teaching Department of the University, there shall be a Head of the Department who shall be appointed by the Vice-Chancellor by rotation in order of seniority from amongst the whole time permanent University teachers not below the rank of Associate Professor.

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

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

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

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

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

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



(e) The principle of rotation as embodied in Paragraph (a) shall apply equally in the case of a vacancy in the office of the Head of the Department caused by the resignation or release of an incumbent from the service of the University or by the grant of long leave in his favour.

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

**U. Ord. 7 (T&HD.)** (a) The Head of the Department shall be in overall charge of the Department, and shall exercise general supervision over the teaching and non-teaching staff of the Department,

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

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

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

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

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

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

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

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

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

(k) He shall recommend the names of the paper setters and examiners to the Controller of Examination for different University Examinations.

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

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

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

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

## **CHAPTER-XII**

### **THE ORDINANCES RELATING TO THE ESTABLISHMENT, MAINTENANCE AND MANAGEMENT OF UNIVERSITY LIBRARIES, UNIVERSITY MUSEUMS, HALLS AND OTHER UNIVERSITY INSTITUTIONS.**

**U. Ord. 1 (EMM.)** These Ordinances may be called the Ordinances relating to the Rules for the establishment, maintenance and management of University Libraries, University Museums, Halls and other University Institutions under the Kazi Nazrul University Ordinances, 2018.

**U. Ord. 2 (EMM.)** 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.

**U. Ord. 3 (EMM.)** University Colleges, University Libraries, University Laboratories and University Museums shall be established by the Court on the recommendation of the Executive Council, made after consultation with the relevant Faculty Council for post-Graduate Studies:

Provided that, before making a recommendation to the Court for the establishment of a College, Library, Laboratory or Museum, the Executive Council shall-

(a) in the case of a College, initiate a survey in co-ordination with the relevant Faculty Council for post-Graduate Studies and decide that-

(i) the establishment of such a college is necessary to meet the educational needs;

(ii) there are sufficient financial and other resources to ensure the effective and efficient functioning of the college;

(iii) adequate resources for necessary libraries, laboratories or museums are available;

(iv) proper syllabi for the proposed courses of study have been drawn up ;

(v) properly qualified and competent teachers will be available to provide necessary instruction or research ;

(b) in the case of a library, consider the views of the Library Committee which shall, initiate a survey and procure all facts and information as it may consider useful or necessary and submit the same to the Executive Council along with its recommendation,

(c) in the case of a Laboratory or Museum, initiate a survey and shall decide that-

(i) the establishment of such laboratory or museum is necessary to meet the existing educational needs ;

(ii) sufficient financial and other resources are available for the effective and efficient maintenance of the laboratory or museum so as to serve the purposes for which it is established.

**PART I**  
**UNIVERSITY COLLEGES**

**U. Ord. 4 (EMM.).** (1) University Colleges shall be maintained by the Executive Council in consultation—  
(a) in the case of colleges for Post-Graduate Studies, with the relevant Faculty Council for Post-Graduate Studies, and

(b) in the case of colleges for Undergraduate Studies, with the Governing Body of the college  
Provided that if in any University College offering courses for Post-Graduate Studies, there are departments for Undergraduate Studies, the entire college shall be maintained in accordance with the provisions of Clause (a) and those of Clause (b) shall not apply.

**U. Ord. 5 (EMM.)** (a) To encourage multi-disciplinary research -especially those involving expertise of more than one post-graduate Department and/or establishment of costly and sophisticated experimental facilities the Executive Council may establish for such purposes Specialized Research Institute /Centre / Unit with teachers and staff of one or more department.

(b) Such Institute/Centre/Unit shall have separate budgets and be established for a term of five years, which may be continued, subject to satisfactory performance certified by an Expert Committee appointed by the Executive Council.

(c) The Vice-Chancellor in consultation with the Dean of relevant Faculty Council for Post-graduate Studies shall appoint a University Professor/Associate Professor as Director/In-Charge for such Institute/Centre/Unit for a period of two years and his duties and functions shall be as provided in the U. Ord. 6 (T&HD.) and U. Ord. 7 (T&HD.).

(d) Such Institute/Centre/Unit shall be maintained by the Executive Council in consultation with the Administrative Committee consisting of the following members:-

(i) the Vice-Chancellor— *Chairman*;

(ii) the Dean of relevant Faculty Council for Post-graduate Studies— *Vice-Chairman*;

(iii) the Finance Officer;

(iv) the Registrar;

(v) the Director/In-Charge;

(vi) the Head of the Department to which the Director/In-Charge belongs, if he is not already a member;

(vii) not more than four Experts to be nominated by the Vice-Chancellor of whom one shall be a Research Staff and one Research Scholar/Fellow attached to such Institute/Centre/Unit;

(viii) Secretary of the appropriate University Faculty shall be appointed Secretary to the Administrative Committee.

(e) Appointment of staff specifically earmarked only for such Institute/Centre/Unit shall be made according

to the recommendation of a Selection Committee consisting of Vice-Chancellor, the Dean of relevant Faculty Council for Post-graduate Studies, the Director/In-Charge and three experts nominated by the Administrative Committee.

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

## **PART II**

### **University Laboratories and/or University Museums**

**U. Ord. 6 (EMM.)** (1) University Laboratories and University Museums shall be maintained by the Executive Council and the relevant Heads of Departments.

(2) The management of a University Laboratory or a University museum shall vest in the Head of the Department concerned subject to the supervision and control of the Dean of the Faculty Council for Post Graduate Studies:

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

(3) The committee appointed by the Dean of the Faculty Council for Post Graduate Studies under Paragraph (2) shall ordinarily consist of the teachers of the department concerned and may, if the Dean of the Faculty Council for Post Graduate Studies thinks fit, include specialists or other persons interested in the subject or subjects concerned.

(4) Rules and procedure relating to day-to-day functioning of a laboratory or a museum shall be framed by the Head of the Department concerned after considering the views of the Committee, if any, appointed under Paragraph (3) in respect of the laboratory or museum. All such rules and procedure shall be subject to the approval of the Dean of the Faculty Council for Post Graduate Studies.

## **PART-III**

### **HALLS AND HOSTELS**

**U. Ord. 7 (EMM.)**. Subject to the general control and supervision of the Executive Council, Halls and Hostels of Undergraduate colleges shall be established, maintained and managed by the respective Council for Undergraduate Studies but other Halls and Hostels shall be established, maintained and managed by the respective Faculty Council for Post- Graduate Studies, provided that before establishing any Hall or Hostel, the relevant Faculty Council for Post-Graduate Studies or the concerned Council for Under-graduate Studies, as the case may be, shall initiate a survey and shall decide that-

- (a) the establishment of the Hall or Hostel is necessary to meet the existing needs ;
- (b) suitable plans for establishment/construction of Hall or Hostel have been drawn up ; and
- (c) sufficient financial and other resources are available for the establishment/construction or maintenance of Hall or Hostel.

**U. Ord. 8 (EMM.)**Halls or Hostels shall be maintained and managed in accordance with such standards as may be laid down by the relevant Faculty Council for- Post-Graduate Studies or the concerned Council for Undergraduate Studies, as the case may be.

**U. Ord. 9(EMM.)**In the matter of maintenance and management of Halls or Hostels, the relevant Faculty Council for Post-Graduate Studies or the respective Council for Under-graduate Studies shall consult the Advisory Bodies of the University concerned with residence, discipline and health of students residing in Halls and Hostels.

#### **PART-IV**

#### **OTHER UNIVERSITY INSTITUTIONS FOR STUDY AND RESEARCH**

**U. Ord. 10 (EMM.).** (1) Other institutions for study and research as may be necessary shall be established by the Court on the recommendation of the Executive Council made after consultation with the concerned Faculty Council for Post-Graduate Studies.

(2) For the establishment, maintenance and management of any such institution, provisions of U. Ord. 4 (EMM.) to U. Ord. 9 (EMM.) shall, as far as may be, apply:

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

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

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

#### **CHAPTER-XIII**

#### **THE ORDINANCES RELATING TO THE RECOGNITION OF LIBRARIES, LABORATORIES, MUSEUMS AND INSTITUTIONS FOR STUDY AND RESEARCH AND HOSTELS OTHER THAN THOSE ESTABLISHED, MAINTAINED AND MANAGED BY THE UNIVERSITY**

**U. Ord. 1 (RECOG.)** These Ordinances may be called the Ordinances relating to recognition of Libraries, Laboratories, Museums and Institutions for Study and Research and Hostels other than those established, maintained and managed by the University under the KAZI NAZRUL UNIVERSITY Ordinances, 2018

**U. Ord. 2 (RECOG.)** 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.

**U. Ord. 3 (RECOG.).** If the Executive Council is satisfied that an institution seeking recognition of the University conform to the standards, aims and objectives of the University and its programmes of teaching and research, it may grant recognition to such institution in accordance with, and subject to the provisions of these Ordinances.

**U. Ord. 4 (RECOG.).** (1) An institution seeking recognition referred to in U. Ord. 3 (RECOG.) shall submit to the Vice-Chancellor an application in a form approved for the purpose by the Vice-Chancellor.

(2) Every such application shall contain the following particulars, namely:-

(a) the name of the institution and its location,

(b) the date of its establishment,

(c) a statement of its aims and objectives,

(d) a statement of its financial resources together with the sources of its income,

(e) a general inventory of its properties and the materials in terms of which its programme is carried out, such as, books, laboratory equipment, exhibition materials and similar other materials,

(f) the number and qualifications of the members of the staff engaged in educational functions of the institution in respect of which recognition is sought,

(g) whether recognition is sought for the institution as a whole or only for some part of its activities or programmes and if the latter, for what part of its activities or its programmes.

(h) the constitution, organization and other particulars regarding the Governing Body of the Institution, and

(f) such other information as may be pertinent to or helpful in determining whether recognition should be granted.

**U. Ord. 5 (RECOG.).** (1) Where an application for recognition of any institution complies with the requirements of Paragraph (2) U. Ord. 4(RECOG.) and the Executive Council considers it fit so to do, it may, after considering the views of the Vice-Chancellor, call for such further information as it may deem necessary from the applicant and appoint a Committee for making an enquiry into all matters relevant to the application by visiting the institution and conferring with its officers or other individuals possessing relevant information concerning the institution.

(2) If, upon receipt of the further information and the report of the enquiry, if any, referred to in Paragraph (1), the Executive Council thinks fit so to do, it may, by order, grant, subject to the provisions of these Ordinances, the application, either wholly or in part, on such terms and conditions and for such period as may be specified in the order.

**U. Ord. 6 (RECOG.).** Notwithstanding anything contained in U. Ord. 4 (RECOG.) and U. Ord. 5 (RECOG.), the Executive Council may, under special circumstances to be recorded, grant recognition to an institution of its own motion, under such terms and conditions as the Executive Council may deem fit.

**U. Ord. 7 (RECOG.).** On the recommendation of the Vice-Chancellor, the Executive Council may, from time to time, cause an inspection to be made of a recognised institution by such person or persons as it may authorize in this behalf.

**U. Ord. 8 (RECOG.).** If at any time the Executive Council is satisfied, either on receipt of a report of inspection referred to in U. Ord. 7 (RECOG.) or otherwise that any of the terms and conditions imposed on a recognised institution at the time of granting recognition to it, is not fulfilled or complied with or that the institution is otherwise unfit to be continued as a recognised institution, the executive Council may, by order, withdraw recognition from such institution:

Provided that, before making such order of withdrawal of recognition, the Executive Council shall afford the institution an opportunity of making its representation, if any, within such period as the Executive council may deem fit and shall record its opinion on any representation so made.

**U. Ord. 9 (RECOG.).** The Faculty Council for Post-Graduate Studies or the Council for Undergraduate Studies, as the case may be, may recognize a Hall or Hostel as such on application made in this behalf by the person or persons maintaining or managing such Hall or Hostel, subject to satisfactory maintenance and management of the Hall or Hostel concerned in conformity with the standards of maintenance and management of Halls and Hostels.

**U. Ord. 10 (RECOG.).** Every such application shall be made to the Inspector of colleges in a form approved for the purpose by the Vice-Chancellor and shall contain the following particulars, namely:-

- (a) the location of the hostel and a description of its neighborhood,
- (b) the type of construction of the hostel, its capacity and the floor-space available per student,
- (c) the number of students housed or proposed to be housed in the hostel,
- (d) facilities available in the hostel involving water supply, lighting, sanitation, ventilation, disposal of rubbish and waste,
- (e) arrangement relating to the health and recreation of the resident students,
- (f) costs to be borne by the resident students,
- (g) rules and regulations regarding conduct, discipline and related matters for the resident students,
- (h) the management of the hostel, including its accounting and other procedure,
- (i) financial report,
- (j) number of members of the staff, their duties, their salaries and allowances and other related matters, and
- (k) such other information as may be considered necessary and helpful in determining the question of recognition of the hostel under U. Ord. 9 (RECOG.).

**U. Ord. 11 (RECOG.)** (1) Where an application for recognition of a Hostel complies with the requirements

of U. Ord. 10 (RECOG.) it shall be referred to the Board of Residence and Discipline for consideration and recommendation and the Board of Residence and Discipline may, of its own initiative, and shall, when so required by the relevant Council for Undergraduate Studies, institute an enquiry into the affairs of the hostel by such person or persons as it may appoint in this behalf and call for such further information, if any, from the applicant as it may deem necessary.

(2) On receipt of a report of enquiry and of the further information, if any, referred to in Paragraph (1), the Board of Residence and Discipline shall make its recommendation to the relevant Council for Undergraduate Studies:

(3) On receipt of the recommendation of the Board of Residence referred to in Paragraph (2) the relevant Council for Undergraduate Studies may, if it so thinks fit, grant the application subject to such terms and conditions as it may think fit.

**U. Ord. 12 (RECOG.).** Notwithstanding anything contained in U. Ord. 10 (RECOG.) and U. Ord. 11 (RECOG.) the Executive Council may, in special circumstances to be recorded, grant recognition to a hostel of its own motion under such terms and conditions as the Executive Council may deem fit.

**U. Ord. 13 (RECOG.).** (1) As soon as may be after the close of each academic year a person or persons managing every recognised hostel shall submit to the Inspector of Colleges a report in the form as may be approved for the purpose by the Dean of the respective faculty Council. The respective Councils for Undergraduate Studies or the Board of Residence and Discipline may also, from time to time, require the person or persons managing any recognised hostel to submit to it such report or other information as it may desire so as to ensure that the hostel is properly maintained and managed.

(2) The Board of Residence and Discipline shall arrange for inspection of hostels at least once a year which shall be carried out under the direction of the Inspector of colleges by such person or persons as the Board of Residence and Discipline may appoint.

**U. Ord. 14 (RECOG.)** If at any time the relevant Council for Under-graduate Studies is satisfied either on receipt of a report of inspection referred to in U. Ord. 13 (RECOG.) or otherwise that any of the terms or conditions imposed on a recognised hostel at the time of granting recognition to it is not fulfilled or complied with or that the hostel is otherwise unfit to be continued as a recognised hostel, the relevant Council for Undergraduate Studies may, by order, withdraw recognition from such hostel:

Provided that, before making such order of withdrawal of recognition, the relevant Council for Undergraduate Studies shall afford the person or persons maintaining or managing the hostel an opportunity of making a representation, if any, within such period as the relevant Council for Undergraduate Studies may



deem fit and shall record its opinion on any representation so made.

#### CHAPTER–XIV

### THE ORDINANCES RELATING TO THE RULES FOR TAKING OVER THE MANAGEMENT OF AN AFFILIATED OR A RECOGNISED COLLEGE OR INSTITUTION OTHER THAN GOVERNMENT COLLEGE OR INSTITUTION

**U. Ord. 1 (TOM.)** These Ordinances may be called the Ordinances relating to the Rules for taking over the management of an affiliated or a recognised college or institution other than government college or institution in order to ensure that proper standards of teaching, training and instruction are maintained therein, under the Kazi Nazrul University Ordinances, 2018.

**U. Ord. 2 (TOM.)** 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.

**U. Ord. 3 (TOM.)** (1) The Executive Council may enter into an agreement with the Government or with any person, body or authority for the taking over by the University of the management of any college or institution, including its assets and liabilities: Provided that, before entering into any such agreement, the Executive Council shall make a proposal to the Court in that behalf and obtain its consent thereto.

(2) A college or an institution, the management where of is taken over by the University under an agreement referred to in Paragraph (1), shall be maintained and managed by the University in accordance with the rules for maintenance and management of colleges or institutions established by the University.

**U. Ord. 4 (TOM.)** (1) If at any time the Executive Council is satisfied after considering the recommendation of relevant Council for Undergraduate Studies in respect of any college or institution by enquiries made in this behalf or otherwise that-

(a) proper standards of teaching, training or instruction are not being maintained therein ; or

(b) the affairs of the college or institution are being managed improperly and to the detriment of the college or institution as an educational institution, the Executive Council may issue to the Governing Body of the college or institution such directions as it may think fit, including directions for reconstitution of the Governing Body of the college or institution, appointment of properly qualified teaching staff, removal of under-qualified teachers, improvement of libraries or laboratories or proper provision for students' residence, health and discipline, specifying the period within which such directions are to be complied with.

(2) If any direction of the Council for Undergraduate Studies concerned issued under Paragraph (1) are not complied with within the specified period, the Executive Council may call upon the Governing Body of the college or institution on whom such directions were issued to show cause on or before such date as the Executive Council may specify why the Governing Body should not be dissolved and the management of

the college or institution taken over by the University.

(3) If, after considering the cause, if any, shown by the Governing Body of the college or institution under Paragraph (2), the Executive Council thinks fit so to do, it may, by order, temporarily take over the management of the college or institution and for that purpose appoint an administrator or an ad-hoc Governing Body consisting of such number of members as it may deem fit.

(4) The administrator or ad-hoc Governing Body appointed under paragraph (3) shall take over charge on such date as the Executive Council may appoint and thereupon the existing Governing Body of the college or institution shall stand dissolved.

(5) The administrator or ad-hoc Governing Body appointed under paragraph (3) taking over charge of any college or institution shall continue in office until the Governing Body of the college or institution is re-constituted in accordance with the provisions of the Statutes under such directions as may be issued by the Executive Council in this behalf.

Explanation: – In this Ordinance, "college" does not include a Government College.

## CHAPTER–XV

### **THE ORDINANCES RELATING TO THE EXERCISE OF GENERAL SUPERVISION AND CONTROL OVER AFFILIATED OR RECOGNISED COLLEGES OR INSTITUTIONS AND FOR THE GIVING OF FINANCIAL AID TO THEM**

**U. Ord. 1 (GSC.)** These Ordinances may be called the Ordinances relating to the Rules for the exercise of general supervision and control over affiliated or recognised colleges or institutions and for the giving of financial aid to them, under the Kazi Nazrul University Ordinances, 2018.

**U. Ord. 2 (GSC.)** 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.

**U. Ord. 3 (GSC.)** (1) It shall be the responsibility of the Council for Undergraduate Studies concerned, acting through the Dean of the respective Faculty Council for Post-Graduate Studies to exercise control and supervision over every college and for that purpose to issue directions so as to ensure that-

(a) the provisions of the Act, the Statutes, the Ordinances and the Regulations are regularly and faithfully implemented by the college ;

(b) nothing is done by the college either in the administrative or in the academic sphere affecting or tending to affect adversely the functioning of the college as an educational institution;

(c) the resources of the college, including library re-sources and laboratory equipment, are made available to the students for their instruction ;

(d) the financial stability of the college is maintained.

(2) The Council for Undergraduate 'Studies concerned may also issue to a college through the Dean of the respective Faculty Council for Post-Graduate Studies such other directions relating to administrative, academic or financial matters, as it may, from time to time, consider necessary and proper.

**U. Ord.4 (GSC.)** . Every college shall comply with the directions issued under U. Ord. 3 (GSC.) and submit to the respective Council for Undergraduate Studies, through the Dean of the respective Faculty Council for Post-Graduate Studies, reports relating to appointment to teaching posts and changes in the constitution and membership of the Governing Body and such other report and returns, copies of documents and other papers and information about its affairs and activities as the respective Council for Undergraduate Studies may, from time to time, require.

**U. Ord. 5 (GSC.)** Every college shall keep and maintain in proper order the following books and records, namely:–

- (a) admission register in such form as the respective Council for Undergraduate Studies may, from time to time, require,
- (b) attendance registers of students, teachers and other employees,
- (c) students' conduct register showing fines and other punishment imposed, and activities involving breaches of discipline,
- (d) register of results of periodical examinations and exercises,
- (e) register of transfer certificates issued and received
- (f) cash book and other account books,
- (g) service books and character rolls for all employees
- (h) service books and character rolls for all teachers
- (i) a book containing the proceedings of the meeting of the Governing Body of the college, and
- (j) such other books and records as may, from time to time, be specified by the respective Council for Undergraduate Studies under the Act.

**U. Ord.6 (GSC.)** (1) Every college shall be inspected on behalf of the University ordinarily once a year and more often when so directed by the Council for Undergraduate Studies concerned.

(2) Such inspection shall be carried out through Inspector of Colleges of the university and such other person/ persons as may be appointed by the Vice-Chancellor for the purpose.

(3) Every college shall keep all books referred to in U. Ord.5 (GSC.) and all other records of the college, including reports of previous inspection, open at all time in the college premises for inspection referred to in Paragraph (1).

**U. Ord. 7 (GSC.)** . (1) Any person carrying out an inspection referred to in U. Ord.6 (GSC.) shall prepare and submit to the Dean of the respective Faculty Council for Post-Graduate Studies a report of such

inspection and the Dean of the respective Faculty Council for Post-Graduate Studies shall, after considering the same, forward such report to the Executive Council with his suggestion and recommendation, if any.

(2) A report of inspection of a college under Paragraph (1) shall relate to the following, among other matters, namely:-

- (a) the constitution and the names of the members of the Governing Body of the college,
- (b) the financial resources of the college and the rates of tuition and other fees charged by the college,
- (c) the names and qualifications of the teaching staff of the college, the conditions governing their appointment and tenure of office and the changes in such staff during the preceding year.
- (d) adequacy or otherwise of the teaching staff of the college,
- (e) the courses of study, subjects taught, the number of lectures delivered in each subject, the routine of work and the arrangement of exercises and tutorial assistance and the facilities given to students in using the library of the college,
- (f) adequacy of the library, laboratory, scientific apparatus and other teaching appliances of the college,
- (g) the results of the college at University examinations,
- (h) the suitability of the buildings of the college and their neighborhood, the lighting, ventilation of rooms, drainage and other sanitary arrangements of the college,
- (i) maintenance of discipline in college, hostels and other residences for students of the college and their supervision,
- (j) the college club and other institutions for fostering college life, .
- (k) provisions made in the college for physical exercises of students,
- (l) regularity as to the maintenance of college registers and the observance of rules for transfer,
- (m) monthly average of roll-strength and the daily attendance of students during the preceding twelve months as compared with the previous year.
- (n) regularity as to payment of salary to teachers and other employees of the college, and
- (o) any other matter relevant to the inspection.

The report of inspection should also indicate whether books, records and registers referred to in U. Ord.5 (GSC.) are properly kept and maintained.

**U. Ord.8 (GSC.)** (1) If at any time the respective Council for Undergraduate Studies has reasons to believe that proper standards of teaching, training or research are not being maintained in any college or institution, it shall cause an investigation to be made into the affairs of that college or institution by such person or persons appointed by the Vice-Chancellor for the purpose after consulting the views of the Dean of the respective Faculty Council for Post-Graduate Studies.

(2) The Governing Body of the college or institution to the affairs of which such investigation is being made shall -

(a) provide all reasonable facilities for making the investigation to the person or persons appointed for the purpose, and

(b) submit to such person or persons all registers, records, documents and other papers, including reports and returns, concerning the affairs of the college or institution.

(3) The person or persons appointed to make the investigation shall, after completion of the investigation, make, a report to the respective Council for Undergraduate Studies as to the results of the investigation and the respective Council for Undergraduate Studies may, if it thinks fit so to do, after considering such report and the views of the Dean of the respective Faculty Council for Post-Graduate Studies in respect thereof:-

(a) either take steps in accordance with the Statutes for disaffiliation of the college or institution, or

(b) proceed under U. Ord. 4 (TOM.) for temporarily taking over the management of the college or institution.

**U. Ord.9 (GSC.)** .(1) The Executive Council may make grants or advances to a college from the University fund or special funds maintained by the University subject to such conditions as it may deem necessary.

(2) Such grants or advances shall be made on the basis of proposals submitted by the Dean of the respective Faculty Council for Post-Graduate Studies and recommended by the Finance Committee.

(3) Such grants or advances shall be made by the Executive Council for specific purposes, such as improvement of library, laboratory, students' residence, and amenities to students and other like matters and shall not ordinarily be made for the normal maintenance of a college.

## CHAPTER–XVI

### **THE ORDINANCES RELATING TO ADMINISTRATION OF GIFTS, ENDOWMENTS AND BENEFACTIONS AND INSTITUTION AND AWARD OF FELLOWSHIPS, TRAVELLING FELLOWSHIPS, SCHOLARSHIPS, STUDENTSHIPS, STIPENDS, BURSARIES, EXHIBITIONS, MEDALS AND PRIZES.**

**U. Ord. 1 (GEF.)** These Ordinances may be called the Ordinances relating to rules for the administration of gifts, endowments and benefactions and institution and award of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes, under the Kazi Nazrul University Ordinances, 2018.

**U. Ord. 2 (GEF.)** 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.

**U. Ord. 3 (GEF.)**. The Executive Council shall administer all gifts, endowments and benefactions to the University in such manner as it may decide on the advice of the Committee on Trusts and Gifts:

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

**U. Ord. 4 (GEF).** (1) Recommendations to the Court for the Institution of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals or prizes shall be made by the Executive Council after consulting the Faculty Council for Post-Graduate Studies or the Council for Undergraduate Studies concerned and such consultation with the Faculty Council for Post-Graduate Studies or the Council for Undergraduate Studies concerned shall be made after obtaining the views of the Committee on Trusts and Gifts.

(2) Subject to the terms and conditions attached to any gift, endowment or benefaction relating to any fellowship, scholarship, studentship, stipend, bursary, exhibition, medal or prize the procedure for selection of the recipient thereof and the conditions governing its award shall be such as may be formulated by the Committee on Trusts and Gifts and approved by the Executive Council.

**U. Ord. 5 (GEF).** (1) For the purposes of advising the Executive Council regarding administration of gifts, endowments and benefactions and the institution and award of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes there shall be a body of the University called "Committee on Trusts and Gifts" which shall consist of the following members, namely :-

- (a) the Vice-Chancellor, who shall be the Chairman,
  - (b) the senior most Dean of the Faculty Council for Post-Graduate Studies, who shall be the Vice-Chairman,
  - (c) the Registrar,
  - (d) the Finance Officer
  - (e) one member of the Court nominated by the Vice-Chancellor,
  - (f) two members of the Executive Council nominated by the Vice-Chancellor,
  - (g) one member of the Faculty Council for Post-Graduate Studies nominated by the Vice-Chancellor,
  - (h) one member of the Council for Undergraduate Studies nominated by the Vice-Chancellor.
- (2) The Estate Officer shall be the Secretary of the Committee.
- (3) Nominated members of the Committee shall hold office for a term of four years and shall be eligible for re-nomination:

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

**U. Ord. 6 (GEF)** (1) All decisions of the Committee on Trusts and Gifts shall be made at a meeting of the Committee. The Committee shall meet at least twice a year and often when so required by the Chairman,

(2) Meetings of the Committee shall be convened by the Secretary on such dates and at such times and places as the Chairman may direct.

(3) At least five days' notice shall be given for a meeting of the Committee:

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

(4) Four members of the Committee shall be a quorum.

(5) The Secretary shall maintain a record of the proceedings of the meeting of the Committee.

**U. Ord. 7 (GEF.)** The functions and responsibilities of the Committee on Trusts and Gifts shall be to

*(a)* advise the Executive Council regarding administration of all gifts, endowments and benefactions with particular reference to the terms and conditions attached to such gift, endowment and benefaction regarding administration thereof ;

*(b)* advise the Executive Council regarding the institution of fellowships, travelling fellowships, scholarships, studentships, stipends, bursaries, exhibitions, medals and prizes and to formulate the procedure for selecting recipients thereof and the conditions for their award ;

*(c)* consider any matter relating to gift, endowment for prize referred to it by the Executive Council and make to the Executive Council its recommendation pertaining thereto ;

*(d)* consider proposals for gifts endowments and benefactions to the University and make to the Executive Council its recommendations in respect thereof :

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

## CHAPTER XVII

### THE ORDINANCES RELATING TO THE RULES AND PROCEDURE FOR ACCEPTANCE OF GRANTS AND RISING OR ACCEPTANCE OF LOANS

**U. Ord. 1 (G&L.)** These Ordinances may be called the Ordinances relating to the rules and procedures for accepting grants and for rising or accepting loans other than loans from the Central or any State Government or the University Grants Commission, under the Kazi Nazrul University Ordinances, 2018.

**U. Ord. 2 (G&L.)** 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.

**U. Ord. 3 (G&L.)** (1) In all matters relating to acceptance of grants or the raising or acceptance of loans, the Executive Council shall act through the Finance Officer or such other officer as the Vice-Chancellor may specify in any particular case, and only after considering the views of the Finance Committee:

Provided that no grant or loan from any source other than the Central Government, the State Government or the University Grants Commission, shall be accepted without the prior approval of the State Government.

(2) Before making its recommendation to the Executive Council in respect of any proposed grant or of any loan proposed to be raised or accepted the Finance Committee shall consider their terms and conditions of such grant or loan, and may for the purpose of facilitating a detailed consideration of such terms and conditions and the implications thereof in respect of any such grant or loan, appoint a Sub-Committee constituted from among its own members and call for and consider the report of such Sub-Committee in respect of such grant or loan.

**U. Ord.4 (G&L).** As soon as may be after the close of every financial year, the Finance Officer shall submit to the Executive Council a report stating therein the particulars of all grants accepted and those of all loans raised or accepted during such financial year and also the particulars of loans previously accepted or raised which are still outstanding.

By Order of the Chancellor,

Vice Chancellor  
Kazi Nazrul University