

Netaji Subhas Open University First Statutes (Revised), 2014

In exercise of the power conferred under sub-section (2) of section 42 of the Netaji Subhas Open University Act, 1997 (West Ben. Act XIX of 1997) as amended from time to time vide West Ben. Act XVII of 2003, West Ben. Act XII of 2011 and West Ben. Act XXX of 2012, the Vice-Chancellor of the Netaji Subhas Open University, in consultation with the State Government in this regard, hereby causes the following revised First Statutes of the University as follows:-

CHAPTER-I

Short title
and
commencement

1. (1) These Statutes may be called The Netaji Subhas Open University First Statutes (Revised), 2014.

(2) It shall come into effect at once.

Definitions

2. (1) In these Statutes, unless there is anything repugnant in the subject or context—
 - a) "Act" means the Netaji Subhas Open University Act, 1997 (West Bengal Act XIX 1997).
 - b) "Chapter" means a chapter of these Statutes.
 - c) "Section" means a section of the Act.
 - d) "University" means the Netaji Subhas Open University.
- (2) Words and expressions used in these Statutes and not defined shall have the same meaning as in the Act.

CHAPTER II

Officers of the
University

3. (1) Following shall be the officers of the University:-
 - i) Vice-Chancellor,
 - ii) Registrar,
 - iii) Directors of Schools of Studies,
 - iv) Finance Officer,
 - v) Director of Study Centers,
 - vi) Controller of Examinations,
 - vii) Director, Regional Centre,
 - viii) Deputy Librarian,
 - ix) Deputy Registrar and equivalent,
 - x) System-in-Charge,
 - xi) Assistant Registrar and equivalent,
 - xii) Assistant Director, Study Centres and equivalent,

- xiii) Assistant Controller of Examinations and equivalent,
- xiv) Assistant Librarian,
- xv) Information Technology Officer,
- xvi) Executive Secretary to the Vice Chancellor,
- xvii) Co-ordinator, B.Ed.,
- xviii) Accounts Officer and
- xix) Persons appointed to such other posts of officers as may be created by the University, with the concurrence of the State Government.

(2) The officers referred under sub-clause (vii) to (xviii) shall work under the direct supervision of the concerned head of the department and shall also perform such other functions as may be assigned to them from time to time by the Vice Chancellor.

Powers and duties of
Vice-Chancellor

4. Save as otherwise provided in the Act, the Vice-Chancellor shall exercise the following powers and perform the following duties, namely:—
 - (a) it shall be the duty and the responsibility of the Vice-Chancellor to see that the academic standards of the University including the Regional Centers and Study Centers are maintained in accordance with the provisions of the Act, the Statutes, the Ordinance and the Regulations;
 - (b) in order to carry out the duty and the responsibility prescribed in clause (a) the Vice-Chancellor shall have the right to inspect or visit or cause to be inspected any department of teaching in the University and other institutions maintained or managed by or affiliated to the University and any Regional Centre and Study Centre under the University and submit or cause to be submitted a report to the competent authority/authorities of the University and/ or the State Government and/ or Statutory bodies for appropriate action;
 - (c) the Vice-Chancellor shall ensure the efficient maintenance and management of all properties, endowments and equipments of the University and proper use of the available space of the University, and shall issue such instructions for the purpose from time to time, as he may deem necessary;
 - (d) the Vice-Chancellor shall have the power to suggest to the Executive Council changes in the infrastructure of administration of the University including abolition, re-designation and/or creation of new posts of officers and employees of the University;
 - (e) the spheres of administrative authorities of officers of the University referred to in Clause (d) above and the assignment of their functions and responsibilities

shall, from time to time, be determined by the Vice-Chancellor.

The Registrar, his appointment, powers and functions

5. (1) The Registrar shall be a whole-time officer of the University under the direct control of the Vice-Chancellor and through him to the Executive Council.
- (2) The Registrar shall be appointed by the Executive Council on the recommendation of a selection committee constituted in the following manner :
 - (a) Vice-Chancellor - Chairperson;
 - (b) a nominee of the Chancellor;
 - (c) a nominee of the State Government in its Higher Education Department;
 - (d) a member of the Executive Council nominated by it; and
 - (e) two experts in administration out of a list of persons recommended by the Vice-Chancellor and approved by the Executive Council.
- (3) The prescribed qualifications for the post of Registrar shall be as follows.
 - (a) Essential Qualification:-
 - (i) uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.
 - (ii) at least 15 years' of experience as Sr. Lecturer/ Reader/ Assistant Professor in the AGP of Rs. 7000/- and above or
 - (iii) with 8 years of service in the AGP of RS. 8000/- and above including as Associate Professor along with experience in educational administration in Academic Institutions like University, or
 - (iv) comparable experience in research establishments and other institutions of higher learning, or 15 (Fifteen) years' administrative experience, of which 8 years shall be as Deputy Registrar or equivalent post; and
 - (v) age not less than 40 years, relaxable in the case of exceptionally qualified candidate.
 - (b) Desirable Qualification:-
 - (i) a Doctorate Degree;
 - (ii) High level of administrative and/ or managerial experience in a University or Government or a Statutory Body in a senior position;
 - (iii) Familiarity with distance education and open university system;
 - (c) Emoluments :-

The Registrar shall be allowed emolument as will be determined by the Executive Council with the approval of the State Government.
- (4) Discharge of Registrar's function in his temporary absence:-

If the Registrar is for any reason, temporarily unable to exercise the powers or perform the duties of his office, the Vice-Chancellor may appoint an officer or a teacher preferably not below the rank of Associate Professor or equivalent, of the University temporarily for a total period of not exceeding six months, to exercise the powers and perform the duties of the Registrar and will report to the Executive Council in its next meeting.

- (5) The Registrar may resign his office by writing under his hand addressed to the Vice-Chancellor.
- (6) Powers and Functions of the Registrar shall be as follows :-
 - (a) subject to the Provisions of the Act, the Registrar shall be the Secretary to the Executive Council, Academic Council, and such other authorities or committees of the University as may be prescribed by the Statutes and the Ordinances;
 - (b) he shall also be the Member-Secretary of any committee constituted by the Executive Council, the Academic Council and any other authority of the University except otherwise specifically provided;
 - (c) he shall convene the meetings of the authorities or committees of the University to which he is the Secretary or the Member-Secretary and keep the minutes of such meetings;
 - (d) the Registrar shall be the custodian of records and common seal of the University. Nobody shall use the common seal of the University without prior permission in writing from him. He shall have the power to refuse access to the University records by any person except in cases specifically authorised by the Vice-Chancellor;
 - (e) the Registrar shall conduct official correspondences on behalf of the University and the Executive Council, the Academic Council and such other authorities or committees of the University or as may be directed by the Vice-Chancellor;
 - (f) the Registrar shall be responsible for keeping and updating service records of all categories of University employees including the teachers and take necessary steps for appointment and promotion of all categories of employees in accordance with the provisions laid down in the Statutes for the purposes;
 - (g) all letters of appointment of employees of the University shall be issued under signature of the Registrar who shall also have the authority to sanction all service benefits to which the employees will be entitled under the rules;

- (h) subject to the direction of the Vice-Chancellor and the Executive Council, the Registrar shall take all steps as may be necessary for planning and development of the University and shall be responsible for its proper execution;
- (i) the Registrar shall represent the University in all legal proceedings for or against the University and sign all papers pertaining thereto on behalf of the University;
- (j) the Registrar shall sign all Agreements. Memorandum of Understanding. Contracts etc. on behalf of the University, except otherwise provided elsewhere in the Statute;
- (k) the Registrar shall be responsible for maintenance of University buildings and property and allocation of space for accommodation with the concurrence of the Vice-Chancellor;
- (l) the Registrar shall exercise general control and supervision over employees of the University such as may be prescribed for in the Statutes. He shall deal generally with all matters relating to the conditions of service of the employees of the University subject to exercise of such powers by the Vice-Chancellor in respect of teachers and officers;
- (m) The Registrar shall perform such other functions as may be specified in the Statutes, the Ordinances and the Regulations or as may be required so to do by the Vice-Chancellor and the Executive Council of the University under the Act.

6. (1) The Director shall be the academic head of each School of Studies set up by the University and shall function under the control of the Vice-Chancellor and the Executive Council.

(2) Appointment:-

- (i) The Director of a School shall be appointed from among the Professors of the School by the Vice-Chancellor and will be reported in the next meeting of the Executive Council.
- (ii) The Director of a School shall hold office for a period of three years and that the post of Director of a School shall be rotational as and when more than one Professor has been appointed to a School of Studies.
- (iii) If there exists no Professor holding substantive post in a School or his service is not available for any reason whatsoever, the Vice Chancellor may temporarily appoint an 'Officer-in-Charge' from among the teachers or

officers not below the rank of an Assistant Professor or equivalent to perform the duties of the Director and will report it in the next meeting of the Executive Council.

- (iv) The person appointed as Director / Officer-in-Charge shall continue to get the same emoluments as that of a Professor or an Associate Professor or an Assistant Professor or equivalent, as the case may be.

(3) Powers and Functions of the Director of Schools:-

- (a) As Vice-Chairperson of the School such Director shall preside over the meetings of the school in the absence of the Vice-Chancellor;
- (b) The Director shall be the ex-officio member of all the Boards of Studies of a School;
- (c) The senior most Professor of the discipline concerned will be the Chairperson of the Board of Studies;
- (d) In case there is no Professor holding substantive post in that discipline, the Director of the School will act as the Chairperson;
- (e) Subject to the relevant provisions in the Act, Statutes, Ordinances and Regulations, the Director shall be responsible for overall supervision in regard to the drawing up of the courses of study, framing of the syllabi of different subjects falling within the jurisdiction of the School and processing of study materials;
- (f) The Director shall be responsible for the maintenance of high standard of teaching in the relevant subjects under the School and co-operate with the Directors of other Schools of Studies in the matter of inter-disciplinary teaching arrangements, syllabi of subjects and courses of study;
- (g) The Director shall have the power to forward and record leave applications of all employees attached to the school in accordance with the relevant provisions in the Statutes;
- (h) The Director shall be responsible for the faithful observance of all Statutes, Ordinances, Regulations, Rules and Resolutions of the Executive Council and the School relating to academic matters applicable to the concerned school;
- (i) The Director shall have such other powers and duties as may be conferred on him by the Executive Council or the Vice-Chancellor under the Act.

7. (1) The Finance Officer shall be a whole time officer of the University and shall remain under the direct control of the Vice-Chancellor and through him to the

Executive Council.

The Finance Officer,
his appointment and
functions.

(2) Appointment:-

(a) The Finance Officer shall be appointed by the Executive Council on the recommendation of a selection committee consisting of the Vice-Chancellor as Chairperson, two nominees of the Executive Council of whom one shall be an expert in financial administration, a nominee of the Chancellor and a nominee of the State Government.

(b) Essential qualifications:-

(i) Uniformly good academic record with a Master's Degree in Commerce/ Finance with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed.

(ii) Chartered Accountant or Cost Accountant or equivalent professional qualification.

(iii) 15 (fifteen) years of working experience in management of finance in a Government/University or Institute of Higher Learning/Commercial Establishment in the AGP of Rs. 7,000/- and above or of equivalent rank and pay, of which 5 years must be in higher administrative post involving supervision, control, planning and administration in the AGP of Rs.8,000/- and above or of equivalent rank and pay.

(iv) Familiarity with distance education and Open University system is desirable.

(c) Age limit: - Age not less than 40 years, relaxable in case of exceptionally qualified candidate.

(d) Emoluments:-

Emolument shall be such as the Executive Council may from time to time determine in accordance with the qualifications and salaries prescribed by the University Grants Commission and/or State Government.

(3) Functions of the Finance Officer:-

(a) Subject to the supervision, direction and general control of the Vice-Chancellor and the Executive Council, the Finance Officer shall be in charge of the administration and management of the funds and finances of the University and of all trusts and endowments.

(b) In addition to those specified in the Act, the Finance Officer shall have the following powers and duties:-

(i) the Finance Officer shall advise the Vice-Chancellor on financial affairs of the University;

- (ii) the Finance Officer shall be responsible for the management of the invested funds of the University;
- (iii) the Finance Officer shall be responsible for preparation and presentation of the Annual Budget Estimates and Annual Audited Accounts of the University to the Finance Committee;
- (iv) the Finance Officer shall take steps for prompt realization and proper disbursement of grants, allotments, fees, scholarship, stipends, charges etc.
- (v) the Finance Officer shall ensure that all moneys are expended for the purpose for which they have been granted or allotted;
- (vi) the Finance Officer shall arrange for continuous internal audit and day to day maintenance of the University Accounts;
- (vii) the Finance Officer shall generally supervise and control and be responsible for the working of the following sections of the University office:
 - (a)Accounts,
 - (b) Cash,
 - (c) Purchase, and
 - (d) General Stores (excepting those related to Study Materials and Examinations Department);
- (viii) the Finance Officer shall draw all bills receivable by the University and give proper discharge therefor on behalf of the University;
- (ix) the Finance Officer shall be responsible for the purchase of stationery goods, laboratory equipments and apparatus and such of the articles with the concurrence of the Vice-Chancellor or of the Finance Committee;
- (x) the Finance Officer will conduct all routine correspondence relating to Accounts, Cash, Purchase and General Stores, except the correspondence relating to import license and correspondence with the State Government, Central Government, University Grants Commission and other public authorities with regard to all matters connected with the implementation of schemes;
- (xi) the Finance Officer shall exercise general control and supervision over the ministerial and subordinate staff of the sections mentioned in clause (vii) above. He shall report to the Registrar on their services etc. and with regard to their confidential character rolls which will be

maintained by the Registrar who will exercise power and control over such staff;

(xii) the Finance Officer may delegate any of his duties to any officer under his general control subject to the prior approval in writing by the Vice-Chancellor;

(xiii) the Finance Officer shall have power of accepting rates and quotations other than building tenders which are to be accepted by the Vice-Chancellor within his competencies;

(xiv) the Finance Officer shall advise the Vice-Chancellor and the Registrar on any proposal having financial implication before any final decision is taken by the Vice-Chancellor/Registrar and

(xv) the Finance Officer shall perform such other duties as may be provided for in the Statutes and as may be assigned to him by the Executive Council or the Vice-Chancellor under the Act.

Director of Study Centers, his appointment and functions.

8. (1) There shall be a Director of Study Centers, who shall be a whole-time officer directly accountable to the Vice-Chancellor and through him to the Executive Council.

(2) Appointment:-

The Director shall be appointed by direct recruitment on the recommendation of the Standing Committee for Selection of officers.

(3) Qualifications for the post shall be as follows:—

(a) Essential:-

- (i) uniformly good academic record with a B+ Masters degree,
- (ii) Ph.D. or equivalent Degree,
- (iii) at least 15 years' of experience as Sr. Lecturer/ Reader/ Assistant Professor in the AGP of Rs. 7000/- and above in institutions of higher learning of which 5 years must be in the position of Associate Professor,
- (iv) Age not less than 40 years, relaxable in the case of exceptionally qualified candidate.
- (v) Adequate knowledge of higher education system in West Bengal.

(b) Desirable:-

- (vi) Experience in dealing with the affairs directly linked with the students support services in distance education system.

(4) Functions:-

Subject to general control and supervision of the Vice-Chancellor the Director

of Study Centres shall perform the following functions:-

- (i) the Director shall be responsible for overall supervision over the administrative, academic and financial affairs of all Regional Centres as well as all Study Centers set up by or recognized by the University;
- (ii) he shall, on behalf of the University, sign Memorandum of Understanding with the host institutions;
- (iii) he shall convene all meetings pertaining to the Study Centers;
- (iv) he shall convey necessary instructions to the Co-coordinators of study centers for providing student support services including admission, distribution of study materials and periodic counseling;
- (v) Director, Study Centres, shall be the Head of the Department of the Study Centres and all the staff and officials up to the ranks of Deputy Directors or Deputy Registrars, as may be allotted to the Department, are to report to him on all official /administrative matters;
- (vi) he shall receive and examine all reports of activities, financial statements, complaints and suggestions from the Coordinators and/or Host Head of the Study Centers, as the case may be and take necessary steps;
- (vii) he shall disburse/ allocate to each study centre necessary grants/ assistance, the nature and modalities of which will be guided by the Regulations and/or any other guidelines as may be issued by the appropriate authority of the University from time to time;
- (viii) he shall arrange for conducting regular inspection of the Regional Centres and Study Centres. Inspections may also be arranged jointly with the nominees of the State Government in case of specific reasons as considered necessary by the appropriate authority;
- (ix) he shall submit to the Vice Chancellor recommendations for improvement in the functioning of the Regional Centers and Study Centers;
- (x) he shall assume full charge of production, distribution and related matters of study materials in print, audiovisual and in any other form recommended by the Schools of Studies;
- (xi) he shall act in close collaboration with the Controller of Examinations so as to ensure student evaluation. preparation of assignments and holding of examinations according to prescribed schedule;
- (xii) he shall cooperate with the Controller of Examinations in fixing the date of commencement and the holding and conducting of University Examinations and publication of results thereof;

9. (1) There shall be a Controller of Examinations to discharge the overall responsibility relating to the conduct and supervision of all matters related to examinations held by the University, and publications of the results thereof. The Controller of Examinations shall be a whole-time officer under the control of the Vice-Chancellor and through him to the Executive Council.

(2) Appointment:-

The Controller of Examinations shall be appointed by direct recruitment on the recommendation of the Standing Committee for selection of Officers.

(3) The qualifications necessary for appointment to the post of Controller of Examinations shall be as follows:—

(a) Essential Qualification:-

(i) uniformly good academic record with a Master's Degree with minimum 55% marks or its equivalent grade in the point scale wherever a grading system is followed;

(ii) at least 15 years of experience as Sr. Lecturer / Assistant Professor/ Reader in the Academic Grade Pay of Rs. 7000/- and above with at least 5 years experience in educational administration in University/ institute of higher learning/ research establishment or, 8 years of service in the Academic Grade Pay of Rs. 8000/- and above including as Associate Professor with at least 5 years experience in educational administration in University / institute of higher learning/ research establishment

OR

15 (Fifteen) years administrative experience, of which 8 years shall be as Deputy Registrar with Academic Grade Pay / Grade Pay of Rs. 8,000/- and above or equivalent post in University/ institute of higher learning/ research establishment;

(iii) Experience in conduction of examinations either in institutions of higher learning/ research establishment or in Service Commissions.

(b) Desirable Qualification:-

(i) A Doctorate or equivalent degree.

(ii) High level of administrative experience in a Government or Quasi Government organization or a good background in administration and management in senior position.

(iii) Familiarity with Open – Distance mode of education.

(c) Age not less than 40 years, relaxable in the case of exceptionally qualified candidate.

(4) Powers and Functions:-

The Controller of Examinations shall have the following powers and functions and shall in the exercise of his powers and functions as indicated below, take whenever necessary the advice of a committee consisting of (i) Director of Study Centers, (ii) Registrar and (iii) himself as convener:

- (i) preparation of descriptive rolls of all registered students who intend to appear in an examination through formal application;
- (ii) notification of all examinations to be held from time to time;
- (iii) ensuring smooth holding of examinations and making necessary administrative arrangements to that end;
- (iv) preparation of a panel of Examiners, Paper setters. Evaluators of assignments. Head Examiners, Tabulators and Moderators in different subjects of studies as well as Examination Observers, getting the panel approved by the School of Studies concerned and making arrangements for printing of all confidential papers ensuring secrecy regarding the setting and printing of question papers and examination records till publication of examination results;
- (v) issue of appointment letters relating to confidential work of all kinds and engagement of officers-in-charge of all examination centers subject to the approval of the Vice- Chancellor;
- (vi) dispatch, collection and safe-keeping of all examination-related documents including periodic assignments;
- (vii) issue of progress report of students after every term-end examination;
- (viii) preparation and issue of mark sheets on the basis of final tabulation of marks;
- (ix) authentication of final tabulation sheet in all subjects of examinations with the approval of the Vice Chancellor;
- (x) preparation of Certificates, Diploma, Degree, Awards etc. on the basis of published results of each examination and getting the same signed by the Vice-Chancellor;
- (xi) the Controller of Examinations shall have the power to initiate appropriate disciplinary action in case of any malpractice or contravention of the rules of examination such as may have been reported to him;
- (xii) in the interest of smooth conduct of examination the Controller shall have power to send visiting team to any centre of examination;

(xiii) he shall have the authority to requisition with the concurrence of the Vice-Chancellor services of the teaching and non-teaching staff of the University working in any other Department;

(xiv) the Controller of Examinations shall formulate Rules and Regulations for the conduct of Examinations and place the same to the Vice-Chancellor for obtaining approval of the Executive Council.

10. (1) The qualifications and salaries of other officers of the University shall be such as the Executive Council may from time to time, determine, in accordance with the qualifications and salaries prescribed by the University Grants Commission and/or the State Government.

(2) The qualifications, emoluments and age for appointment of such officers shall be such as may be prescribed by the University Grants Commission and/or the State Government from time to time.

11. (1) The University may, if proposed by the Vice-Chancellor appoint any person in any of the posts enumerated under Statute No. 5, 7, 8, 9 and 10 on deputation from the Central Government or the State Government or any University or deemed University on such terms and conditions as may be agreed to by the University and the lending authority. However, for the post enumerated under Statute No. 6, if there exists no Professor holding substantive post in a School or his service is not available for any reason whatsoever, the Vice Chancellor may temporarily appoint an Officer-in-Charge / Director on deputation and in compliance with Clause No. 6

(2) (iii).

(2) The University may if proposed by the Vice-Chancellor, appoint any person in any of the above posts on contract or any retired person generally not above the age of 65 years on terms and conditions to be decided by the Executive Council keeping in view of the order issued by the State Government on this behalf.

CHAPTER III

12. Following shall be the authorities/bodies of the University:-

- a) the Executive Council,
- b) the Academic Council,
- c) the Schools of Studies,
- d) the Finance Committee,
- e) Building Committee,
- f) Purchase & Tender Committee,
- g) Research Advisory Committee,

Qualification and emoluments of other officers

Appointment on Deputation or on Contract

Authorities/bodies of the University

- h) Admission Committee,
- i) Library Committee,
- j) Selection Committee for Teaching posts,
- k) Standing Committee for selection of Officers & Non-teaching Employees,
- l) Such other authorities or bodies as may be prescribed by the Ordinance or Regulations.

13. (1) The Executive Council shall be the principal executive body of the University and shall consist of the following members:—

(a) Ex-officio members—

(i) the Chancellor;

(ii) the Vice-Chancellor;

(iii) the Secretary, Higher Education Department, Government of West Bengal or his nominee not below the rank of Joint Secretary to the Government of West Bengal;

(iv) the Secretary, Finance Department, Government of West Bengal or his nominee not below the rank of Joint Secretary to the Government of West Bengal;

(v) the Chairman, West Bengal State Council of Higher Education or his nominee;

(vi) the President, West Bengal Council of Higher Secondary Education;

(vii) the President, West Bengal Madrasah Education Board;

(viii) the President, West Bengal Board of Secondary Education;

(ix) the Director of Public Instruction, West Bengal or his nominee not below the rank of Additional Director of Public Instruction, West Bengal;

(x) a nominee of the Chairman of National Council for Teachers' Education;

(xi) a nominee of the Chairman of University Grants Commission;

(xii) a nominee of the Chairman of Distance Education Council;

(b) Representatives of Departments—

(xiii) Directors of the University;

(xiv) five teachers, of whom at least two shall be Professors, elected by the teachers of the Academic Council from amongst themselves;

(xv) five teachers, of whom at least two shall be Professors, elected by the teachers of the School of Studies from amongst themselves;

(xvi) one representative of officers of the University, elected from amongst themselves in the manner;

(xvii) one representative of non-teaching employees elected from amongst themselves in the manner;

(c) Nominated Members—

(xviii) not more than five persons to be nominated by the Chancellor from amongst the persons interested in University education: Provided that no employee of the University or Institution affiliated with the University or recognized by it shall be eligible to be a member;

(d) Special Invitee—

(xix) any official or expert in any field or eminent educationist, whom the University may require for advice, consultation or assistance, may be invited to attend the meeting: Provided that not more than one official or expert or eminent educationist may be invited in a meeting at a time.

(2) A member of the Executive Council shall hold office for a period of four years, if not expressly provided otherwise. Any vacancy among the members of the Executive Council shall be filled up immediately by the concerned authority.

(3) No act or proceedings of the Executive Council or of anybody constituted by the Executive Council shall be invalid or called in question by reason of the existence of any vacancy, initial or subsequent, in the Executive Council or in any body constituted by the Executive Council, as the case may be.

(4) One-third of the total number of members plus one shall form a quorum at a meeting of the Executive Council.

(5) Powers and functions:-

(a) The Executive Council shall be the principal executive body of the University and shall have the powers to formulate policies for management

and administration of the University;

- (b) the Council shall also be responsible for administration of funds, property and conduct of all administrative affairs of the University unless otherwise specifically provided for;
- (c) subject to the provisions of the Act, the Statutes, the Ordinance and the Regulations the Executive Council shall have the following powers namely:-
 - (i) to create with the prior concurrence of the State Government teaching and non-teaching posts and such other administrative posts as may be necessary from time to time and to prescribe their qualifications, emoluments and terms and conditions of service;
 - (ii) to consider and approve appointment of non-teaching employees and officers of the University as may be recommended by the Selection Committees constituted for the purpose and to consider and approve the confirmation of the services of all the Employees of the University;
 - (iii) to prescribe terms and conditions for appointment of visiting professors, emeritus professors, and other specialists;
 - (iv) administer and regulate finances, accounts, investments and acquire, hold, dispose of and maintain movable and immovable property of the University and seek, where necessary, recommendations of the Finance Committee;
 - (v) to enforce discipline among all sections of University employees and to prescribe disciplinary procedures as may be necessary;
 - (vi) to set up on recommendation of the Academic Council. Schools of Studies, Study Centers, Regional Centers etc;
 - (vii) to consider approval of appointment of Course Writers, Counselors, and such other persons as may be required for production of study materials including multi-media instructional aides and conduct of examinations and to determine their remuneration and other allowances etc. – as may decided from time to time by the Academic Council &/or Finance Committee ;
 - (viii) to institute degrees, diplomas, certificates, medals and prizes as may be necessary from time to time and to confer or award such degrees, diploma, certificates, medals and prizes;

- (ix) to institute scholarships, studentships, stipends subject to availability of fund from the State Government and/or other sponsoring authority/ agency;
- (x) to accept grant, gifts and donation from industry, individual persons and from other agencies - Indian or Foreign - in order to mobilize financial resources for the University and to administer and manage them;
- (xi) to borrow, with the approval of the State Government, funds necessary for the purposes of the University;
- (xii) to introduce different courses of study at all levels as well as inter-disciplinary courses of study on the recommendation of the Academic Council;
- (xiii) to initiate proposals for the making of Statutes, and Ordinances, including proposals for amendment or repeal thereof in the manner as provided by the Act;
- (xiv) to prescribe fees or charges for admission to different courses of studies and for holding examinations for the award of degrees, diplomas and certificates of the University;
- (xv) to make regulations relating to courses of studies and the conduct of examinations and to prescribe conditions of eligibility for admission of students to different courses of study and conferment of degrees, titles, diploma, certificate etc to eligible persons on the advice of the Academic Council;
- (xvi) to make regulations regarding all other matters which may be or are required to be prescribed;
- (xvii) to delegate such of its powers as may be deemed fit to the Vice-Chancellor, the Registrar, the Directors of Schools and other officers of the University for its smooth functioning;
- (xviii) to delegate such of its powers as may be necessary to the Committees appointed by the Executive Council from time to time;
- (xix) to enter into agreement with the State government or with the approval of the State Government with any Government, body or authority for taking over by the University of the management of any institution, including its assets and liabilities, or for any other purpose

not repugnant to the provisions of this Act;

- (xx) to approve the Annual Statement of Accounts, the Audit Report in respect of the Annual Statement of Accounts, the internal audit report and the annual budget of the University;
- (xxi) to make regulations for transaction of its own business;
- (xxii) to exercise all other powers and perform all other functions conferred on and entrusted to the Executive Council by or under the Act, Statute, Regulations and Rules to be framed under the provisions of the Act, Statute, Ordinances, Regulations.

14. (1) Composition:- The Academic Council shall consist of the following members:

- (a) the Vice-Chancellor, Chairperson (Ex-officio);
- (b) the Directors of Schools of Studies (Ex-officio);
- (c) the Director of Study Centres (Ex-officio);
- (d) six Teachers of the University of whom two shall be Professors, two Associate Professors and two Assistant Professors of the University nominated by the Vice Chancellor on the basis of seniority in service in the University on rotation basis;
- (e) one of the Directors of Regional Centres to be nominated by the Vice Chancellor.
- (f) two persons from amongst the Co-coordinators of Study Centres participating in teaching at the Study Centres in West Bengal to be nominated by the Executive Council:

Provided that at the time of first constitution of the Academic Council, if the number of posts described in Clauses (d), (e) and (f) relating to composition of that Academic Council is not available at the University, the Vice-Chancellor shall have the power to recommend such persons from amongst the teachers of any of the Universities in West Bengal as he may deem fit and proper;

- (g) not more than four members one each from the following categories of persons having special knowledge viz. (a) trade and commerce and industries, (b) professional organizations, (c) media and (d) academics of learned bodies to be nominated by the State Government;
- (h) the Regional Director, Indira Gandhi National Open University Eastern Region (Ex-officio);

The Academic Council, its powers and functions.

- (i) Librarian of the University - (Ex-officio) and;
 - (j) the Registrar - Member-Secretary (Ex-officio).
- (2) The members of the Academic Council shall hold office for a period of four years.
- (3) One-third of the total number of members plus one shall form a quorum.
- (4) Powers and Functions of the Academic Council:- Subject to the provisions of the Act, the Statutes, the Ordinances and the Regulations, the Academic Council shall have the following powers and functions:—
- (a) to recommend to the Executive Council, appointment of course writers, counselors, examiners, invigilators and such other functionaries as may be necessary;
 - (b) to make proposals to the Executive Council for establishment of institutions such as Schools of Studies. Study Centres, Library, Laboratory, Museum. Audio-Video Studio etc. to be maintained by the University;
 - (c) to recommend introduction of different courses of studies at all levels on the advice of the Schools of Studies;
 - (d) to approve syllabus for different courses of studies at all stages on the advice of the Schools of Studies;
 - (e) to recommend for making regulations relating to the conduct of examinations, publication of results, course of studies and the division of subjects in regard thereto;
 - (f) to nominate members to different bodies and committees as may be required under the Statues and to have general supervision over the Schools of Studies;
 - (g) to exercise general supervision over the Study Centres to ensure uniform teaching standards and to approve steps to be suggested by the Schools of Studies on this score;
 - (h) to provide for inspection or investigation into the affairs of Study Centres and to recommend restructuring or discontinuance of the same as the situation may demand on the advice of the Schools of Studies;
 - (i) to prepare Academic Calendar of the University, and fix the norms of admission, teaching and examinations for different courses of studies in consultation with the Director of Study Centres;

- (j) to make suitable recommendations in the interest of academic development;
- (k) to delegate such of its powers as may be necessary from time to time to the Schools of Studies to ensure efficient management of academic activities of the University and
- (l) to make regulations for transaction of its own business.

15. (1) The University shall have the following Schools of Studies:-

- (i) School of Humanities,
- (ii) School of Social Sciences,
- (iii) School of Sciences,
- (iv) School of Education,
- (v) School of Vocational Studies,
- (vi) School of Technological Studies,
- (vii) School of Professional Studies,
- (viii) Any other School to be set up by the Executive Council.

(2) Composition:-

- (a) each School shall have a number of different Departments pertaining to different disciplines under the School and the Department will look after all academic matters relating to the discipline/ subject concerned;
- (b) in each Department there shall be a Head of the Department (HOD) provided there are at least two teachers holding substantive posts, including at least one not below the rank of Associate Professor. The Head of the Department, who shall be in charge of the academic affairs of the Department and shall function under overall guidance of the Director of the School. The tenure of the office of the HOD shall be for a period of two years which will rotate among the Professors and Associate Professors of the Department according to the seniority of service in this University. If there is no Professor or Associate Professor in any department, the Director of the School will act as the Head of the Department concerned;
- (c) the Head of the Department shall have the power to spend up to a certain limit to be fixed by the authorities concerned from time to time, to meet the day-to-day expenditure of Department. The Head of the Department shall have to submit the requisition of such expenses as well as the adjustments of the same to the competent authority through the Director of the School concerned. Beyond this, he shall seek the approval of the Vice Chancellor through the Director of the School concerned for allocations on various

heads as required from time to time;

- (d) the leave applications of the teachers and other staff posted in the Department will be forwarded by the Head of the Department concerned to the appropriate authority through the Director of the School;
 - (e) it shall be the prerogative of the Director to outline the broad academic direction of the School in consultation with the Heads of Departments. He shall also review procedures to monitor and progress such plans;
- (3) School Council:- A School of Studies shall have a Council consisting of the following members, namely:-
- (a) Vice-Chancellor- Chairperson;
 - (b) Director of the School concerned- Vice-Chairperson and Convener;
 - (c) All Professors attached to the School concerned;
 - (d) All Head of the Departments of the School concerned.
- (4) Powers and Functions of Council of a School of Study:- Every School Council shall have the following powers and functions, namely:-
- (a) to initiate proposals for orientation programmes for teachers, counselors and course writers, course work for Doctoral programmes in collaboration with others Schools and recommend the same to the Academic Council;
 - (b) to prepare general instructions for counseling to the students at the Study Centres and chalk out programme thereof;
 - (c) to initiate proposal for Research and Development and recommend the same to the Academic Council; and
 - (d) To exercise such other powers and functions as may be conferred on it under the Act, the Statutes, the Ordinances and the Regulations.
- (5) Board of Studies: -
- (a) There shall be a Board of Study for each Post-graduate and Under-graduate courses of study with the HOD as the convener. The Head of the Department shall convene the meetings and arrange for preparation and circulation of the agenda papers as well as for preparation and maintenance of minutes of the Board meetings in consultation with the Chairperson. The tenure of each Board of Study will be two years. The composition of the Board of Studies will be determined by the Academic Council from time to time.
 - (b) Each Board of Study shall have the following powers and functions:
 - (i) to recommend to the Academic Council the course structure and syllabus of the Course concerned through the respective School

Council;

- (ii) to review the existing course structure from time to time and to recommend to the Academic Council any suggestion for updating courses and curriculum of different disciplines;
- (iii) to recommend evaluation programmes, including setting of question papers and other necessary functions;
- (iv) to recommend to the Academic Council names of course writers, paper setters, examiners and moderators and such other functionaries as may be required;
- (v) to prepare under guidelines of the School Council, the study materials in whatever format appropriate to the discipline concerned;
- (vi) to take necessary steps for preparation of study materials including audio-visual packages and transmit the same regularly to the Director of Study Centres through the Director of the School concerned for production and distribution thereof;
- (vii) to organize all academic activities appropriate to the discipline under the overall supervision of the School Council.

(6) Departmental Committees:-

- (a) There shall be a Departmental Committee for each Subject, provided there are at least two teachers holding substantive posts including one not below the rank of Associate Professor, under different Schools of Studies of which all substantive teachers of the Department concerned shall be members and Contractual/Part Time teachers may be invitee members.
- (b) The Head of the respective Department (HOD) shall be the Chairperson of the Departmental Committee. The meetings of the Departmental Committee will be convened by him with the intimation to the Director of the School concerned. The minutes of such meetings shall be sent to the Vice-Chancellor, through the Director of the School by the Head of the Department for approval. The Director shall have the right to participate in such meetings.
- (c) The Departmental Committee will have the responsibility to smoothly run the day-to-day academic activities of the Department including arrangement of Personal Contact Programmes for the students, development of study materials, supervision of the practical classes for laboratory-based subjects, interaction with students, implementation and execution of the resolutions taken by the Board of Studies etc.

16. (1) Composition of the Finance Committee:-

The Finance Committee shall consist of the following members, namely:-

- (a) the Vice-Chancellor, Chairperson;
- (b) one member of the Executive Council nominated by the Executive Council;
- (c) one external expert in financial management nominated by the Vice-Chancellor;
- (d) one person having expert knowledge in financial matters nominated by the State Government;
- (e) director of Study Centres;
- (f) Registrar; and
- (g) Finance Officer (Member-Secretary).

(2) All members of the Finance committee except the ex-officio members shall hold office for a term of four years.

(3) Powers and Functions of the Finance Committee:-

The Finance Committee shall have the following powers and shall discharge the following functions:—

- (i) to advise on any financial matter pertaining to the University for smooth functioning of the financial administration of the University;
- (ii) to prepare Financial and Accounts Rules and Regulations of the University and to make amendments there to. when required, with the approval of the Executive Council;
- (iii) to prepare Financial Estimates and Annual Accounts of the University and recommend the same to the Executive Council;
- (iv) to maintain constant vigilance over the progress of income and expenditure provided for in the Budget and to make allocation to different officers, authorities and committees from time to time making expenditure on the basis of actual fund position and to make such report to the Executive Council, from time to time, as it may deem fit on any matter relating to the finances of the University;
- (v) to ensure that no expenditure, not covered by the Budget provision or in excess of the Budget, is incurred;
- (vi) to determine the extent and manner in which the past service rendered by

an employee to any other organization, body or authorities will count toward determination of his emoluments and

(vii) to arrange for continuous internal audit of the University Accounts.

(4) The Committee shall meet as often as necessary.

(5) One-third of the members plus one shall be the quorum for a meeting.

17. (1) Composition:- The Building Committee shall consist of the following members namely:-

Building Committee

a) Vice Chancellor (Chairperson);

b) Registrar (Convener);

c) Finance Officer;

d) All Directors;

e) Any other person having specialized knowledge in the concerned matter may be invited by the Vice Chancellor.

(2) All the members of the Building committee except the ex-officio members shall hold office for a term of four years.

(3) Powers and Functions of the Building Committee shall be as follows:-

(a) to manage and maintain the overall infrastructure of the campuses and Regional Centres of the University,

(b) to prepare project reports and action plans for construction of new campuses or Regional Centres or buildings of the University,

(c) such other functions as may be directed by the Vice-Chancellor under the Act.

18. (1) Composition:- the Purchase and Tender Committee shall comprise of the following members namely:-

Purchase & Tender
Committee

(a) Vice Chancellor (Chairperson);

(b) Finance Officer (Convener);

(c) Registrar;

(d) All Directors;

(e) Head of the Department concerned;

(f) One representative of the finance department nominated by the Vice Chancellor;

(2) All the members of the Purchase & Tender committee except the ex-officio members shall hold office for a term of four years.

(3) Powers and Functions of the Committee shall be as follows:-

- (a) to maintain the register of purchase of various materials, equipments of the University and its Regional Centers, Schools, Libraries etc;
- (b) to prepare inventories of the materials and goods of the University and its Regional Centers, Schools, etc;
- (c) Such other functions as may be decided by the Vice Chancellor under the Act.

19. (1) Composition:- The Research Advisory Committee shall consists of the following members namely:-

- (a) Vice Chancellor (Chairperson),
- (b) Registrar (Convener),
- (c) Directors of Schools of Studies,
- (d) All Professors,
- (e) three academicians not below the rank of Professor with high repute and excellence in the field of Higher Education nominated by the Vice Chancellor.

(2) All the members of the Research Advisory Committee except the ex-officio members shall hold office for a term of four years.

(3) The decisions of the Research Advisory Committee will be reported to the Academic Council in its next meeting.

(4) The Powers and Functions of the Research Advisory Committee shall be as follows:-

- (a) to suggest the University various Research plans under the University,
- (b) to prepare project relating to research in the University,
- (c) such other functions as may be decided by the Vice Chancellor.

20. (1) Composition of the Admission Committee:- There shall be an Admission Committee of the University with the following members namely:-

- (i) Vice Chancellor- Chairperson,
- (ii) Directors of all Schools of Studies,
- (iii) Director of Study Centres,
- (iv) at least two faculties from each School nominated by the Vice Chancellor,
- (v) The Registrar – Convener.

(2) All the members of the Admission Committee except the ex-officio members shall hold office for a term of four years.

Research Advisory
Committee

Admission
Committee

- (3) Powers and Duties of the Admission Committee :
 - (a) prescribing norms for selection of candidates for admission;
 - (b) determination of intake for each course of study;
 - (c) such other matter as may be referred to it by the Executive Council and
 - (d) arrangement of written tests and/or viva-voce, if necessary, for selection of candidates for admission to any course/programme.
- (4) The Committee shall meet as often as necessary. One third of the members plus one shall be the quorum for a meeting of the Committee.

21. (1) Composition of the Library Committee :- There shall be a Library Committee of the University' with the following members:

Library Committee

- (i) Vice-Chancellor :Chairperson;
 - (ii) Directors of the Schools of Studies;
 - (iii) Registrar;
 - (iv) two members nominated by the Vice Chancellor of whom one shall be an expert in the field of Library Science/ Information Technology;
 - (v) Director, Study Centre;
 - (vi) Finance Officer;
 - (vii) Director, all Regional Centres; and
 - (viii) The Librarian / Deputy Librarian- Member Secretary.
- (2) All the members of the Library Committee except the ex-officio members shall hold office for a term of four years.
 - (3) Powers and Functions of the Library Committee :
 - (i) to consider all proposals for improvement and expansion of the University Library Services and submit its recommendations to the Academic Council;
 - (ii) to allocate the available funds amongst the Schools of Studies for purchase of books, periodicals, documents and audio-visual materials;
 - (iii) to consider periodic and annual reports of the Librarian on the functioning of the University Library and submit the same to the Executive Council; and
 - (iv) to consider and take appropriate measures for development and functioning of Libraries of Regional Centres and submit the same to be Executive Council;

(v) the Committee shall meet as often as necessary;

(vi) one third of the total number of members plus one shall be the quorum for a meeting of the Committee.

22. (1) A University Professor or a University Associate Professor or a University Assistant Professor shall be appointed by the Vice-Chancellor, on the recommendation of a Selection Committee, and the constitution of such Selection Committee as well as the procedure for holding its meetings shall be in consonance with the University Grants Commission Regulations and Recruitment Rules framed by the State Government from time to time.

(2) Notwithstanding anything contrary to the provisions of University Grants Commission Regulations, the nominee of the Vice-Chancellor shall be the head of the Selection Committee, which shall send its recommendations in writing to the Vice-Chancellor along with reasoned record of assessment of the persons appeared before it for selection.

(3) Procedure of holding meeting of the Selection Committee:

(i) at least four members, including two outside subject experts, shall constitute the quorum for a meeting of the Selection Committee.

(ii) if the Vice-Chancellor does not accept the recommendation of a Selection Committee, it shall refer the recommendation back to the Selection Committee with reasons for reconsideration and if the Vice-Chancellor does not accept the reconsidered views of the Selection Committee, the matter shall be referred to the Chancellor with reason and the decision of the Chancellor shall be final.

23. (1) There shall be a Standing Committee **each** for selection of officers and non-teaching employees.

(2) For selection to the posts of officers of the University other than those of Registrar and Finance Officer the Standing Committee for the selection shall consist of the following, namely :—

(i) Vice-Chancellor, as the Chairperson;

(ii) two persons, not holding any office of profit under the University, nominated by the Executive Council;

(iii) two persons specialized in the areas for which selection to the post of

Selection Committee
for Teaching Posts

Standing Committee
for Selection of
Officers and
Employees

officer is to be made, to be nominated by the Vice-Chancellor,

(iv) one nominee of the State Government in the Higher Education Department and

(v) Registrar - Member Secretary.

(3) Three members of whom at least one shall be an expert, shall form the quorum for a meeting of the Standing Committee.

(4) Standing Committee for Selection of Non-teaching employees:

All non-teaching employees, including officers, shall be appointed by the Executive Council on the recommendation of the Standing Committee consisting of the following, namely :—

(i) Vice Chancellor - Chairperson ;

(ii) two persons, not holding any office of profit under the University, to be nominated by the Executive Council;

(iii) one expert having specialized knowledge in the field in which the appointment is to be made to be nominated by the Vice-Chancellor;

(iv) one nominee of the State Government in the Higher Education Department;

(v) Registrar - Member-Secretary.

(5) Three members, of whom at least one should be the expert, shall form the quorum for a meeting of the Standing Committee.

CHAPTER IV

Study Centres and
Regional Centres

24. (1) Consistent with the University's objective to expand access of the people to higher education using various means of learning (including open and distance mode of learning) the University will recognize and support Study Centres and establish and maintain Regional Centres. The number of such Study Centres and Regional Centres at any point of time will be determined by the Executive Council.

(2) Director of Study Centers: - There shall be a Director of Study Centers to be appointed by the University. He will be responsible for the overall supervision and control over the administrative, academic and financial affairs of the Study Centers as well as Regional Centres, make recommendations for their improved functioning and shall be directly accountable to the Vice-Chancellor.

The Director shall be the convener of all meetings related to the Study Centers.

- (3) Location of Study Centers:- Except where the University decides to accommodate a Study Centre in its own premises, study centers will be set up by any educational institution of whatever name it be called or any establishment which may be approved by the Academic Council or as may be provided for by the Regulations. For conducting Degree courses the respective Study centre should have provisions for running Degree courses approved by the State Government or any other University recognised by the UGC. Such institution or organization shall be called the Host Institution.
- (4) Facilities required of Study Centres:- A Study Centre must be housed in a well ventilated pucca building with adequate provision of water supply, power connection, telephone & internet connection, public conveniences etc. for both men and women and easily accessible by public transport.
- (5) Administrative set-up of study centers:-
 - (a) The Head of the host institution hereafter called 'Host head' shall sign the Memorandum of Understanding (MOU) with the University. Each study centre will have one Coordinator who will coordinate the activities of the centre. The Host Head shall be in overall control of the study centre and shall extend all necessary facilities for its smooth functioning in consultation with the Coordinator of the Study Centre.
 - (b) The Host Head jointly with the Coordinator shall act as the drawing and disbursing officer relating to the study centre and shall be the custodian of all assets created by or out of the funds provided by the University. The Host Head shall accept full financial accountability in respect of all receipts and expenditures of the study centre.
 - (c) The Host Head, along with the Coordinator, shall be responsible for providing student support services in respect of counseling, distribution of study materials, assignments, examination, library services and dissemination of information.
- (6) Coordinator of Study Centre:-
 - (a) Each study centre will engage, with the intimation to the University, a Coordinator, preferably from among the senior teachers of the Host Institution in the substantive category where such post(s) is/are available and in all other cases the Coordinator should be a senior teacher appointed on whole time basis in the Host Institution

concerned. The engagement will initially be for a period of two years, with the possibility of further renewal subject to satisfactory performance. The Coordinator shall work as a liaison person between the study centre and the University.

- (b) The Coordinator along with other supporting staff will be engaged by the study centre with proper intimation to the Director, Study Centres, through the Director of the respective Regional Centre (if any), and they will work on part-time basis. They will not be recognized as staff of any category belonging to the University.
 - (c) There will be counseling sessions for the learners. Each Study Centre will engage counselors following guidelines made by the Vice Chancellor from time to time, and also the Regulations of the University.
- (7) Financial Accountability:-
- (a) The Host Head will be authorized by the University to open a bank account in a nationalized bank in the name of NSOU <Name of the Host Institution> Study Centre. The said account will be jointly operated by the Host Head and the Coordinator.
 - (b) The mode of running the study centers in terms of release of grants-in-aid, or any other fund, will be determined from time to time by the relevant Regulations of the University.
 - (c) Each study centre is mandated to send regular utilization certificates and audit reports of the funds received from the University to Director, Study Centres, through the Director of the respective Regional Centre (if any). Subject to the provisions of the Act, Statute and Regulations, the accounts of the study centers will be open to such audit as will be determined by the University from time to time.
- (8) Inspection and Review Activities:-
- i) the University may at any time hold or cause to hold inspection and/or review of activities of the Study Centres;
 - ii) apart from regular inspection arranged by the Director, Study Centres visiting team may be constituted by the Vice Chancellor suo-moto or at the request of the Academic Council to enquire into the working of any particular Study Centre, should such a necessity arise;
 - iii) in addition, the Academic Council may, if it deems necessary, set up

review committee(s) to go into relevant aspects of the Study Centre system as a whole and suggest necessary changes;

iv) the Vice Chancellor may also authorize the Registrar or any Director of School of Study or the Finance Officer or the Controller of Examinations to visit/inspect any Study Centre on any of the matters as may be decided by the University.

(9) Recognized Programme-Specific Centres for Vocational Courses:- Where the concerned University authorities that is the Academic Council and Schools of Studies are satisfied that specialized courses of study in great demand are being imparted by an Institution of sufficient repute, the Executive Council may consider of extending the status of Recognized Study Centre to such Institutions:

provided that,

(a) the management of such institutions have expressed their willingness to be so associated with the University and shall sign a Memorandum of Understanding regarding all the major aspects of running the Study Centre such as the University may deem necessary to incorporate in the Memorandum;

(b) the specialized Courses of Study to be offered by these Centres shall have prior approval of the Academic Council;

(c) the examination of students in the specialized subjects shall be conducted according to the rules and regulations of the University; and

(d) Working of such Study Centre shall be reviewed from time to time by the University to decide about renewal or revocation of the MOU. Such Study Centres shall be designated as the Recognized Study Centre.

(e) The Director/ Officer-in-Charge of the School of Vocational Studies will be entrusted to liaise with these centers in consultation with the Registrar and/or Director, Study Centre

(10) The competent authority of the University, may on the basis of reports on improper functioning, malafide activities and such other derogatory acts by any Host Institution, revoke the recognition of the institution concerned as will be delineated in the relevant Regulations of the University.

(11) Regional Centres: - At such point of time when, with the expansion of

Study Centres both in number and in territorial spread, it becomes imperative to decentralize the regulatory functions of the University vis-a-vis the Study Centres, the Executive Council may, recommend for setting up Regional Centres at such places and with such staff pattern as may be deemed necessary.

(12) Functions of the Regional Centres:-

- (a) The Regional Centres will maintain records regarding enrolments of students, dispatch of study materials to the respective study centers, make arrangement for holding personal contact programmes (PCP) and counseling sessions at the study centers, and deal with other allied matters as assigned to these centers from time to time.
- (b) Each Regional Centre will be headed by a Director, Regional Centre (name of the concerned centre), who will act under the overall guidance and supervision of the Vice-Chancellor, through Director Study Centres.
- (c) The financial procedure to be followed by the Director, Regional Centre will be such as may be provided for by the Regulations.

Director, Regional
Centre, his
appointment, Duty
& Responsibilities

25 (1) Qualifications for the post of Director, Regional Centre, shall be as follows:-

(A) Essential:-

- (i) uniformly good academic record with a B+ Masters' degree,
- (ii) at least 15 years' experience in teaching/administration in institutions of higher learning, of which at least 5 years in the position of Associate Professor or equivalent,
- (iii) age preferably not less than 40 years,
- (iv) Adequate knowledge of higher education system in West Bengal.

(B) Desirable:-

- (i) Doctorate in any discipline,
- (ii) MBA or equivalent degree,
- (iii) Familiarity with the system of distance education.

Emoluments: Director, Regional Centre may be placed either in Pay Band and Grade Pay equivalent to those of Professor or of Associate Professor as may be recommended on case to case basis by the Selection Committee constituted for the purpose.

(3) Duties and responsibilities of the of Director, Regional Centres:-

- (i) the Director, Regional Centers, will report to Director, Study Centres, in all matters relating to study centers under his jurisdiction and shall perform the following duties:
- (ii) the Director, Regional Centre, shall be responsible for overall supervision over the administrative, academic and financial affairs of all the study centers falling under his jurisdiction;
- (iii) he shall convene all meetings to be held at his regional centre, pertaining to the study centers falling under his jurisdiction;
- (iv) he shall be responsible for providing student support services including admission, distribution of study materials and periodic counseling and give necessary instructions in this regard to the Coordinators of the study centers falling under his jurisdiction;
- (v) he will scrutinize and approve the list of counselors duly endorsed by the Host Head of the Study Centre according to the norms to be specified by the authority of the University and forward the list of approved counselors to Director, Study centers, for necessary action;
- (vi) he shall receive and examine all reports of activities, financial statements, complaints and suggestions from the Coordinator and/or Host Head of the study centers, as the case may be , and take necessary steps after consultation with the Director, Study Centres;
- (vii) he shall conduct regular inspection of the study centers falling under his jurisdiction and send inspection reports to the Vice-Chancellor through Director, Study Centres.
- (viii) he shall act in close collaboration with the Controller of Examinations so as to ensure student evaluation, preparation of assignments and holding of examinations according to prescribed schedule concerning his centers;
- (ix) he shall bring to the notice of the Vice-Chancellor, through Director, Study Centres, any irregularities observed in the functioning of the study centers under his jurisdiction.
- (x) in absence of Director Regional Centre, Director Study Centre or any other person not below the rank of Associate Professor or equivalent will act as Director, Regional Centre (Acting) as may be nominated by the Vice Chancellor.

CHAPTER V

26(1)Electoral College:-

All the whole time permanent teachers or the non-teaching employees as the case may be, of the University against posts, duly approved by the State Government shall constitute electoral college for the purpose of election of teacher members or non-teaching employee member to the Executive Council.

For this purpose the Vice-Chancellor shall appoint a date on which the Electoral College will be published.

(2) Returning Officer:-

The Registrar of the University under orders of the Vice-Chancellor shall be the Returning Officer for conducting election(s) of the University. The Returning Officer shall publish the list containing names of electors separately for each constituency immediately after the date(s) for such meeting of the electors of each of the electoral colleges is fixed under order of the Vice-Chancellor. At least fifteen days' notice shall be given for an election meeting.

(3) Election Schedule:-

(A) For the purpose of an election for any of the constituencies, the Vice-Chancellor shall, immediately after the publication of the electoral college(s), by an order in writing, fix a date or dates for convening meeting of the respective electoral college.

(B) The Vice- Chancellor shall also fix date or dates:

- (i) on or before which nominations for election shall be submitted, which shall not be earlier than seven days from the date of the order;
- (ii) on which scrutiny of nominations shall be made, which shall not be earlier than second day from the last date for submission of nomination fixed under clause (i);
- (iii) on or before which application for withdrawal of candidature, if any, shall be submitted which shall not be later than the second day fixed under clause (ii).

(C) The Returning Officer shall then issue notification inviting nominations from the members of the electoral colleges in a manner as may be directed by the
Vice-Chancellor.

(D) The Returning Officer shall also publish the list of names of eligible candidates for elections to the Executive Council immediately after the date of

withdraw all of candidature.

(E) At the meeting fixed for the purpose of election, the Returning Officer shall supply or cause to be supplied to each elector present at the meeting a ballot paper in a form approved by the Vice-Chancellor.

(F) 50 per cent of the total number of elector- members present shall form a quorum for the election meeting.

(4) Voting Procedure:-

- (i) the electors shall then record their vote in accordance with the instructions contained in the ballot paper and drop the same in the ballot box kept on the table of the Chairperson;
- (ii) if the number of candidates is equal to the number of persons to be elected, the Chairperson shall declare all such candidates duly elected at the meeting so convened for the purpose;
- (iii) if the number of the candidates to be elected is more than the number of member to be elected, then the election will be held according to the Statutes;
- (iv) if an elector is unable to record his vote on the ballot paper because of his physical incapacity such as blindness etc., he shall be permitted to record his vote by a person duly authorised by him but such vote shall be recorded in presence of the Chairman of the meeting and the elector himself;
- (v) no person whose name does not appear in the list of electoral college(s) shall be entitled to vote in that constituency;
- (vi) a person shall be entitled to be nominated or to vote in one constituency only and in no other;
- (vii) no person shall be qualified for election or nomination as a member of any authority or body of the University or shall continue as such member if he is of unsound mind or a deaf-mute or an undischarged insolvent or has been convicted by a court of law for an offence involving moral turpitude;
- (viii) every elector shall have as many votes as there are persons to be elected in the constituency but shall not record vote in more than one in favour of any one candidate.

(5) Validity of Ballot Papers :- A polled ballot paper shall be invalid if,

- (a) it is not duly marked, or
- (b) it contains no record of voting, or
- (c) more than one mark is placed on it against any candidate, or
- (d) the identity of the voter is disclosed, or
- (e) the number of votes recorded therein exceeds the number of seats to be filled, or
- (f) the mark does not clearly indicate as to which candidate the vote has been given, or
- (g) there is an erasure of voting mark of such a nature that the intention of the candidate is not clear.

(6) Announcement of Results:-

- (a) As soon as the counting of votes is completed, the Chairperson shall forthwith declare the candidate or candidates to whom the largest numbers of valid votes have been given, duly elected.
- (b) when two or more candidates received equal number of votes and they cannot be declared elected, the final decision shall be taken by the Returning Officer by drawing lots and the result shall be declared by the Returning Officer at the same meeting. The Chairperson will then declare the meeting closed.

(7) Retention of Election Records: -

The Returning Officer shall, after the meeting is over, keep the valid and invalid ballot papers in

safe custody in sealed covers for a period of one month from the date on which the elections is

over or if any dispute arises regarding an election, until the dispute is disposed of.

(8) Disposed of dispute is the matter of election:-

Chancellor's power relating to disposal of any dispute in the matter of election of members of authorities shall be as follows :—

- (a) if any question arises whether any person is eligible for election or has been duly elected the question shall be referred to the Chancellor, whose decision thereon shall be final;
- (b) if during the progress of any election of members to any authority or body of the University, the Chancellor is satisfied that such election is

vitiated by fraud or corrupt practice or otherwise, the Chancellor may make an order annulling the proceedings in respect of such election or any part thereof and directing fresh proceedings to be started, in accordance with the provisions of the Act and the Statutes;

- (c) the Ordinances and the Regulations from such stage as may be specified in the order and such order of the Chancellor shall be final.

CHAPTER VI CONVOCATION

27. (1) Holding of Convocations:-

Conferment of
Degrees and Award
of Medals,
Diplomas and
Certificates

- (a) Convocations of the University shall be held for the purposes specified herein under on such date and at such time and place as the Vice-Chancellor with the approval of Chancellor may fix in this behalf:

Provided that ordinarily at least one such Convocation shall be held every year.

- (b) Degrees of the University including Honorary Degrees shall be conferred and such medals and diplomas and certificates as may be specified in this behalf by the Executive Council shall be awarded at a Convocation of the University:

Provided that degrees may be conferred and medals, diplomas and certificates awarded in absentia.

- (c) Not less than fourteen days' notice shall be given for the holding of a Convocation.

Provided that Convocations held for the purpose of any Honorary Degree may be held at such shorter notice as the Vice-Chancellor may consider fit and proper.

- (d) The conferment of degrees etc will be generally in the following order;

- (i) honorary degrees in the order determined by the Vice-Chancellor;
- (ii) special medals in the order determined by the Vice-Chancellor;
- (iii) doctoral degrees in the order of Schools of Studies as enumerated in Statute 15;
- (iv) all degrees, post-graduate diplomas and certificates lower than M.Phil

degree may be conferred in absentia, in the order of Schools of Studies as enumerated in Statute 15;

- (v) medals and other special medals, specified as such by the Executive Council, in the order as may be decided by the Vice-Chancellor.

(2) Honorary Degrees:-

- (a) all proposals for conferment of honorary degree shall be recommended by the Executive Council;
- (b) for the purpose of the conferment of Honorary degrees, the recipients of such degrees shall be presented by the Vice-Chancellor to the Chancellor or in the absence of the Chancellor, by the senior most Director of the Schools of Studies to the Vice-Chancellor;
- (c) the officer so presenting the recipient of an Honorary degree shall address the Chair and say :

Sir, I am privileged to present to you.....for the conferment of the degree of.....honoris causa which has been recommended by the Executive Council and confirmed by the Chancellor, and may add such remarks regarding the achievements of the recipient which have led to his being chosen for the high honour as will be drafted by the Academic Council and approved by the Executive Council in their discretion.

- (d) the Chancellor or the Vice-Chancellor, as the case may be shall thereupon say. *"The Netaji Subhas Open University is pleased to confer upon you the degree of.....honoris causa and may, in his discretion, add such remarks as lie may think fit for the occasion.*

(3) Special Medals:-

- (a) following the Conferment of Honorary Degrees, special medals shall be awarded by the Vice-Chancellor, on presentation by the senior most Director of School of Studies, of those to be thus honoured;
- (b) for each such awardee the officer presenting the awardees shall briefly indicate the basis of the award in appropriate terms. The recipient shall thereupon proceed to the Vice-Chancellor to receive the medal from

him.

(4) Presentation of Candidates for the Degrees etc, to be conferred on the Results of Examination.

(5) After the conferment of honorary degrees and award of special medals, the Vice-Chancellor shall announce:

Mr. Chancellor Distinguished Guests. Members of the Academic Fraternity. Ladies and Gentlemen, we now come to the ceremony of conferring degrees and awarding post-graduate diplomas and certificates to those students who have been examined and found qualified to receive them. All the degrees, diplomas and certificates have been recommended by the appropriate academic authority. The candidates for the Doctors' and Masters' degrees and post-graduate diplomas and certificates will be presented by the designated Directors of Schools of Studies in the order as enumerated in Statute 15.

(6) In the presentation of the candidates the designated Director of respective Schools of Studies shall request each candidate to stand up and say:

"remain standing till the conferment is over:"

He will then say to the Vice-Chancellor:

"Sir, I present to you the candidates for..... (Degree) and I pray that the degrees/ diplomas/certificates for which they have been recommended may be conferred /awarded on them."

(7) After all the candidates have been so presented the Vice-Chancellor shall announce:

"The Executive Council of the Netaji Subhas Open University is pleased to confer upon you the degree for which you have been recommended and admit you to all the rights and privileges respectively pertaining thereto and I, by virtue of the authority vested in me as Vice-Chancellor of the University, charge you that ever in your life and conversation you show yourselves worthy of the same. Please be seated."

(8) Medals:-

After the conferment of degrees and the award of the post-graduate diplomas and certificates, the Registrar of the University shall call the names of recipients of medals to be awarded on the results of examinations and other

competitions whereupon each candidate whose name is so called, shall proceed to the Vice-Chancellor to receive his medals from him.

(9) In the absence of the specified presenting officer from a session of the Convocation, the functions of such Officer shall be performed by the Registrar.

28. (1) There shall be an Academic Procession which shall include the following personnel, in the order specified below:

- (a) the Registrar,
- (b) the Chancellor,
- (c) the Vice-Chancellor,
- (d) the Guest-Speaker, if any,
- (e) the recipients of *Honoris Causa*, if any,
- (f) the immediately preceding Vice-Chancellor,
- (g) the Directors of Schools of Studies,
- (h) the Director of Study Centres and
- (i) Members of the Executive Council and Academic Council (in pairs).

Academic
Procession

(2) Members of the Academic Procession who have degrees from any other University, Indian or foreign, may, if they so desire, wear dresses, if any, appropriate to such degrees.

(3) Members of the Academic Procession shall, at the commencement of a session of Convocation, proceed to the dais in the order referred to in Paragraph (I) and to take seats reserved for them. At the end of a session of a Convocation, whether on adjournment or on conclusion, the members of the Academic Procession shall leave the dais in the same order.

(4) When the Academic Procession enters or leaves the venue, as the case may be at the beginning or end of a session of a Convocation, all members of the audience shall rise in their seats and remain standing until the members of the Academic Procession have taken their seats on the dais or until the procession has left the venue, as the case may be.

29.(1) The Chancellor or in his absence, the Vice-Chancellor shall preside at a Convocation. The Chancellor or the Vice-Chancellor, as the case may be, presiding at Convocation, shall, for the purpose of opening the Convocation, say, when all the participants of the Convocation are properly seated, "I declare the Convocation open."

Opening and
Closing of
Convocation

and for the purpose of closing the Convocation, say, at the conclusion thereof, "*I declare the Convocation closed.*"

(2) If a Convocation extends for more than one session, the Chancellor or the Vice-Chancellor, as the case may be, presiding there at, shall say, at the end of each session other than the final session, "*I declare this Convocation adjourned until.....*"

30.(1) The Vice-Chancellor may invite a Guest-Speaker at Convocation.

(2) When a Guest-Speaker is invited at Convocation under Paragraph (1) the Vice-Chancellor shall present the Guest-Speaker and shall introduce him in appropriate words befitting the occasion.

(3) The address at Convocation by the Guest-Speaker and by the Vice-Chancellor, if he so chooses, shall be at such stages the Vice-Chancellor may deem fit.

(4) Save as the Chancellor may otherwise decide, the address or remarks of the Chancellor, if any, shall be made immediately before the conclusion of Convocation.

31. No person shall be admitted to Convocation unless he has an invitation card or an "Admit" card issued to him by the Registrar.

CHAPTER - VII

(GENERAL)

32.(1) Any matter, not expressly provided for in these Statutes, shall be decided under the direction of the Executive Council.

(2) The power of interpreting these Statutes is reserved to the Executive Council.

(3) Leave: - Leave of the employees of the University, which is a non-vacation institution, will be governed primarily by the relevant Government Order(s)/ Notifications as may be issued from time to time and adopted by the Executive Council *mutatis mutandis*.

(4) Appointment, Career Advancement, Promotion, Retirement and such other service related matters including Provident Fund, Pension, Gratuity and other benefits of Teachers, Officers and other employees will be governed by the relevant orders issued by the State Government from time to time.

(5) The duties and responsibilities of the employees, other than stated herein above, will be guided by the Regulations.

Guest Speaker and
Convocation
Address

Admission to
Convocation

General

Reemployment of teachers on attaining the age of superannuation

33.Re-employment of teachers on attaining the age of superannuation:- The re-employment will be given only in exceptional cases where a highly talented teacher can not immediately be replaced or availability of his/her service is found to be indispensable for supervision and management of the existing research/ other academic programme(s) / administrative matters. The principles and procedures to be followed for extending such re-employment may be as follows:

- (a) the intending teacher should submit his application seeking re-employment to the Vice-Chancellor along with a self-assessment report indicating his research, other academic and administrative activities particularly during the last five years preceding the date of his superannuation, supported by relevant documents;
- (b) on receipt of such application the University may constitute a Screening Committee comprising of the Vice Chancellor (Chairperson), Director of the School of Studies concerned, Registrar (Non-Member Secretary), one expert in the field of specialization of the teacher concerned (to be nominated by the Chancellor) and two experts in the field of specialization and/ or expertise of the teacher concerned (to be nominated by the Vice Chancellor). The recommendation of this Committee shall be made on the basis of the relevant documents submitted by the teacher concerned along with the application, his service record and his performance in the matters of supervision and management of research, other academic programme(s) and/ or administrative job(s);
- (c) the tenure of re-employment, subject to the recommendation of the Screening Committee in the affirmative, shall not exceed a period of two years initially;
- (d) for a teacher seeking subsequent re-employment on expiry of his initial tenure of re-employment, the same procedures as delineated above, will be followed and the tenure of such subsequent re-employment shall not exceed a period of one year. In no case such re-employment can be given if the teacher concerned has attained the age of 65 (sixty five) years;
- (e) whenever a teacher is re-employed after the age of superannuation such re-employment shall be made only in an appropriate existing scale of pay on which the teacher concerned retired from service;

- (f) his pay should be fixed in accordance with the normal rule applicable in the State Government under which such pay plus pension and other benefits do not exceed the last pay drawn at any stage;
- (g) re-employment should not be claimed as a matter of right but only in exceptional cases with sufficient justification as indicated in Clause 33 and 33(b) above;
- (h) the entire matter of Re-employment should be reported to the Executive Council and should be guided by the rules as may be framed by the U.G.C. and the State Government from time to time.

Bar on
Communication

34. No employee of the University or members of any authority/ body of the University will be allowed to brief before the press/ media regarding the University without the prior permission from the competent authority.

**Hon'ble Chancellor
Netaji Subhas Open University**