

THE FIRST
STATUTES

OF

**THE WEST BENGAL UNIVERSITY OF
ANIMAL & FISHERY SCIENCES**

1998

The
Calcutta Gazette



सत्यमेव जयते

Extraordinary
Published by Authority

BAISAKHA 2]

WEDNESDAY, APRIL 22, 1998

[SAKA 1920

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

GOVERNMENT OF WEST BENGAL

ANIMAL RESOURCES DEVELOPMENT DEPARTMENT

Writers' Buildings, Calcutta

No. 775-Uni.

Calcutta, the 22nd April, 1998.

NOTIFICATION

In exercise of the power conferred by sub-section (1) of section 34 of the West Bengal University of Animal and Fishery Sciences Act, 1995 (West Ben. Act VI of 1995), the Governor is pleased to make the following statutes:—

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CHAPTER I

1. Preliminaries

- (1) These Statutes shall be called the West Bengal University of Animal and Fishery Sciences First Statutes, 1998.
- (2) They shall come into force on the date of their publication in the *Calcutta Gazette*.
- (3) Unless the context otherwise requires, the words and expressions used in these Statutes shall be interpreted to have the same meaning as they have in the Act.

2. Definitions

- (1) 'Academic year' means a period of twelve months commencing in the month of August, or such other month as the Council may by order direct;
- (2) The 'Act' means the West Bengal University of Animal and Fishery Sciences Act, 1995 (West Ben. Act VI of 1995);
- (3) "Allied Sciences" means science and technology related or pertaining to Veterinary, Animal Husbandry, Dairy, Fishery and Wildlife and include their applied social and commercial aspects;
- (4) "Assistant Returning Officer" means a person appointed as such by the Vice-Chancellor to discharge the functions of the Returning Officer under the overall supervision and control of the Returning Officer;
- (5) "Authorised Agent" means a person authorised by a candidate contesting an election to be present inside the polling centre or at the place of counting of votes on behalf of the candidate with the permission of the Presiding Officer or the Returning Officer;
- (6) "Board of Examinations" means the Board constituted for the purpose of finalisation of the results of the examinations of the University prior to their publications;
- (7) "Campus" means a unit of the University located at a particular address;
- (8) "Candidate" means a person contesting an election to any authority of the University;
- (9) "Chancellor" means the Chancellor of the University;
- (10) "Chapter" means a chapter of these Statutes;
- (11) "Clause" means a sub-division of the Statutes;
- (12) "College" means a college affiliated to the University;
- (13) "Constituency" means a group or category of voters eligible to vote to fill a seat of any authority created under the Act or the Statutes;
- (14) "Controller" means the Controller of Examinations of the University;
- (15) "Countersigning Authority" means the officer who countersigns the Annual Confidential Report;
- (16) "Department" means a department of a Faculty;
- (17) "Director" means the Director of Research, Extension and Farms of the University;
- (18) "Disciplinary Authority" means an authority to impose punishment on an employee;
- (19) "Election Day" with reference to any election under the Act or these Statutes means a date or dates fixed for polling in connection with such election;
- (20) "Elector" with reference to any constituency means a person entitled to vote in an election for that constituency;
- (21) "Electoral Roll" means the register of electors for a constituency;
- (22) "Emoluments" means pay and allowances or remuneration and includes leave salary and subsistence grant;
- (23) "Extension" means the activities concerned with training of persons, producers, consumers and other groups serving the cause of veterinary, fishery and allied sciences and technology and includes endeavour to work through meetings, demonstration and other appropriate methods of information-sharing and knowledge dissemination;

- (24) "Farm" means collective keeping and rearing of domestic animals, birds, fishes etc. and cultivation of fodder, crop etc. for the purpose of production, research, teaching and demonstration maintained and managed by the University;
- (25) "Finance Officer" means the Finance Officer of the University;
- (26) "Government" means the Government of West Bengal;
- (27) "Librarian" means the Librarian of the University;
- (28) "Presiding Officer" means a person appointed by the Returning Officer for conducting an election to any authority of the University;
- (29) "Register" for a constituency means a book where the names and other particulars in respect of electors of that constituency are kept;
- (30) "Registering Authority" means the Registrar or such other persons as may be appointed by an order in writing of the Vice-Chancellor to perform any or all of the functions of a Registering Authority under a provision of these Statutes;
- (31) "Registrar" means the Registrar of the University;
- (32) "Reporting Officer" means the officer who initiates Annual Confidential Report;
- (33) "Research Station" means a research station of the University anywhere maintained and managed by the University;
- (34) "Returning Officer" means the Registrar or such other person as may be appointed by order in writing by the Vice-Chancellor to perform any or all of the functions of the Returning Officer under a provision of these statutes;
- (35) "Rules" means the rules framed by a competent authority or officer within the framework of the Act, Statutes and Regulations;
- (36) "Schedule" means a Schedule to those statutes;
- (37) "Screening Committee" means Committee constituted for the purpose of re-employment/extension of officers and teachers;
- (38) "Section" means a section of the Act;
- (39) "Selection Committee"/"Standing Committee" means such committee as defined in the Act;
- (40) "Sub-section" means a sub-section of the Act;
- (41) "Supervisory Staff" means a teacher of the University or a person holding a scale of pay not less than that of a Superintendent of the University;
- (42) "Unit" means an administrative section of the University Office;
- (43) "Vice-Chancellor" means the Vice-Chancellor of the University and includes Vice-Chancellor appointed by Chancellor to officiate under sub-section (4) of section 9 of the Act.

CHAPTER II

OFFICERS OF THE UNIVERSITY

PART I

VICE-CHANCELLOR

3. (1) Not less than four months before the end of the term of a Vice-Chancellor, the Vice-Chancellor shall call a meeting of the Council to elect a panel of names in the manner provided for in sub-section (1) of section 9 of the Act.

(2) If appointment of a Vice-Chancellor becomes necessary due to resignation of a Vice-Chancellor or otherwise before the expiry of the term of a Vice-Chancellor, the Vice-Chancellor appointed to officiate under sub-section (4) of section 9 of the Act, shall call a meeting of the Council to elect a panel of names in the manner provided for in sub-section (1) of section 9 of the Act, as soon as possible.

(3) The panel elected by the Council shall without delay be forwarded to the Chancellor by the Vice-Chancellor or in the absence of the Vice-Chancellor, by the Registrar.

(4) The appointment of the Vice-Chancellor should be a tenure post for a period of four years and shall be eligible for re-appointment for a further period of four years or till the attainment of superannuation at 65 years of age, whichever is earlier.

4. (a) The Vice-Chancellor shall be paid a salary of Rs. 7,600/- per month (fixed) with other allowances as admissible to State Government Officers. The Salary would be subject to such kinds of revision by UGC/ICAR, New Delhi, as implemented by the State Government from time to time;
- (b) The Vice-Chancellor shall be provided with a chauffeur driven car and with rent free furnished residential accommodation and other perquisites as may be decided by the Executive Council;
- (c) The Vice-Chancellor shall be entitled to travelling allowance as applicable to the Group 'A' officers of the West Bengal Government for halts and travels in connection with the work of the University;
- (d) The Vice-Chancellor shall be entitled to leave as admissible to State Government officers;
- (e) The Vice-Chancellor shall be provided with such medical facilities/concessions as are admissible to State Government employees;
- (f) The Vice-Chancellor may be deputed on University business or at the request of the Government, on Government business or in public interest, to any part of India or outside of India. The period of deputation outside the University shall not exceed three months.

5. In addition to the powers and functions mentioned in section 10 of the Act, the Vice-Chancellor shall exercise the following powers and privileges:—

- (1) (a) To see that the academic standards of different faculties of the University and colleges are maintained and improved and that the activities of the University and colleges are conducted in accordance with the Act, the Statutes and the regulations;
- (b) To appoint persons to posts created by the Council with the prior approval of the State Government subject to general or special directions of the Council;
- (c) To abolish superfluous posts subject to special directions of the Council;
- (d) To transfer an employee from one post to another in the interest of the University without adversely affecting his service condition and emoluments;
- (e) To constitute ad-hoc committees for the purpose of selection of students for admission to the University, selection of staff for conducting enquiries into the affairs of the University or a college and such other purposes as may be specified by the Council;
- (f) To suspend or punish an employee or to punish, dismiss or suspend or expel a student;
- (g) To sanctions leave including extraordinary leave for higher studies;
- (h) To represent the University in Inter-University meetings and associations within the country;
- (i) To represent the University outside the country with the approval of the Council and the State Government;
- (j) To be present at and address any meeting of an authority of the University or participate in its deliberations even if he is not a member of the same provided that he shall not vote in the meeting unless he is a member of the Authority;
- (k) To enforce discipline among employees and students;
- (l) To inspect faculties, campuses and colleges, give appropriate directions and report to the appropriate authority of the University;

- (m) To oversee day to day work of the office of the University and maintenance and management of all properties, endowments and equipments of the University;
 - (n) To cause annual physical verification of the stocks and equipments of the University;
 - (o) To assign, modify and re-allocate functions and duties of employees of the University;
 - (p) To give directions for conduct of elections to authority of the University.
- (2) The powers, duties and functions of the Vice-Chancellor shall be exercised subject to the provisions of the Act, the Statutes, regulations and general or special directions of the Council.
 - (3) Subject to general or special directions of the council, the Vice-Chancellor may delegate any of his functions under sub-clause (1) of this clause, to any officer of the University. But in spite of such delegation, exercise of his delegated functions shall be subject to his supervision and control and he shall be responsible for the smooth discharge of the delegated functions. He shall have the power of cancelling any delegation made by him.
 - (4) Subject to general or special directions of the Council, the Vice-Chancellor shall divide the administrative work of the University into different units and issue order necessary for the purpose, and may also issue standing order regarding office and administrative procedure.
 - (5) When any action has been taken by the Vice-Chancellor under sub-section (6) of section 10 of the Act, he shall immediately notify the same to the Secretary of the Authority which shall ordinarily have dealt with the matter, with direction to place the same on the agenda of the next available meeting of such Authority.
6. Such Authority may ratify the action taken by the Vice-Chancellor or may pass other appropriate order.
 - (1) An appeal made under sub-section (8) of section 10 of the Act against any action under sub-section (10) of the said section of the Act, shall be in the form of a memorandum with a brief description of the action appealed against and reasons for the appeal. The memorandum of appeal shall be presented before the Registrar who shall place the same on the agenda of the next meeting of the Council. He shall produce in that meeting, office records relating to the action appealed against along with a note on whether the appeal was preferred within 30 days of the appellant having notice of the action taken or within 30 days of the formation of the first Council, whichever is later.
 - (2) On consideration of such appeal the Council may make such order as it may consider to be appropriate.

PART II

REGISTRAR

7. (a) The Registrar shall be responsible to the Vice-Chancellor in exercise of the powers and duties specified in section 11 of the Act and shall exercise such other additional powers and duties delegated to him by the Vice-Chancellor with the approval of the Executive Council of the University;
 - (b) Subject to the provision of section 10 sub-section (7) and section 19 sub-section (1) (XIV) the Registrar shall be responsible for the recruitment, appointment, payment of emoluments, promotion and retirement benefits to all teaching and non-teaching posts of the University;
 - (c) He shall be responsible for the maintenance of the service and leave records of the teaching and non-teaching staff.
8. He shall be the custodian of the records and common seal of the University and shall have the power to deny access to any body other than the Vice-Chancellor or the Council except on authorisation by the Vice-Chancellor.
 9. Subject to overall control of the Vice-Chancellor and the Executive Council, the Registrar shall be responsible for the management of the properties and the investments of the University.
 10. The Registrar shall be responsible for the smooth functioning of the office of the University and shall sign provisional certificates and other documents.
 11. In all suits and other legal proceedings by or against the University, the pleadings, the written statements, affidavits etc. shall be signed and verified by the Registrar and all processes in such suit or proceedings shall be issued to and served on the Registrar.
 12. When the office of the Registrar is vacant due to illness of the Registrar or otherwise, such functions and duties may temporarily be assigned by the Vice-Chancellor to any other Officer of the University.

13. In terms of sub-section (1) of section 11 of the Act, the Council shall form a committee for appointment of the Registrar and selection procedure is to be completed at least two months before the term of the Registrar expires or as soon as possible when a Registrar ceases to hold office due to resignation or otherwise, before the completion of his term. The qualification for the post of Registrar, the composition of the committee and the salary and allowances payable to the Registrar shall be as given in Schedule I.

PART III

FINANCE OFFICER

14. The composition of the Standing Committee for recommending a candidate for appointment to the post of Finance Officer, his qualification, salary shall be as shown in Schedule I.

15. In addition to what is mentioned in section 12 of the Act, the Finance Officer shall perform the following duties:—

- (a) The finance officer shall be the Member-Secretary of the Finance Committee;
- (b) He shall advise the Vice-Chancellor and Authorities in all financial matters;
- (c) He shall be responsible for the preparation of the annual budget in consultation with the Deans of the Faculty, Director of Research, Extension and Farms, and Heads of the Teaching and Administrative Departments for obtaining approval of the Executive Council under section 19(1) (XVI) through the Vice-Chancellor. He shall also prepare the annual accounts to submit the same to the Finance Committee within 31st March;
- (d) He shall be responsible for ensuring that all the money are expended for the purpose for which they have been granted or allotted;
- (e) He shall receive fees and other incomes, disburse payments and be responsible for the day to day financial transaction of the University and for all incidental matters including correspondences relating thereto;
- (f) He shall sign all the contracts made on behalf of the University and exercise such other powers as provided in the Act, Statutes and Regulations pertaining to account and finance of the University for which he shall be directly responsible to the Vice-Chancellor;
- (g) The Finance Officer shall be responsible for holding meeting of the Finance Committee at least thrice a year;
- (h) All matters relating to income and expenditure of the University in the various departments, not specifically provided for in the budget, which require reference to the Finance Committee, shall be routed through the Finance Officer whose opinion on such matters shall be recorded and considered by the Vice-Chancellor before they are submitted to the Finance Committee;
- (i) The Finance Officer shall be competent to call from the Faculty Council and the Heads of Teaching and Administrative Departments such information as may be necessary for the preparation of the Annual Budget or the Annual Accounts on or before the date fixed by the Vice-Chancellor and such information shall be supplied to him on or before such date;
- (j) He shall be responsible to the Vice-Chancellor to ensure—
 - (i) that expenditure not authorised in the budget is not incurred without appropriate sanction;
 - (ii) that all money belonging to the University are kept in a bank or banks approved by the Executive Council;
 - (iii) that all accounts of the University are properly kept and audited;
 - (iv) that the budget of the University is prepared and submitted to the Vice-Chancellor and the funds sanctioned are obtained in time;
 - (v) that notice for meetings of the Finance Committee is issued in time and minutes thereof are properly recorded;
- (k) Subject to the approval of the Council, he shall receive contributions, grants, gifts and endowments made in favour of or for the purpose of the University;
- (l) He shall evolve and install suitable system of accounting and business procedure and prescribe an accounts manual for use of officers of the University subject to approval of the Vice-Chancellor;
- (m) He shall develop and operate an internal audit system so that records of all officers and employees responsible for the receipts and expenditures of money are properly audited;
- (n) He shall prescribe financial forms to be used in the University;
- (o) Subject to the general control of the Vice-Chancellor, the cash and budget section of the University office shall be under his direct supervision;
- (p) He shall perform such other duties as may be assigned to him by the Council or the Vice-Chancellor from time to time.

PART IV

CONTROLLER OF EXAMINATIONS

16. The composition of the Standing Committee for recommending a candidate for appointment to the post of Controller of Examinations as provided in sub-section (1) of section 16, his qualification, salary and allowances shall be as shown in Schedule I.

17. The Standing Committee provided for in sub-section (1) of section 16 of the Act, shall be formed by the Vice-Chancellor for the discharge of his functions. In addition to the powers contained in section 16, the Controller shall have the following duties and functions:

- (i) He shall be responsible for the maintenance of a register of Degrees and Diplomas awarded by the University, a register of Graduates and records of related information;
- (ii) He shall make arrangement for the conduct of examinations and for the due execution of all processes connected therewith;
- (iii) He shall be responsible to the Faculty Councils, the Executive Councils and the Vice-Chancellor for proper conduct of all University Examinations and timely publication of results thereof;
- (iv) He shall be responsible to convene meetings of the Boards of Examinations as and when necessary;
- (v) He shall be responsible for co-ordination of activities in respect of preparation, printing and custody of question papers pertaining to all examinations of the University and take necessary steps for printing the same;
- (vi) He shall perform such other duties as may be assigned to him by the Vice-Chancellor or the Executive Council or the Faculty.

PART V

LIBRARIAN

18. (1) The composition of the Standing Committee for recommending a candidate for appointment to the post of Librarian under section 13, sub-section (1), his qualification, salary and allowances shall be as shown in Schedule I.

(2) The Standing Committee provided for in sub-section (1) of section 13 shall be formed by the Vice-Chancellor and its composition shall be as given in Schedule I.

19. Without prejudice to the generality of section 13, the Librarian shall be responsible for the following:

- (i) Accounting and custody of books, periodicals and other publications required to be kept in the library;
- (ii) Purchase of books, periodicals and other publications required by the Heads of Departments within the limits of financial allocations;
- (iii) Framing of rules relating to issue of books and periodicals to teachers and students of the University;
- (iv) Such other function related to the above which may be assigned by the Council or the Vice-Chancellor.

20. The Librarian shall convene the meeting of the Library Committee constituted as under, which shall monitor the progress, development and other affairs of the Library and shall meet at least once in three months.

The Committee shall consist of the following members:

- (i) Director of Research, Extension and Farms—Chairman;
- (ii) Deans of Faculties;
- (iii) Finance Officer;
- (iv) One Head of the Department from each Faculty to be nominated by the Faculty;
- (v) Two teachers of the University to be nominated by the Council;
- (vi) Librarian—Member-Secretary.

PART VI

DIRECTOR OF RESEARCH, EXTENSION & FARMS

21. The composition of the Standing Committee for recommending a candidate for appointment to the post of Director of Research, Extension and Farms under section 15(1), his qualification, salary and allowances shall be as shown in Schedule I.

22. The Standing Committee provided for in sub-section (1) of Section 15 shall be formed by the Vice-Chancellor and its composition shall be as shown in Schedule I.

23. The Director of Research, Extension and Farms shall be a whole time officer of the University under the direct control of the Vice-Chancellor.

24. He shall have the following duties and responsibilities:—

- (a) He shall co-ordinate all research, extension and farm activities of the University in co-operation with the Deans. He shall be directly responsible to the Vice-Chancellor for the initiation, guidance and co-ordination of the Research programmes of the University and its different stations and co-ordinate the activities for the proper management of the University Farms and Extension Departments.
- (b) He shall be In-charge of all Research Stations, Institutes, Farms and Extension Departments and such other departments and units as may be assigned to him by the Vice-Chancellor.
- (c) He shall be responsible for bringing about close collaboration with the Departments of Animal Resources Development, Agriculture, Fisheries, Forest, Rural Development and Panchayet of the State Government, the Indian Council of Agricultural Research, Extension Directorate of the Central Government and other authorities in matters relating to their extension activities and act as the principal liaison officer in respect of extension of education.
- (d) He shall act as the Member-Secretary of the Research and Extension Council and propose research and extension programmes and policies in consultation with the Deans of the Faculties and In-charges of the stations.
- (e) He shall be responsible to establish live-stock farms and fish farms in different agroclimatic regions of the State under the control of the University to promote livestock and fish production in the State with the help of the State Government in obtaining infrastructural facilities for such activities.
- (f) He shall maintain co-ordination between State Government and University in respect of carrying out research, extension and farm activities.
- (g) He shall recommend necessary measures to protect and conserve endangered indigenous species of livestock, birds, fishes and other allied animals in the State.
- (h) He shall prepare an annual report on the research activities of the University with the help of the Deans of the faculties for consideration by the Research Council.
- (i) He shall cause to be published regularly Research Bulletins, articles and scientific journals which summarise research finding of the works carried out in the University and shall be the Chairman of the Editorial Board of any journal to be published by the University.
- (j) He shall represent (or arrange representation) under the direction of the Vice-Chancellor of the University in conferences, seminars, meetings etc. regarding research, extension and farm activities.
- (k) He shall be the principal liaison officer for dealing with funding agencies such as the Indian Council of Agricultural Research, the University Grants Commission, Council of Scientific and Industrial Research, Department of Science and Technology, Veterinary Council of India and other similar authorities and private agencies for the purpose of funding research.
- (l) He shall function in close co-operation with the Deans of Faculties in formulating research policies and programmes of the University.
- (m) He shall exercise such other powers and perform such other duties in the research, extension and farm activities as may be assigned by the Council or the Vice-Chancellor.

PART VII

DEANS

25. Deans of Faculties shall be officers of the University for the purpose of sub-section (7) of section 7.

26. (1) The first Dean of a Faculty may be appointed by the Vice-Chancellor on the recommendation of the Government and if so appointed shall hold office for a period of six months or till a Dean of that Faculty is appointed by the Council.

(2) The Vice-Chancellor shall form a Standing Committee for recommending persons for appointment as Deans. The composition of the Standing Committee, his salary and allowances shall be as given in Schedule I.

27. Subject to the provision of clause 26, on the recommendation of the Standing Committee referred to in sub-clause (2) of clause 26, the Council shall appoint the Dean for a term of four years with a provision for extension of terms subject to satisfactory performance of his/her duty on recommendation of the Screening Committee referred to at 2(37) along with co-option of the Head of the concerned Department. He may, however, resign or may be removed from the post before expiry of the term with the approval of the Executive Council.

28. (1) The Dean shall be the academic and executive Head of a Faculty and be responsible to the Vice-Chancellor for its academic activities.

(2) He shall work in close co-operation with the Director of Research, Extension and Farms, Controller of Examinations and Librarian for the execution of University policies pertaining to research, extension, farm and library activities of the Faculty.

(3) He shall be responsible for inter-campus collaboration and co-ordination of academic functions, maintenance of academic standards, constant review of educational programmes and their progress and due observance of Statutes and Regulations relating to the Faculty.

(4) He shall formulate and present for consideration of the Board of Studies policies and programmes on matters relating to the Faculty.

(5) He shall have such other functions related to the above as may be assigned by the Vice-Chancellor or the Council.

PART VIII

GENERAL

29. Qualifications for the posts, their salaries, appointing authority, composition of Standing Committee of other officers and employees of the University besides those mentioned in section 7 shall be as shown in Schedule I.

30. Salaries and allowances given in Schedules I and II may be revised by the Council in accordance with revised guidelines of the University Grants Commission, when there is an occasion to do so, and with the prior approval of the Government, provided that the emolument of an officer or an employee shall not be varied to his disadvantage during the term of his service.

31. Powers and functions and conditions of service of officers and employees of the University, to the extent not defined by these Statutes, shall be such as may be fixed by Regulations made by the Council in this behalf.

CHAPTER III

AUTHORITIES OF THE UNIVERSITY

PART I

THE EXECUTIVE COUNCIL

32. The Council may submit to the Government, Legislative and other proposals for improvement in the functioning of the University.

33. The Council shall meet not later than in the second quarter of a financial year to consider the annual report, the actual accounts and the audit report for the previous financial year.

34. The Council shall meet not later than in the third quarter of each financial year to consider the budget estimate for the next financial year.

35. The Council shall normally meet at the principal seat of the University. It may also meet at any other campus or any other place as may be decided by the Vice-Chancellor.

36. No meeting of the Council shall be invalid on the ground of one or more members not having been elected or nominated.

37. If a meeting of the Council is adjourned due to lack of quorum, no quorum will be required at the adjourned meeting.

38. If the Vice-Chancellor is unable to remain present at a meeting of the Council due to unavoidable reasons, the members present shall elect one of them to be the Chairman of the meeting.

39. For a meeting of the Council, members not in the service of the Government or the University shall draw travelling allowance at rates to be fixed by the Council. Such rates shall be at par with that to which Group 'A' officers of the Government are entitled.

40. (1) The proceedings of a meeting of the Council shall be recorded by the Registrar and he shall arrange circulation of the same among its members as soon as after approval by the Vice-Chancellor or the member presiding over that meeting, as the case may be.

(2) If no exception is taken by any member who was present at the meeting as to the correctness of the minutes, within 7 days of circulation of the minutes, they shall be deemed as correct. If exception is taken within the time aforesaid by means of a letter addressed to the Registrar specifying the points which require correction in the minutes, the minutes shall be brought forward at the next meeting of the Council for confirmation of correctness by such of the members as were present when the business referred to was transacted. The minutes would thereafter be confirmed with such modification if any, as may be necessary.

(3) The Registrar being the ex-officio non-member Secretary of the Council shall convene the meeting of the Executive Council at least once in every two months in consultation with the Vice-Chancellor and issue notice of the meeting so that the notice along with the agenda reaches the members at least a fortnight before the meeting. In case of emergency meeting a notice along with the agenda has to reach the members at least 72 hours before the meeting.

PART II

FACULTIES

41. In addition to the powers and duties mentioned in sub-section (1) of section 21 and section 22 of the Act, the Faculty shall have the following powers and functions:-

- (a) To make recommendations to the Council to conduct convocation for conferment of degrees;
- (b) To make recommendations to the Council for the conferment of Honorary Degree of Doctor of Science and other academic distinctions;
- (c) To make recommendations to the Vice-Chancellor regarding fixation, payment and receipt of fees and penalty for non-payment in time by the students of the University;

- (d) To constitute committee for institution of endowments, scholarships, fellowships, free studentships, medals and prizes and to formulate regulations for such awards from time to time;
- (e) To recommend to the council the admission strength for various disciplines in post-graduate studies;
- (f) To refer to the Board of Studies questions relating to academic matters;
- (g) To recommend the establishment of a new department, abolition/sub-division or reconstitution of existing department or departments based on a report of the Board of Studies;
- (h) To make recommendations to modify the regulations regarding admission of students into the University consistent with the Statutes and Regulations;
- (i) To determine the subjects of study in each department after considering the recommendations of the Board of Studies made in this behalf;
- (j) To recommend the minimum qualifications for the post of teachers of the Faculty;
- (k) To recommend a panel of experts with fields of specialisation for selection for teaching posts;
- (l) To submit each year its Annual Report to the Council;
- (m) To appoint, after considering the views of the Board of Studies, Board of Examinations in a subject or subjects relating to post-graduate studies including the subjects of doctoral thesis and for prizes and medals;
- (n) To take or recommend steps relating to students' welfare;
- (o) To make recommendations for creation of additional faculties when found necessary for the approval of the Council.

42. (1) The Faculty Council shall meet at least once in two months after giving a notice of at least 15 days.
- (2) One-third of the members of the Faculty Council shall form the quorum. In case there is no quorum in a meeting, a second meeting shall be convened. No quorum will be required for such an adjourned meeting.
- (3) In the absence of the Vice-Chancellor, the Dean of the Faculty will act as the Chairman for that meeting.
- (4) All questions at meeting of the Faculty Council shall be decided by a majority of votes of the members present and voting and in the case of an equality of votes, the Vice-Chancellor or the member presiding as the case may be, shall have a second or casting vote.
- (5) The proceedings of the Faculty Council shall be recorded by the Secretary of the Faculty and circulated among the members after approval by the Vice-Chancellor or the Presiding Officer as the case may be.
- (6) If no exception is taken by any member who was present at that meeting as to the correctness of the minutes within 7 days of despatch of the minutes, they shall be deemed as correct. If exception be taken within the time aforesaid by means of a letter addressed to the Secretary of the concerned Faculty specifying the points which require correction in the minutes, the minutes shall be brought forward at the next meeting of the Faculty Council for confirmation or correction by such of the members as were present when the business were transacted to which the minutes refer.

43. (1) In addition to the members contained in sub-section (2) of section 21, the Farm Officer shall also be a member of the Faculty Council.

(2) A Faculty Council may co-opt members not exceeding three in number from among teachers of the Faculty and experts in the field of the subject of the Faculty.

(3) A Faculty may invite in any of its meetings persons whose advice it may consider necessary on subjects to be discussed in the meeting. Persons so invited shall not be entitled to vote in the meeting.

44. No meeting of a Faculty shall be invalid on the ground that one or more than one member has not been elected, nominated or appointed, as the case may be.

45. The Faculty Council may route its reports to the Council any academic matter regarding the Faculty as it may deem fit for discussion.

46. The Department of each Faculty shall be such as is shown in Schedule III.

PART III

BOARD OF STUDIES

47. (1) In terms of the provision in sub-sections (2) and (3) of section 20 of the Act, each Department in a Faculty shall have a Board of Studies for each subject of study at the undergraduate and post-graduate levels.

(2) Each Board of Studies shall consist of all whole time teachers of the Department concerned.

- (3) The Head of the Department shall be the Chairman and Convenor of the Board of Studies.
- (4) The Board of Studies shall have the following powers and functions:
 - (a) To propose to the Faculty concerned the courses of study and curriculum for various programmes of instructions offered by the concerned Faculty;
 - (b) To make proposal to Faculty Council for post-graduate and undergraduate studies for the programme for inter-disciplinary study and research;
 - (c) To review the academic programme of the Department from time to time and to propose the method of redressal of the problems if any, to the Faculty Council for approval;
 - (d) To consider any other matter referred to it by the Faculty Council, the Executive Council or the Vice-Chancellor, as the case may be.

48. The Head of a Department shall be appointed from among the teachers of that Department on a rotational basis in order of seniority and rank. The Vice-Chancellor shall appoint the Head of the Department in consultation with the Dean of the concerned Faculty. The tenure of the Head of Departments shall be for a period of two years.

PART IV

OTHER AUTHORITIES

49. In terms of provisions of sub-section (4) section 17 the following shall be additional authorities of the University:
- (a) The Finance Committee;
 - (b) The Academic Council;
 - (c) Research & Extension Council;
 - (d) Board of Examinations.

50. (1) The Finance Committee shall consist of following members:
- (a) The Vice-Chancellor, who shall be the *ex-officio* Chairman;
 - (b) The Executive Council will nominate two of its members to the Committee. If any vacancy arises in the Finance Committee in respect of the members nominated by the Council, the Council shall nominate another member. The term of the nominated members of the Council shall be for two years;
 - (c) Secretary, Finance Department, Government of West Bengal, or his nominee not below the rank of a Joint Secretary;
 - (d) Secretary, Animal Resources Development Department, Government of West Bengal or his nominee not below the rank of a Joint Secretary;
 - (e) Secretary, Fisheries Department, Government of West Bengal or his nominee not below the rank of a Joint Secretary;
 - (f) Finance Officer—Member-Secretary;
 - (g) The Director of Research, Extension and Farms.

(2) The Chancellor may nominate one expert in financial management from outside the University as additional member of the Finance Committee.

(3) If a vacancy arises in the Finance Committee in respect of a member nominated by the Council, the Council shall nominate another member.

51. The Finance Committee shall advise on any financial matter that may be referred to it for opinion by any authority of the University and shall perform such other functions as may be assigned by the Vice-Chancellor or the Council.

52. Not later than 31st October every year, the Finance Committee shall consider at a meeting convened for the purpose, the annual budget estimates for the next financial year prepared by the Finance Officer under direction of the Vice-Chancellor and having considered the estimates, forward the same with its recommendations to the Council for examination and approval. Copies of the budget estimates as approved by the Executive Council shall be submitted to the State Government.

53. Soon after the close of each financial year, the Finance Committee shall consider the Annual Statements of Accounts for the previous financial year prepared by the Finance Officer and transmit the same with its recommendations to the Executive Council for examination and approval.

54. If, at any time during the year, there is reason to believe that the budget estimates under any head is likely to exceed and that the excess cannot be met by reduction under some other heads, supplementary budget estimates shall be submitted by the Finance Committee to the Executive Council for approval.

55. The Finance Committee shall review the financial position of the University from time to time.

56. In connection with the annual accounts or the annual budget or any other duty imposed on it by these Statutes, the Finance Committee may call for such papers or information as it may require relating to any relevant financial matter or any item of account.

57. Subject to the provisions in sub-section (3) of section 31 of the Act, no expenditure which is not covered by the budget grants or which is in excess of the budget provision may be incurred without consideration of the Finance Committee and prior approval of the State Government.

58. Subject to the provisions of the Act and the Statutes, the Finance Committee shall be competent to make regulations for the purpose of due exercise of the powers delegated to it or to discharge the duties imposed upon it and to amend or repeal any such rule.

59. Every rule and every amendment or repeal thereof is to be submitted to the Executive Council for ratification.

60. (1) The Academic Council shall consist of the following members:

- (i) the Vice-Chancellor—Chairman;
- (ii) the Director of Research, Extension and Farms;
- (iii) the Deans of Faculties;
- (iv) the Registrar—Non-member-Secretary;
- (v) the Controller of Examinations;
- (vi) the Librarian;
- (vii) all Heads of the Departments of all the Faculties;
- (viii) one Lecturer, one Reader and one Professor from each Faculty;
- (ix) one undergraduate student from each Faculty and one Post-graduate student from the University elected by the regular students in a manner as shall be prescribed;
- (x) two eminent academicians from the field of Veterinary/Dairy/Fishery Sciences nominated by the Vice-Chancellor.

(2) Subject to the general provision and control of the Council, an Academic Council shall be in charge of the academic affairs of the University and shall, subject to the provisions of this Act and the Statutes, superintend, direct and control and be responsible for the maintenance of standards of instruction, education and examination and other matters connected with the conferment of degrees or awards of diplomas, and shall exercise such other powers and perform such other functions as may be conferred or imposed on it by Statutes.

(3) (a) The term of office of the members of the Academic Council, other than the ex-officio members, shall be for two years;

(b) The members of the Academic Council shall not be entitled to receive any remuneration from the University except such daily and travelling allowances as may be prescribed:

Provided that nothing contained in this sub-section shall preclude any member from drawing his normal emoluments to which he is entitled by virtue of the office he holds;

(c) A member of the Academic Council, other than the ex-officio member, may tender resignation of his membership at any time before the expiry of the term of his office. Such resignation shall be conveyed to the Chancellor by a letter in writing by the member and the resignation shall take effect from the date of its acceptance by the Vice-Chancellor.

(4) The powers and functions of the Academic Council shall be:

- (a) to exercise general control on teaching and other educational programme and maintain and promote the standards thereof;
- (b) to make regulations regarding—
 - (i) the admission of students to the University;
 - (ii) the course of study leading to degrees, diplomas and other academic distinctions; and
 - (iii) the conduct of examinations and maintenance and promotion of standards of education;
- (c) to advise the Council on all academic matters including the control and management of Libraries;
- (d) to make recommendation to the Council for the institution of various teaching and other research and extension education posts and in regard to the duties thereof;
- (e) to formulate, modify or revise schemes for the constitution or reconstitution of departments of teaching, research and extension education;

- (f) to make recommendation to the Council regarding teaching, research and extension education of post-graduate students;
- (g) to make recommendation to the Council regarding the qualifications to be prescribed for teaching posts in the University;
- (h) to make recommendation to the Council for the conferment of honorary degrees or other distinctions; and
- (i) to exercise such other powers and perform such other functions as may be prescribed by the Statutes.

61. Research and Extension Education Council

(1) In accordance with sub-section (4) of section 17 of the Act, the Research and Extension Education Council shall be an authority of the University. The Research and Extension Education Council shall be the policy making body on Research and Extension Education in the Faculties and Research Stations of the University.

(2) The Research and Extension Education Council shall consist of the following members:

- (i) The Vice-Chancellor—Chairman;
- (ii) The Director of Research, Extension and Farms—Member-Secretary;
- (iii) The Director of Veterinary Services and Animal Husbandry, Government of West Bengal;
- (iv) The Deans of Faculties;
- (v) The Director of Fisheries, Government of West Bengal;
- (vi) Head of all Research Stations and Project Co-ordinators of State/ICAR/other agencies, research schemes;
- (vii) Three scientists of eminence to be nominated by the Vice-Chancellor for their specialised knowledge, one for each faculty for a period of two years;
- (viii) Three progressive farmers associated with Veterinary, Animal Husbandry/Fisheries/Dairy Technology practices to be nominated by the Vice-Chancellor.

(3) The Research and Extension Education Council shall be the policy making body on research in the faculties and shall consider and make recommendations in respect of—

- (a) the formulation of research programmes and projects undertaken or to be undertaken by the University and its various research stations in the State in the field of Veterinary Sciences, Animal Husbandry, Fisheries, Dairy Technology and allied sciences with a view to promote effective co-operation;
- (b) physical and fixed facilities required for implementing research projects;
- (c) integration of research, extension education and teaching and participation of research workers in teaching and extension education;
- (d) orienting research to meet farmers needs;
- (e) to give advice and accept the reports of ongoing/completed research schemes by the scientists concerned;
- (f) any other matter pertaining to Veterinary Sciences, Animal Husbandry, Fisheries, Dairy Technology Research which may be referred to them by Executive Council/Vice-Chancellor.

(4) The term of office of the nominated members shall be two years;

(5) The Research and Extension Education Council shall meet atleast once in six months to identify priorities, approve the programmes of the activity and shall review the research and extension activity of the University;

(6) Co-ordination of extension education programme and projects of the University with the *Regional Officers*;

(7) Co-ordination and co-operation of extension educational activities of various agencies for improvement of Animal Husbandry/Fisheries/Dairy for the development of rural communities;

(8) Development of farmers' education and advisory service, identification and resolution of field problems and transfer of information;

(9) Methodology of extension education activities of the region;

(10) Integration of extension education with teaching and research in the University and participation of teachers in the field of extension programmes and education for their work.

62. Board of Examinations

(1) In accordance with the provision of section 17 of the Act, the Board of Examinations shall be an authority of the University. The Board of Examinations shall have the following members:

- (a) One of the Deans by rotation—Chairman;
- (b) Registrar;
- (c) Deans of Faculties;
- (d) Controller of Examinations—Member-Secretary.

(2) The duties of the Board of Examinations shall be—

- (a) to organise and supervise the conduct of the University examinations;
- (b) to appoint internal and external examiners, where necessary;
- (c) to review and moderate results, where necessary as per the rules prescribed from time to time for the purpose under external evaluation system and to review the results under the internal assessment system;
- (d) to provisionally declare the results of the university examinations and to recommend to the Academic Council and to Executive Council for their approval of the award of the degree of the University.

(3) The Board of Examinations shall meet at least twice a year or as and when necessary at the discretion of the Chairman.

CHAPTER IV

ACADEMIC ACTIVITIES OF THE UNIVERSITY

63. The courses and subjects of study under each of the Faculties shall be as prescribed from time to time by the Faculty Council. While prescribing, the Council shall give due consideration and importance of the curricula of the I.C.A.R. and other Institutions in the country imparting the particular course of study to make it befitting course of study as most professional, need-based and at par with National and International standard and also to maintain the courses continuously, to improve the advancement of new discoveries. The Academic Council shall review the same at regular intervals. To ensure effective teaching being imparted, a Committee consisting of Heads of all Departments and members nominated by the Vice-Chancellor from other Universities, having academic distinction, and members of I.C.A.R. and U.G.C. will examine as to whether the curricula are at par with the requirement of the course.

64. Function of the Head of the Department/Unit/Research Station/Centre

The Head of each Department/Unit/Research Station/Centre—

- (a) shall be responsible to the Dean of the College as the case may be, for administrative, academic and all other activities;
- (b) shall report on the teaching, research and extension of educational work of the Department to the Dean and of the Departmental Research Station/Centre to the Director of Research, Extension and Farms;
- (c) shall prepare the Annual Budget in time;
- (d) shall be responsible for distribution and expenditure of the Departmental funds and for the care of University property under their control;
- (e) shall be responsible for distribution and expenditure of the budget;
- (f) shall provide for protection against theft, fire and other damages;
- (g) shall carry out any further functions as may be directed by the Dean/Director and the Vice-Chancellor; and
- (h) shall have general supervision of the work of students in the Department.

65. Admission to the University

(1) Students shall be admitted to the University in accordance with the Regulations approved by the Faculty Council. Any modification to the Regulations shall be made by the Vice-Chancellor on the recommendation of the Faculty Council in consonance with the rules of the Government that are in force and that may be issued from time to time by the Council in this regard.

(2) The number of students to be admitted shall be decided by the Council on the recommendation of the Faculty Council.

66. Courses of Study

The University shall offer the course leading to the following undergraduate and post-graduate degrees:

- (a) Bachelor of Veterinary Science and Animal Husbandry (B.V.Sc. & A.H.);
- (b) Bachelor of Technology (Dairy Technology) (B.Tech., D.T.);
- (c) Bachelor of Fishery Science (B.F.Sc.);
- (d) Master of Veterinary Science (M.V.Sc.);
- (e) Master of Technology (M.Tech., D.T.);
- (f) Master of Fishery Science (M.F.Sc.);
- (g) Doctor of Philosophy (Ph.D.).

These and other additional degrees, diplomas and certificate courses shall be offered by the University as decided from time to time by the Faculty Council. The detailed rules for admission of students of the courses and curricula on the method of examination and on the award of degrees shall be as prescribed by the Vice-Chancellor, on the recommendation of the Board of Studies and the Faculty Council with the approval of the Council.

67. System of Instructions

The system of instruction shall be as prescribed by the Council on the recommendations of Faculty Council and Board of Studies of the Faculties

68. Student Fees & Other Charges

(1) The fixation, payment and receipt of the University fees shall be determined by the Vice-Chancellor on the recommendation of the Faculty Council;

(2) The University fees other than the hostel fees, shall be classified in the following main categories:

- (a) Admission fee;
- (b) Tuition fee;
- (c) Laboratory fee;
- (d) Library fee;
- (e) Examination fee;
- (f) University Registration fee;
- (g) Contribution to such educational, social and recreational funds as may be prescribed;
- (h) Hand Book fees; and
- (i) Any other fees fixed from time to time.

(3) The amount chargeable under each category or any modification in such fees at various levels of academic pursuit, as well as the terms of payment and the provision of penalties for non-payment, shall be determined by the Vice-Chancellor on the recommendations of the Faculty Council.

69. Endowments, Scholarships and Fellowships

Funds and endowments for the existing Scholarships, Fellowships, Prizes and Medals etc. administered either by the University or by the Government departments or by any other agency shall be placed at the disposal of the University and shall be granted by the University as per the rules

70 Convocation

(1) Convocation shall be held by the University for the conferment of degrees, diplomas and other academic distinctions, as per the recommendations of the Faculty Councils and Board of Examinations as approved by the Council. The degree shall be conferred to all eligible candidates either in person or in absentia irrespective of the fact whether the candidate has applied or not. The procedure for admission to the convocation and in respect of the conduct and proceedings of the convocation shall be as prescribed in the Regulations.

(2) The honorary degree shall be conferred also at the convocation or at a special convocation, to be taken in person or in absentia.

71. Award of Degrees and Diplomas

The Board of Examinations and the Faculty Councils shall recommend to the Council the award of Degrees, Diplomas and other Academic distinctions, the procedure of which shall be as approved from time to time by the Faculty Councils.

72. Honorary Degree & Other Academic Distinctions

(1) The Honorary Degree of Doctor of Science shall be conferred upon a person on the ground that he/she is by reason of eminent position and attainments or by virtue of his/her contribution to learning or eminent services to the cause of Veterinary/Animal Sciences, Fishery Sciences, Dairy Sciences/Technology Education/Research and Development. A fit and proper person decided by the Faculty Councils and Executive Council shall receive such a Degree.

(2) The Council shall, subject to prior approval by the Chancellor, have powers to confer the Honorary Degree and other Academic distinctions, on the recommendations of the Faculty Councils, with at least two-third majority of the members present at the meeting.

(3) All proposals for the conferment of the Honorary Degree and other academic distinctions shall be made by a Committee constituted by the Vice-Chancellor.

73. Research

(1) Subject to the provisions of the Act and the Statutes research programmes in the University (fundamental as well as applied) shall be undertaken on the problems of Veterinary, Animal Husbandry, Fishery, Dairy Technology and other allied sciences for the purpose of aiding the development of agriculture and for the benefit of rural population in the State.

(2) The University through its research organisation shall be the leading agency of control over research activities in Veterinary, Animal Husbandry, Fishery, Dairy Technology and other allied branches in the State.

(3) Facilities of visit and use of research organisation and experimental station of the State Government under the control of concerned Departments may be made available to the University as and when required subject however to the pre-planned programme of the concerned Department, if any.

(4) The University may establish regional/zonal research stations and sub-stations in the different agro-climatic zones of the State for conducting research and other allied activities subject to the condition that in no way, that be a duplication of one already in the State.

74. Extension Education

(1) Extension Education programme shall be established in the University and shall, subject to the provisions of this Act and Statutes, make useful information based upon findings of research available to farmers and others to help and solve their problems. It shall conduct demonstrations and training programmes for the benefit of students, extension workers, farmers and others. Extension Education shall be co-ordinated with the other functions of the University and other appropriate agencies of the State

(2) The University shall be responsible for the Extension of Educational activities among farmers in the State for improvement of rural living and to increase Livestock and Fish production with special emphasis on their utilisation. The State may provide necessary infrastructural facilities in this respect.

75. Farms

(1) Subject to the provisions of the Act and the Statutes, the University shall establish livestock and fish farms for production, research, teaching and demonstration purposes.

(2) Shall protect and conserve endangered species of livestock, birds, fishes and other animals by establishing suitable farms at various sites of the State and by developing other allied facilities.

CHAPTER V

PART I

GENERAL

76. Elections to the Council under clauses (h), (i) and (j) of sub-section (1) of section 18 and to a Faculty Council under clauses (g) and (h) of sub-section (2) of section 21 and other elections prescribed hereinbefore shall be according to the provisions of this chapter.

77. The Vice-Chancellor shall, in connection with any election, by an order in writing, fix a date or dates—
- (a) on or before which applications for enrolment as voters shall be submitted, which shall not be earlier than thirty days from the date of the order;
 - (b) on or before which nomination for election shall be submitted, which shall not be earlier than fourteen days from the date of publication of the final electoral rolls for the constituency concerned after the last date of application for enrolment as voters fixed under clause (a);
 - (c) on which scrutiny of nominations shall be made, which shall not be later than the third day from the last date for submission of nomination fixed under clause (b);
 - (d) on or before which, applications for withdrawal of candidature, if any, shall be submitted which shall not be later than the third day from the date fixed under clause (c) for scrutiny of nominations;
 - (e) on which a poll shall, if necessary, be taken, which shall not be earlier than thirty days from the last date for withdrawal of nomination fixed under clause (d);
 - (f) on which counting of votes shall be commenced, which shall not be later than seven days from the date for taking poll fixed under clause (c).

78. Every order under Statute 77 shall be duly notified by the Registrar in such manner as may be determined by the Vice-Chancellor.

79. (1) As soon as possible after receiving the order of the Vice-Chancellor, the Registering Authority shall, in such manner as the Vice-Chancellor may direct, issue or cause to be issued, a notification stating the substance of the order and calling for applications for enrolment as voters in the respective constituencies (except Student constituency of each Faculty) from all persons entitled to vote at the election in such constituencies.

(2) The Registrar shall maintain a register in Form No 1(s) of the names of the students belonging to each Faculty as defined in section 18(1)(j) of the Act authenticated by the Vice-Chancellor.

80. (1) Not later than sixty days after the last date for application for enrolment of voters the Registering Authority shall prepare a preliminary electoral roll for every constituency of Council and Faculty Council containing the names of all persons who have either applied for enrolment as voters in the Constituency concerned (except regular student constituency of each Faculty) or entered in the register to have their names for regular students constituency) included in such rolls.

Explanation.—A teacher or a non-teaching staff shall be entitled to have his name included in the relevant electoral roll, even though he is on authorised leave.

(2) A person shall be entitled to have his name included in the electoral roll of one constituency only. A person qualified to have his name included in the electoral rolls of more than one constituency, shall indicate in writing to the Registering Authority the constituency in the electoral roll of which, he wishes to be included and the Returning Officer shall include his name accordingly. In the case of failure to indicate the constituency, the application shall be rejected.

(3) A preliminary electoral roll prepared under paragraph (1) together with a notice to the effect that electoral roll may be inspected and claims or objections in respect thereof filed, shall be published in the Notice Board of the office of the Registrar and in such other manner as the Vice-Chancellor may determine.

81. Within fifteen days from the date of such publication of an electoral roll, any claim or objection to the roll may be made in writing signed by the person making it stating specifically the grounds on which it is made and submitted to the Returning Officer either in person or by registered post.

82. (1) The Registering Authority shall after summary enquiry, dispose of all claims or objections submitted under clause 80 and amend the electoral roll so prepared which shall be kept in the office of the Registrar and shall, not later than seven days from the last date for filing claims and objections be published in the manner referred to in clause 80 of the Statute and the same shall come into force forthwith upon such publication. The decision of the Registering Authority on any claim or objection shall be final.

(2) The final electoral roll for any constituency prepared under paragraph (1), shall remain in force until a fresh electoral roll is prepared for that constituency in connection with the next general election on the expiry of the term of office of the members elected from that constituency, subject to such amendments if any, as the Registering Authority may, from time to time, consider necessary for the purposes of filling casual vacancies.

83. If, at any time before the publication of the final electoral roll of any constituency, any person applies for withdrawal of his name from such roll, the Registering Authority shall permit his name to be so withdrawn but such person shall not be entitled to claim a refund of the fees, if any, paid by him for inclusion of his name therein.

84. The Returning Officer shall have the power to correct any printing or clerical error or defect in a final electoral roll provided that no name is deleted from or added to an electoral roll thereby.

85. (1) The Registrar shall have the custody of the preliminary as well as the final electoral rolls.

(2) Electors may obtain copies of the preliminary as well as final electoral rolls from the office of the Registrar on payment of such price as may be fixed by the Registrar in this behalf.

86. Upon the publication under clause 82(1) of a final electoral roll for an election, the Returning Officer shall forthwith give notice in such manner as the Vice-Chancellor may direct, of the intended election, inviting nominations of candidates for election and specifying the last date fixed for making nominations, the date for scrutiny of nominations and the last date for withdrawal of candidature as well as the date of poll and the time and places at which, the person to whom the nomination papers are to be delivered.

87. (1) Any person whose name appears in the final electoral roll of any constituency and who is not disqualified to be elected as member of authorities under these Statutes, may be nominated as a candidate for election from that constituency.

(2) On or before the last date for submission of nomination of candidates for election fixed under clause 77(b), a candidate for election shall deliver or cause to be delivered to the Returning Officer between 11 a.m. and 4 p.m. on a working day of the University, a nomination paper in a form approved for the purpose by the Vice-Chancellor which shall be obtainable from the Returning Officer on payment of such price as may be fixed by the Registrar in this behalf.

(3) No nomination paper shall be valid unless it is signed by the candidate as assenting to the nomination and by one other person qualified to vote in the constituency concerned as proposer.

(4) An elector may sign as proposer only one nomination paper and no more, and if an elector signs as proposer more nomination papers than one, all the nomination papers so signed by such elector shall be invalid, provided that, this shall not apply to a constituency where the number of elector does not exceed five.

(5) A person qualified to vote in a particular constituency who has given assent to the nomination as candidate shall not sign any nomination paper as proposer for any candidate for that constituency.

(6) The Returning Officer shall hand over a receipt to the person delivering the nomination paper.

88. On the day fixed under clause 77(c) for scrutiny of nominations, the Returning Officer, in presence of a scrutiny committee constituted by the Vice-Chancellor with such members who are neither a candidate nor a proposer, shall scrutinise the nomination papers, in the presence of candidates or their authorised agents, if they appear, and publish on the notice board in his office, a list arranged alphabetically according to surname of contesting candidates whose nominations are found to be valid.

89. (1) Any candidate whose name appears in the list may withdraw his candidature by a notice in writing signed by him and delivered to the Returning Officer within the time fixed under clause 77(d).

- (2) (a) If the number of contesting candidates in any constituency is equal to the number of persons to be elected, the Returning Officer shall declare all such candidates to have been duly elected;
- (b) If the number of contesting candidates in any constituency is less than the number of persons to be elected, the Returning Officer shall declare all such candidates duly elected and the Vice-Chancellor shall thereafter call upon the constituency to elect a person(s) to fill the remaining seat(s);
- (c) If the number of such candidates exceeds the number of persons to be elected, the Returning Officer shall forthwith publish in his office, a list of the candidates for election arranged alphabetically according to surnames and a poll shall be taken;
- (d) An elector who has been allotted to a particular polling station shall be entitled to vote at that polling station;
- (e) The Returning Officer shall, with the approval of the Vice-Chancellor, appoint a Presiding Officer for a polling station from amongst officers specified in section 7 and also may appoint such persons from among Supervisory staff as may be required to assist the Presiding Officer in his duties. Such persons appointed to assist the Presiding Officer shall be called polling assistants;

- (f) The Returning Officer shall make necessary arrangements for transportation of the ballot boxes and ballot papers to the polling stations. He shall also supply copies of instruction relating to rules and procedure of polling to each of the Presiding Officer;
- (g) After the polling is over, the Presiding Officer shall prepare a statement of the number of ballot papers used and the balance left over. The ballot papers remaining unused shall be packed and sealed. The ballot boxes shall also be sealed in the presence of the candidates or their authorised agents;
- (h) The Presiding Officer shall send all the ballot boxes to the Returning Officer. The Presiding Officer and the polling assistants on duty, must accompany the ballot boxes and hand over the same with the papers mentioned in clause (g) above, to the Returning Officer or his nominee in his office. The Returning Officer shall make necessary arrangement for keeping the ballot boxes in safe custody till the counting begins according to the schedule mentioned in clause 77(f).

90. (1) No person whose name does not appear in the final electoral roll of a constituency, shall be entitled to vote in that constituency.

(2) A person whose name appears in the final electoral roll of a constituency shall be entitled to vote in that constituency.

(3) No person shall be entitled to vote in any constituency if he is subject to any of the disqualification mentioned in Statute.

(4) Every elector shall have as many votes as there are persons to be elected in the constituency, but shall not have the right to record more than one vote in favour of any one candidate.

91. (1) On the day fixed for commencement of counting of votes the Returning Officer, shall, at such time and place as may be determined by the Vice-Chancellor and notified in the Notice Board in the Office of the Registrar in this behalf, proceed, in such manner as the Returning Officer may determine and with the help of such persons at the Vice-Chancellor may appoint to assist the Returning Officer, in the counting of votes, to open covers received by post, to open the envelopes containing the ballot papers, to open the ballot boxes and after scrutiny, to separate the ballot papers which the Returning Officer considers valid from those which he considers invalid and finally to count the valid votes given to each candidate and to record in a statement of the total number of valid votes as given to each candidates as well as the number of invalid votes, provided that the Returning Officer may adjourn at any stage, the proceedings referred to in this paragraph until such time or date as he may consider fit and proper.

(2) The Vice-Chancellor, the persons appointed to assist the Returning Officer in counting the votes and the candidates or, in their absence, their agents, duly authorised by them in writing, shall have the right to be present for the counting of votes.

92. A ballot paper shall be invalid if—

- (a) it is not duly recorded of voting;
- (c) more than one mark is placed on it against any candidate's name;
- (d) the identity of the voter is disclosed;
- (e) the number of votes recorded therein exceeds the number of seats to be filled;
- (f) the mark is so placed as to render it doubtful to which candidate the vote has been given.

93. (1) When the counting of votes has been completed, the Returning Officer shall forthwith declare the candidate or candidates to whom the largest number of valid votes has been given, elected. When two or more candidates obtaining the largest number of votes have received an equal number of votes against one seat, the Returning Officer shall select one among them by drawing lots and declare him elected.

(2) The Returning Officer shall then seal in separate packets the valid and invalid ballot papers, mark each packet with description of its contents, the name of the constituency and the date of election and keep them in safe custody for a period of one month after the date of election, or if any dispute, arises regarding an election, until the dispute is disposed of.

94. (1) The Returning Officer shall decide all questions of eligibility for inclusion of any name in an electoral roll or for nomination or election or whether any person has been duly nominated or elected and all other questions relating to or arising in the course of any election.

(2) All disputes or objections relating to an election shall be made in writing and shall be forwarded to the Registrar so as to reach him not later than seven days after the declaration of the results of the election.

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

(ii) The Registrar shall maintain a record as approved by the Vice-Chancellor as referred to in paragraph (i) of this clause.

96. Notwithstanding anything to the contrary elsewhere contained in these Statutes, the Vice-Chancellor may, at any time, cancel any date or dates fixed in connection with any election, and fix such other date or dates thereof as he may think fit.

(1) The Vice-Chancellor shall have the power to direct, in order to save time, the holding of an election in anticipation of any vacancy that is about to occur.

(2) The result of an election to fill a vacancy shall take effect, in the case of an anticipatory election referred to in paragraph (1), from the date of occurrence of vacancy or from the date of declaration of the result of the election, whichever is later. Such date shall be deemed to be the date of election of the member elected.

97. No election shall be invalid merely by reason of—

(1) any vacancy existing among the persons entitled to vote at such election;

(2) loss or delay during transmission of any notice or other paper sent to or by an elector or a candidate or on the ground that a candidate has not received such paper or notice, provided that it has been despatched by post under certificate of posting.

98. In any election, in respect of matters not expressly provided for in these Statutes, the Vice-Chancellor may give such directions not inconsistent with the provisions of the Act or these Statutes or any law for the time being in force, as he may consider necessary for the proper holding of the election.

PART II

SPECIAL PROVISIONS

99. (1) In the case of election under clause (h) of sub-section (1) of section 18 for choosing members of the Executive Council and under clause (g) of sub-section (2) of section 21, for choosing members of Faculty Council, the Returning Officer shall notify the venue, the date of election, the time and duration of polling. The date of polling shall be fixed in the notification in accordance with provisions of Part I. A copy of such notification shall be sent to each Department and office of the Dean of the concerned Faculty and shall be published in the Notice Board of the Office of the Registrar.

(2) The preliminary and final Electoral Rolls of the teachers of each Faculty separately shall be made in accordance with the provisions of Part I of this chapter.

(3) A teacher's name shall not be included in the final Electoral Roll or if included, shall be struck off from the roll under the orders of the Vice-Chancellor, if he is—

(a) appointed part-time, honorary or visiting teacher; or

(b) on lien service in any organisation other than the University; or

(c) on deputation to the University; or

(d) declared by a competent court to be of unsound mind; or

(e) undischarged insolvent; or

(f) convicted by a Court of law of an offence which involves moral turpitude.

(4) All other procedures relating to conduct of election shall apply, mutatis mutandis, as referred to in part I of this chapter.

100. (1) For the purpose of election of non-teaching staff of the University under clause (i) of sub-section (1) of section 18, the Returning Officer, as soon as may be, after receiving the order of the Vice-Chancellor shall issue notification stating the contents of the order and fix a copy of such notification on the Notice Board of the Registrar's Office or in such other places as may be determined by the Returning Officer.

(2) The name of a member of the non-teaching staff shall not be included in the final Electoral Roll or if included, shall be struck off from the roll, under the orders of the Vice-Chancellor if he is—

(a) on lien service elsewhere; or

(b) on deputation to the University; or

(c) appointed on ad-hoc basis or appointed on daily wage basis; or

(d) declared by a competent court to be of unsound mind; or

(e) an undischarged insolvent; or

(f) convicted by a Court of law for an offence which involves moral turpitude.

(3) All other procedures relating to conduct of election shall apply mutatis mutandis as referred to in part I of this chapter.

101. (1) For the purpose of election of regular student of the University under clause (j) of sub-section (1) of section 18 and clause (h) of sub-section (2) of section 21, the Returning Officer, as soon as may be, after receiving the order of the Vice-Chancellor under Statute 78, shall issue notification stating the content of the order and paste a copy of such notification on the Notice Board of the Register's Office and Dean's Office or in such other places as may be determined by the Returning Officer.

(2) All other procedures relating to conduct of election in Part I of this chapter, shall apply mutatis mutandis to election referred to in this Statute provided that a student's name shall not be included in the Register of regular students under the direction of the Vice-Chancellor, if he is found to be in default of payment of tuition fees and for other dues payable by him to the University at the time of notice for election is issued.

WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES
ELECTION TO THE EXECUTIVE COUNCIL/FACULTY COUNCIL

FORM No. 1(s)

(See Statute)

Sl. No.	Full Name	Postal Address	Dept. and Faculty	Date of Admission into the Course	Remarks*
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*For regular students only.

102. The Secretary to the West Bengal Legislative Assembly shall be the Returning Officer in respect of election of a member of the Executive Council under clause (k) of sub-section (1) of section 18 and shall devise his procedure.

CHAPTER VI

RECRUITMENT OF UNIVERSITY EMPLOYEES

103. Subject to the provisions of the Act and other provisions of the Statutes,—

- (a) such of the posts of the University which remain or fall vacant or are created by the University shall be filled in through direct recruitment or by transfer from one post to another or by promotion as provided in the Regulations. The decision of the Council shall be final;
- (b) the Selection Committees/Standing Committee for recruitment of teachers, officers/scientists and other employees for appointment to the posts of the University as the case may be, are mentioned in Schedule I and Schedule II;
- (c) such employees who are transferred under section 40 of the Act, 1995, to the University from the State Government and other Universities of the State, who opt to work in the University shall be governed by the service conditions as applicable to the West Bengal University of Animal and Fishery Sciences.

Service on Deputation

104. (1) The employees of the State, Central, Semi-quasi Government and Autonomous body may be taken on deputation in the University Service. The leave salary and pension and/or provident fund contributions as has been made by such employees, shall be paid, if necessary by the University to the parent body, as per the terms agreed upon by the University. The Vice-Chancellor shall have powers to take in on deputation Government servants/staff of University and Autonomous body and Institution to the University in the same scale of pay or on such terms and conditions as may be agreed upon by the Council.

While taking such employees on deputation either on their own seeking or University's requirement, the recruitment rules as to qualification, experience etc. and formation of Selection/Standing Committee etc. for the University employees shall be applicable. If such employees on completion/termination of his probation period opt for absorption in the University Service, the rules for the University Employees shall be applicable. Such employees who have been appointed on deputation/lien/temporary/contract service before the enactment of this Statute, if they on completion or the termination of their appointment (on deputation/lien/temporary/contract terms) period, seek/opt for permanent absorption in the University Service. The recruitment/confirmation rules in respect of the University employees (considering them as first entrants) in vogue, shall be applicable. Under no circumstances, this criteria of permanent absorption shall be relaxed.

To avoid any future complication of getting effect to this Statute, 1998, the University shall examine the cases of such employees and take necessary measures as laid down above.

(2) University employees may be permitted by the Vice-Chancellor to take up temporary appointments in the State or Central Government or under any authorised agencies and such employees shall be considered as on deputation. The leave salary and pension contribution shall be paid in accordance with the terms of the deputation. The period of such deputation will not exceed three years normally and in no case it shall exceed four years.

105. Service Conditions, Gratuity, Insurance and Provident Fund

(1) Subject to provisions of the Act, the service conditions including pension, gratuity, insurance, provident fund, special provident fund, family benefit fund, medical facilities, loans and advances for the employees of the University shall be as determined in the regulations of the University.

(2) The teaching and the Scientific staff of the University shall be governed by the University Grants Commission Scales of pay and allowances as implemented by the State Government from time to time. In respect of other allowances including travelling allowance and other benefits for the University Officers and staff, the rules and orders of the State Government shall be followed *mutatis mutandis*. However, the Council may effect modifications taking into consideration of peculiar circumstances that may exist in the University.

(3) The Selection/Standing Committee shall prepare a panel of at least 3 candidates, names arranged in order of merit in respect of each post. At least, 3 candidates fulfilling the conditions of recruitment shall have to turn up and to be interviewed by the Committee for preparing a valid panel.

(4) The Selection/Standing Committee may recommend, showing valid reasons, a higher initial starting/higher salary in the scale of pay for any post for any of the candidates included in the panel for consideration of the appointing authority. The Selection/Standing Committee may also recommend relaxation of age in favour of candidates considered to be exceptionally qualified and experienced:

- (i) The period of validity of any panel prepared by Selection Committee shall be one year from the date of approval;
- (ii) Any employee appointed from the approved panel reverted to his original post or discharged for want of vacancy on winding up of the scheme, fully or partially, shall be given priority to the next vacancy.

(5) The appointment by the appointing authority shall be made strictly in the order of ranking from the approved panel.

- (6) In the interest of the University work, an employee shall be liable for transfer to any other post of the same rank within the jurisdiction of the University.
- (7) (i) For all recruitments to the first level entrance posts in reservation of quota for SC/ST/OBC candidates shall be followed as per State Government rules;
- (ii) The administrative powers of the competent authorities in respect of posting, transfer, deputation and acceptance of resignation etc., shall be as may be specified in the Regulation.
- (8) (a) Every employee at the time of appointment on probation to a post in the University, shall produce a certificate of physical fitness issued by a Medical Officer duly authorised by the University in the prescribed form as shall be indicated in the Regulation;
- (b) The following classes of employees shall be exempted from producing the certificate of physical fitness:
- (i) All employees transferred to the University under section 40 of the Act; and
- (ii) All employees on deputation with the University.
- (9) (a) Every employee shall produce a character and conduct certificate from a responsible person and another from the Institution in which he/she last studied or worked at the time of his/her first appointment to the University;
- (b) An employee shall be liable for any action as the appointing authority may deem fit if at any time such authority comes to know that the antecedents of the employee had been doubtful.
- (10) Every employee shall produce authentic evidence to prove the correctness of his date of birth. The following records shall be considered as authentic:
- (a) Secondary School-leaving Certificate/Higher Secondary Certificate, University/College Records;
- (b) Certificate from recognised school;
- (c) Certificate extract from Register of Birth;
- (d) In the absence of items (a) to (c), a certificate issued by a Medical Officer not below the rank of Civil Surgeon on the ascertainment of age;
- (e) If in the case of an employee, the year of birth is known but not the date, the 1st of July of that year shall be treated as the date of birth. When both the year and the month of birth are known but not the exact date 16th of the month shall be treated as the date of birth.

106. Service Conditions, Leave rules, Pay allowances, Travelling allowances, etc.

(1) Pay, Dearness allowance, House Rent allowance and other allowances as admissible to State Government servants shall ordinarily be applicable to the corresponding non-teaching technical and non-technical staff of the University to whom the University Grants Commission/I.C.A.R. scale of pay are not applicable. The Dearness allowance, House Rent allowance and other allowances admissible to Government servant shall be applicable for teaching staff to whom the University Grants Commission/I.C.A.R. scale of pay are not applicable.

(2) Ordinarily a person on his first appointment to a post in the University shall start at the minimum of time scale applicable to that post or at a stage in the scale as specified in the Regulations. Higher initial pay in the time scale may be granted by the appointing authority provided the Selection Committee recommends higher initial pay on exceptional cases.

(3) Every employee of the University selected for appointment/promotion by transfer to a higher post involving higher duties and responsibilities shall have his pay fixed at the minimum of the time scale applicable to such higher post or at the stage in the said time scale next above the pay notionally arrived at by increasing his pay in the lower post by one increment whichever is higher. The minimum monetary benefit shall be 5 per cent over the pay drawn in the lower post. If the pay in the lower post on the date of promotion/appointment plus 5 per cent of the pay is stage in the scale of pay of the higher post, pay shall be fixed in the higher post at that stage. If there is no corresponding stage in the scale of pay the higher pay shall be fixed at the next higher stage. In no case the total emoluments drawn in his/her parent Department should be less in the University.

- (a) When a person appointed/promoted to any post by direct recruitment or by transfer/promotion to which service rules or ad-hoc rules have not been prescribed, the following method shall be adopted for fixation of pay:—

<i>Method of appointment</i>	<i>Method of fixation of pay</i>
1. Direct recruitment	Minimum of the time scale of pay prescribed for the post
2. By recruitment/transfer/deputation	(a) The same rate of pay drawn in the post previously held, if both the posts carry identical scale of pay. (b) If the scale of pay of the present post is higher, fixation as per provision of the Statute from time to time by orders of the University.
3. By promotion	Pay fixation as per provision of the Statute/University Orders.
4. Every employee appointed to the service of the University shall from the date on which he/she joins duty, be on temporary service for one year followed by probation period of two years. On completion of the probation period of successful performance of his/her duties, his/her confirmation to the post would be considered.	

107. Classification of the Staff of the University

(1) The employees shall be classified into the following groups according to the initial basic pay of their time scale of pay as noted below:

Group A — Basic pay Rs. 3000/- and above.

Group B — Basic pay Rs. 1550/- and above.

Group C — Basic pay Rs. 1030/- and above.

Group D — Basic pay Rs. 880/- and above.

If the employees occupy selection grade or special grade post, their group shall be determined based on the scale of the basic grade pay.

108. Qualification and Method of Recruitment

(1) The qualification, method of selection, scale of pay and appointing authority in respect of various posts in the University shall be as specified in Schedules I and II.

(a) The officers of the University shall hold office/post till superannuation or removal/transfer/termination or otherwise by the University with the approval of the Council;

(b) The University shall resort to recruit officers of the University by open advertisement or through deputation provided that for recruitment to the Group B, C and D, the Government employment policy declared from time to time shall be followed;

(c) In case of direct recruitment to the posts of Professors/Associate Professors/Readers/Asstt. Professors/Lecturers, it shall be by advertisement and selection as per the method prescribed in Schedule I.

(2) All applicants having fulfilled the prescribed qualification, experience, age and other conditions shall be called for interview before the Selection Committee/Standing Committee as provided in Schedules I and II. However, the Selection Committee/Standing Committee shall be within its power to hold only written test or written test and interview, at its option, for selection, of suitable candidates for the purpose of recruitment. The constitution of Selection Committee/Standing Committee shall be as per the method specified in Schedules I and II.

109. Code of Conduct of the Employees

The code of conduct of the employees shall be framed by the University by Regulation.

CHAPTER VII

CONTROL AND DISCIPLINE OF THE EMPLOYEES

110. (1) The Vice-Chancellor shall be the Disciplinary Authority in respect of all employees other than the officers of the University.

(2) The Council shall be the Disciplinary Authority in respect of all officers of the University other than the Vice-Chancellor.

111. (1) The procedure for the disciplinary proceedings and punishment shall be such as may be fixed by the Council by Regulations.

(2) Until the Council makes Regulations on this behalf, West Bengal Services (Control, Classification and Appeal) Rules shall apply mutatis mutandis to the employees of the University.

112. (1) An appeal may be preferred before the Council against an order made by the Vice-Chancellor and the Disciplinary Authority.

(2) An appeal may be preferred before the Chancellor against an order passed by the Council as Disciplinary Authority.

113. (1) Annual Confidential Report of all categories of employees shall be obtained by the University Authority. The reporting and the countersigning authority for each category of employees shall be determined by the University by Regulations.

(2) Such Annual Confidential Report shall be maintained by a confidential section and shall be considered for promotions/benefits in service etc.

CHAPTER VIII**CONSTITUTION OF THE STUDENTS' UNION****PART I****Students' Union**

114. There shall be a Students' Union of each Faculty of the University. All students of a Faculty shall constitute the General Body of the Students' Union of that Faculty.

Name and Place of Office

115. (i) The name of a Students' Union shall be indicated by incorporating the name of the Faculty concerned after the words "Students' Union".

(ii) The place of office of a Students' Union shall be in the main campus of the University. There shall be a branch offices of the Students' Union in other campuses.

Members of Executive Committee of Students' Union

116. (i) The Students' Union of each Faculty shall have an Executive Committee to organize the functions of the Union. The General Body of Students' Union in the main campus and in other campuses shall elect the members of the Executive Committee.

(ii) The members of the Executive Committee so elected shall elect the office-bearers of the Executive Committee from amongst themselves. The Executive Committee shall carry out the functions according to the constitution of the Students' Union approved by the Executive Council of the University.

Term of Office of the Executive Committee

117. The term of office of the Executive Committee of the Students' Union shall be for one year from the 1st April to 31st March every year.

Union Fund

118. (a) (i) Session charges collected from the members shall be placed under the Union Fund.

(ii) The University shall contribute an amount equal to the session charges collected from the members of the Students' Union.

(b) Executive Committee may spend the unspent money (Students' contribution) of the previous years' Union Fund with the approval of the General Body.

(c) All Funds of the Students' Union shall be kept in a nationalized Bank in the name of the Students' Union of the Faculty concerned.

(d) No money shall be spent from any of the Union Funds until the budget for the Students' Union is approved by the general body.

PART II

PROCEDURE

Procedure of Election of Members to the Executive Committee

119. (a) The Dean of the Faculty concerned shall be the Returning Officer for conducting the election of members and office-bearers to the Executive Committee of Students' Union. The election must be completed within the 20th March every year.

(b) Whenever an election is required to be held in pursuance of these Statutes, the Dean shall call upon the students of the Faculty to elect members and fix the last date of filing nomination, dates of scrutiny and withdrawal of nomination and date(s) of poll, if necessary, by issuing a notice thirty days prior to the date on which the poll shall be held.

(c) The name of the representative for each class of thirty students in an academic session shall be class and bear the signed consent of the candidate in Form No. 1 (SU). The nomination paper shall be submitted in sealed cover to the Returning Officer within the date and time notified in this regard:

Provided that for every additional 20 students of the class, representative is to be nominated for election in accordance with these Statutes.

(d) The Returning Officer shall scrutinize the nomination papers on the date fixed by him.

(e) Election of class representatives to the Executive Committee and of office-bearers shall be by secret ballot.

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

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

(h) Immediate after the closing of the poll, the ballot box will be sealed by the Returning Officer in the presence of the authorized agent referred to in paragraph (8).

(i) Ballot papers will be counted on the date of poll or on the date and at the time and place fixed for counting to ballot papers by the Returning Officer. The Returning Officer shall notify the date, time and place of counting of the contesting candidates.

(j) A ballot paper shall be invalid if it does not bear the signature of the Returning Officer, or no vote is recorded by properly placing a cross (X) against the name of a candidate, or the number of votes recorded thereon exceeds the number of vacancies to be filled. The decision of the Returning Officer as to the validity of a ballot paper will be final.

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

(l) Any objection relating to an election which is made before declaration of the results thereof shall be made in writing to the Returning Officer. The Returning Officer's decision shall be final subject to the provisions of paragraph (j).

(m) Every objection relating to an election which is made after declaration of results shall be made in writing to the Election Tribunal through the Secretary of the Election Tribunal so as to reach him not later than 7 days after such declaration, provided that unless the Election Tribunal directs, otherwise, a member who has been declared by the Returning Officer to have been duly elected shall enter his office and perform his duties as such member.

ANNEXURE

THE WEST BENGAL UNIVERSITY OF ANIMAL AND FISHERY SCIENCES

ELECTION TO THE STUDENTS' UNION
FROM THE STUDENTS CONSTITUENCY

FORM No. 1

I, _____
(Surname Name) (Class, Year of the Course)

do hereby propose to nominate _____
as a candidate for election to the Students' Union from the Students constituency.

Date : _____ (Signature of Proposer)

I, _____
(Surname Name) (Class, Year of the Course)

do hereby second the above proposal.

Date : _____ (Signature of Seconder)

I, _____
(Surname Name) (Class, Year of the Course)

do hereby give my consent to the above proposal.

Date : _____ (Signature of Candidate)

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

CHAPTER IX

VALIDITY

120. Notwithstanding anything contained in any provision of these Statutes, any action or order taken or made by the Government or any Authority of the University provided in the Act and Statutes, subject to the approval of Government, before coming into effect of these Statutes, shall be deemed to have been taken or made duly in accordance with these Statutes and shall not be invalid for reasons of inconsistency with any provision of these Statutes.

SCHEDULE I

RECRUITMENT OF EMPLOYEES FOR APPOINTMENT IN THE UNIVERSITY
(OFFICERS AND TEACHERS)

Sl. No.	Post, Scale of Pay and Qualification	Constitution of Selection Committee (I) and Appointing Authority (II)	Constitution of Screening Committee
1	2	3	4
1.	Director of Research, Extension and Farm Rs. 4500/- — 7300/- +250/- p.m. Spl. pay. (a) A minimum of Masters degree in any branch of Veterinary and Animal Science/Dairy Science/Fishery Science having at least 55% of marks in aggregate or OGPA of 2.75 out of 4.00. (b) Ph.D. degree in any of the above noted branches. (c) Evidence of published research papers (not less than 15) on the concerned branch in reputed national and international journal and having experience of research guide. (d) Minimum 15 years experience in teaching, research including guiding research scholars (Ph.D./Masters) Research Projects and Extension Education in the field of concerned subject out of which holding responsible position and at least three years experience in a post not below the rank of Professor.	I. (a) Vice-Chancellor—Chairman. (b-c) Three persons not holding any office of profit under the University and having special knowledge on subjects related to the posts and holds responsible position not below the rank/post of D.O.R.—as experts. —2 nominated by E.C. —1 nominated by Chancellor (out of the pannel of 3 prepared by Vice-Chancellor). II. Vice-Chancellor with the approval of the Council.	1. One Dean (Seniormost) of the Faculties—Chairman. 2. Registrar as Member-Secretary. 3. Two other Deans.
2.	Dean of Faculty Rs. 4500/- — 7300/-+Spl. pay of Rs. 250/- p.m. (a) A minimum of Master's degree in a subject/discipline of the concerned Faculty having at least 55% marks in aggregate or OGPA of 2.75 out of 4.00. (b) Ph.D. degree in any subject of the concerned Faculty. (c) Evidence of published papers on the concerned subject (not less than 10) in a reputed journal. (d) Minimum of 15 years experience in teaching research including guiding research Schollars (Ph.D./Master) and holding position of which last 3 years in a post not below the rank of a Professor. (e) Preference will be given to a candidate having worked as the Head of any Divn. in a Res. Institute or Deptt. of a Faculty for more than 2 years.	I. (a) Vice-Chancellor—Chairman. (b) 3 person not holding any office of profit under the University and having special knowledge on subjects related to post—two such members nominated by the Vice-Chancellor and one by the Chancellor. II. Vice-Chancellor with the approval of the Executive Council.	1. Director of Research, Extension and Farms—Chairman. 2. All Deans. 3. Registrar—Member-Secretary.

1	2	3	4
3.	Registrar Rs. 4,500/- — 7,300/-.	I. (a) Vice-Chancellor—Chairman.	1. Director of Research, Extension and Farms—Chairman.
	(a) A minimum of Master's degree in any branch of Veterinary and Animal Science/Dairy Science/Fishery Science having at least 55% of marks in aggregate or OGPA of 2.75 out of 4.00.	(b-c) Three persons not holding any office of profit under the University and having special knowledge on subjects related to the posts and holds responsible position not below rank/post of Director of Research as experts of which	2. All Deans.
	(b) Ph.D. degree in any of the above noted branches.	—2 nominated by Executive Council.	3. Controller of Examinations—Member-Secretary.
	(c) Minimum 10 years experience in a responsible administrative capacity in a teaching/research Institute of which last 3 years not below the rank of Reader.	—1 nominated by Chancellor (out of the panel of 3 prepared by Vice-Chancellor).	
		II. Vice-Chancellor with the approval of Executive Council.	
4.	Finance Officer Rs 4,500/- — 7,300/-.	I. (a) Vice-Chancellor—Chairman.	1. Director of Research, Extension and Farms—Chairman.
	(a) A minimum of Master's degree in Commerce having 55% of marks in aggregate or OGPA of 2.5 out of 4.00.	(b) One representative of Audit & Accts. service (not holding a position below the rank of Finance Officer from State Government—Expert.	2. All Deans.
	(b) C.A./M.B.A. with knowledge of application of computer in financial management.	(c) Director of Research, Extension and Farms.	3. Registrar—Member-Secretary.
	(c) 10 years experience in financial position in a Govt./Semi-Govt./Pvt. (of repute) sector orgn. of which last 5 years holding post not below the pay scale of a Reader.	(d) One expert in financial management nominated by Executive Council (out of a panel of 3 prepared by Vice-Chancellor).	
		II. Vice-Chancellor with the approval of the Executive Council.	
5.	Librarian Rs 4,500/- — 7,300/-.	I. (a) Vice-Chancellor—Chairman.	1. Director of Research, Extension and Farms—Chairman.
	(a) A minimum of Master's degree in Library Science or equivalent having 55% marks in aggregate or OGPA 2.75 out of 4.00.	(b) Director of Research, Extension and Farms.	2. All Deans.
	(b) M.B.A. with knowledge of application of Computerisation in Library.	(c) One representative nominated by the Director National Library holding a position not below Librarian—Expert.	3. Registrar—Member-Secretary.
	(c) At least 10 years of experience in a University/Research Institute, Library in a responsible position of which last 5 years holding post not below the pay scale of a Reader.	(d) One member nominated by E.C. out of a panel of 3 prepared by Vice-Chancellor.	
		(e) One member nominated by Vice-Chancellor having experience in library matter.	
		II. Vice-Chancellor with the approval of the Executive Council.	
6.	Controller of Examinations Rs. 4,500/- — 7,300/-.	I. (a) Vice-Chancellor—Chairman.	1. One Dean (Seniormost) of the Faculty—Chairman.
	(a) A minimum of Master's degree in Veterinary or Animal Science/Dairy Science/Fishery Science or allied Science as approved by I.C.A.R. (M.Sc., Zoology in Fisheries, M.Sc. in Marine Science etc.) having at least 55% marks in aggregate or OGPA of 2.75 out of 4.00.	(b-c) 3 persons not holding any office of profit under the University and having special knowledge on subjects in related post and holding responsible position not below the rank of Controller of Examinations as expert, of which.	2-4. Registrar—Member-Secretary and two other Deans.
	(b) Ph.D. degree in concerned subject.	—Two persons nominated by Executive Council.	
	(c) Evidence of published research papers in the concerned subject (not less than 10) in a reputed journal.	—One member nominated by Chancellor (out of the panel of 3 prepared by Vice-Chancellor).	
	(d) Minimum 12 years experience in teaching and research in the relevant subject in University/related Institute/ College of which last 3 years in a post not below the rank of a Professor.	II. Vice-Chancellor with the approval of the Executive Council.	
	(e) 3 years administrative experience as head of a teaching department/examinations section. Preference will be given to the candidate having experience of working in the examinations section of University/Institute etc.		

1	2	3	4
<p>7. Professor Rs. 4,500/- — 7,300/-.</p> <p>(a) A minimum of Master's degree in a subject/discipline (required for the particular post) of the concerned Faculty having at least 55% marks throughout the career in aggregate or OGPA of 2.75 out of 4.00.</p> <p>(b) Ph.D. degree in concerned subject.</p> <p>(c) Evidence of published reasearch papers on the concerned subject (not less than 10) in reputed journals of National and International level.</p> <p>(d) Minimum 12 yrs. experience in teaching research and guiding research scholars for Ph.D./Masters of which 5 yrs. experience in a post not below the rank of a Reader or its equivalent post.</p> <p>(e) Age not below 45 years (relaxable for exceptionally qualified and experienced candidates).</p>	<p>I. (a) Vice-Chancellor—Chairman.</p> <p>(b) Dean of the concerned Faculty member.</p> <p>(c) Two external experts (subject matter specialised) nominated by the Vice-Chancellor out of panel of experts approved by the Council on the recommendation of Faculty Council-Members.</p> <p>(d) Director of Research, Extension and Farms of the University.</p> <p>II. Vice-Chancellor with the approval of the Executive Council.</p>	<p>1. Dean of the Faculty—Chairman.</p> <p>2-3. Head of the Deptt. of the concerned post in the Deptt. and Director of Research, Extension and Farms—Members.</p>	
<p>8. Reader/Associate Professor Rs. 3700/- — 5700/-.</p> <p>(a) A minimum of Master's degree in a subject/discipline (reqd. for the particular post) of the concerned Faculty having at least 55% marks throughout the career in aggregate or OGPA of 2.75 out of 4.00.</p> <p>(b) Ph.D. degree in concerned subject.</p> <p>(c) Evidence of published reasearch papers on the concerned subject (not less than 10) in a reputed journal of National and International level.</p> <p>(d) Minimum 5 yrs. experience in teaching and research includig guiding post-graduate research scholars.</p> <p>(e) Age not below 40 years (relaxable for exceptionally qualified and experienced candidates).</p>	<p>I. (a) Vice-Chancellor—Chairman.</p> <p>(b) Dean of the concerned Faculty member.</p> <p>(c) Two external experts (subject matter specialised) nominated by the Vice-chancellor out of panel of experts approved by the Council on the recommendation of Faculty Council-Members.</p> <p>(d) Director of Research, Extension and Farms of the University.</p> <p>II. Vice-Chancellor with the approval of the Executive Council.</p>	<p>1. Dean of the Faculty—Chairman.</p> <p>2. Head of the Deptt. of the concerned post in the Deptt. and Director of Research, Extension and Farms—Members.</p>	
<p>9. Lecturer/Assistant Professor Rs. 2200/- — 4000/-.</p> <p>(a) A minimum of Master's degree in a subject/discipline (required for the particular post) of the concerned Faculty having at least 55% marks throughout the career in aggregate or OGPA of 2.75 out of 4.00.</p> <p>(b) Ph.D. degree in concerned subject.</p> <p>(c) Evidence of published reasearch papers on the concerned subject in a reputed journal.</p> <p>(d) Preference will be given to the candidates having B.F.Sc. and M.F.Sc. degree with some teaching and research experience and qualified NET/GATE Exam. in respect of posts in Fishery Faculty.</p> <p>(e) Age not above 35 years.</p>	<p>I. (a) Vice-Chancellor—Chairman.</p> <p>(b) Dean of the concerned Faculty member.</p> <p>(c) Two external experts (subject matter specialised) nominated by the Vice-chancellor out of panel of experts approved by the Council on the recommendation of Faculty Council-Members.</p> <p>(d) Director of Research, Extension and Farms of the University.</p> <p>II. Vice-Chancellor with the approval of the Executive Council.</p>	<p>1. Dean of the Faculty—Chairman.</p> <p>2. Head of the Deptt. of the concerned post in the Deptt. and Director of Research, Extension and Farms—Members.</p>	

Note : In Fishery Science —(1) Master's degree shall mean B.F.Sc. followed by M.F.Sc. first preference or B.Sc. (Zoology) followed by M.Sc. (Zoology) with specialisation Fisheries/M.Sc. in Marine science/Industrial Fishery etc. as approved by the ICAR—2nd preference : In general.

(2) Qualifications for related subjects for the teaching post in the Faculty of Fishery Sciences means:

Related Subjects

Aquaculture	M.F.Sc./M.Sc Marine Biology/Environmental Sciences.
Fishery Biology	M.F.Sc./M.Sc.with specialisation in Fisheries/Fisheries Management.
Aquatic Biology	Ph.D. in Fishery Sciences or related subjects.
Oceanography	M.F.Sc./M.Sc. Oceanography/Marine Biology/Environmental Science/Ph.D. in these subjects.
Fish Processing Technology	M.F.Sc./M.Sc. Industrial Fisheries, Food Science Biotechnology, Microbiology, Biochemistry/Ph.D. in these subjects.
Microbiology	M.F.Sc./M.Sc./Ph.D. in Life Sciences/Microbiology.
Biochemistry	Biochemistry/Biotechnology.
Fishery Engineering	B.E./M.Tech/Ph.D. Marine Engineering/Aquaculture Engineering/Coastal Engineering.

SCHEDULE II**RECRUITMENT OF SUPERVISORY AND MINISTERIAL STAFF FOR APPOINTMENT IN THE UNIVERSITY**

Sl. No.	Specification of Posts	Constitution of Selection Committee (i) and Appointing Authority (ii)	Constitution of Screening Committee
1.	Posts carrying Scale of Pay Rs. 2200/- — 4000/- and Rs. 3700/- — 5700/- (non-technical)	(i) Chairman Registrar/Dean/Director of Research, Extension and Farms depending upon the nature of post. Three Members One—nominated by Executive Council Two—nominated by Vice-Chancellor. (ii) The Registrar	Chairman—Finance Officer. Two members—nominated by Vice-Chancellor.
2.	Technical posts/Auxiliary posts of various Pay Scales	(i) Chairman Director of Research, Extension and Farms/Dean depending upon the nature of post. Three Members One—nominated by Executive Council Two—nominated by Vice-Chancellor. (ii) The Director of Research, Extension and Farms	Committee nominated by Vice-Chancellor.
3.	Ministerial Staff of various Pay Scales	(i) Committee nominated by Vice-Chancellor. (ii) The Registrar	Committee nominated by Vice-Chancellor.
4.	Supporting Staff (Group D)	(i) Committee nominated by Vice-Chancellor. (ii) The Registrar	Committee nominated by Vice-Chancellor.

SCHEDULE III

THE DEPARTMENTS OF DIFFERENT FACULTIES OF THE UNIVERSITY

Sl. No.	Name of Faculty	Departments
I.	Faculty of Veterinary & Animal Sciences	<ol style="list-style-type: none"> 1. Veterinary Anatomy, Histology and Embryology; 2. Veterinary Physiology and Biochemistry; 3. Animal Nutrition; 4. Veterinary Pharmacology and Toxicology; 5. Veterinary Pathology; 6. Veterinary Microbiology; 7. Veterinary Parasitology; 8. Animal Production & Management; 9. Animal Genetics and Breeding; 10. Veterinary Medicine and Public Health; 11. Animal Products Technology and Marketing; 12. Veterinary Gynaecology and Obstetrics; 13. Veterinary Surgery and Radiology; 14. Veterinary Clinics.
II.	Faculty of Dairy Technology	<ol style="list-style-type: none"> 1. Dairy Bacteriology; 2. Dairy Chemistry; 3. Dairy Technology; 4. Dairy Engineering.
III.	Faculty of Fishery Sciences	<ol style="list-style-type: none"> 1. Fishery Biology and Basic Sciences; 2. Aquaculture; 3. Fishery Oceanography & Limnology; 4. Fish Processing Technology; 5. Fishery Engineering; 6. Fishery Pathology & Microbiology; 7. Fishery Economics, Statistics and Marketing; 8. Fishery Extension.

By order of the Governor,

A. SINHA,

*Principal Secretary to the Govt. of West Bengal,
Animal Resources Development Department.*