

THE
RABINDRA BHARATI ACT,
1963



WITH
ANCILLARY PROVISIONS
(*Upto September 1963*)

THE RABINDRA BHARATI
(UNIVERSITY)
1963

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THE RABINDRA BHARATI ACT, 1961 WEST BENGAL ACT XXIX OF 1961

[Assent of the President was first published in the *Calcutta Gazette, Extraordinary* of the 10th January 1962—*Vide* Notification No. 346 A.R. Dated the 10 January, 1962 of the Government of West Bengal Home (Constitution & Election) Department]

West Bengal Act XXIX of 1961

THE RABINDRA BHARATI ACT, 1961.

[Passed by the West Bengal Legislature]

[Assent of the President was first published in the *Calcutta Gazette, Extraordinary*, of the 10th January, 1962.]

An Act to establish a University to perpetuate the memory of Rabindranath Tagore.

Whereas it is expedient to perpetuate the memory of Rabindranath Tagore and, to that end, to establish, on the occasion of his one hundredth birth anniversary, a University at his residential house in Calcutta for the advancement of learning and culture, particularly in the branches of music, the fine arts, dance and drama;

It is hereby enacted in the Twelfth Year of the Republic of India, by the Legislature of West Bengal, as follows :—

CHAPTER I.

Preliminary.

Short
title,
extent and
commence-
ment.

1. (1) This Act may be called the Rabindra Bharati Act, 1961.

(2) It extends to the whole of West Bengal.

(3) It shall come into force on such date as the State Government may, by notification in the *Official Gazette* appoint.

Definitions.

requires,—

2. In this Act, unless the context otherwise

(a) "the Academy" means the Academy of Dance, Drama and Music established and sponsored by the Government of West Bengal and functioning at No. 6/4, Dwarkanath Tagore Lane in Calcutta;

- (b) "Chancellor" means the Chancellor of the University;
- (c) "institution" includes a college, school, centre of culture, museum, library or any other organisation, by whatever name called, for training, instruction, research or study;
- (d) "Minister" means the Minister-in-charge of the Department of Education of the Government of West Bengal;
- (e) "prescribed" means prescribed by Statutes, Ordinances, Regulations or Rules made under this Act;
- (f) "Principal" of an institution means the Head of the institution by whatever designation he may be described or called;
- (g) "Rabindra Bharati Society" means the society, by whatever name called, which was registered under the Societies Registration Act, 1860 (Act XXI of 1860) under the name and style of Rabindra Bharati on the 15th January, 1947, having its office at No. 5, Dwarkanath Tagore Lane in Calcutta;
- (h) "Statutes", "Ordinances", "Regulations" and "Rules" mean respectively the Statutes, Ordinances, Regulations and Rules of the University made under this Act;
- (i) "Teacher" means a Professor, Reader, Lecturer, Demonstrator, Instructor, or any other person holding a teaching post in the University or an institution;
- (j) "Teacher of the University" means a person appointed or recognised as such by the University, either wholetime or part time, for the purpose of imparting instruction in the University; and
- (k) "the University" means the university known as Rabindra Bharati established and incorporated under this Act.

CHAPTER II.

The University.

3. (1) The State Government shall, by notification in the *Official Gazette*, establish at the ancestral house of Rabindranath Tagore in Calcutta a University to be known as Rabindra Bharati, for the advancement of learning and culture, particularly in the branches of music, the fine arts, dance and drama.

(2) The first members of the University referred to in sub-section (2) of section 9 and all persons who may hereafter become members of the University shall, so long as they continue to be such members, constitute a body corporate by the name of Rabindra Bharati and shall have perpetual succession and a common seal, and shall sue and be sued by that name.

4. On the establishment of the University—
 (1) The maintenance, management and control of the Academy, and all properties, movable or immovable, owned by the State Government and held for the purposes of the Academy, including all rights and liabilities of the State Government in relation to the Academy, shall vest in the University and the Academy shall be deemed to be a part of the University;

(2) persons employed in the Academy and continuing in office immediately before the date of establishment of the University shall, subject to such terms and conditions, not being less advantageous than what they were entitled to immediately before that date, as may be determined by the University, be deemed to be employees of the University.

5. The University may enter into an agreement with the Rabindra Bharati Society or any other institution for the promotion of any of the objects of the University and such agreement may provide for the taking over, on such terms and conditions as may be agreed upon, of all or any of the functions of the Rabindra Bharati Society or such other institution.

Establishment of the University.

University to take over management of the Academy of Dance, Drama and Music.

Power of University to take over functions of the Rabindra Bharati Society or other institutions.

Powers of
the University.

6. The University shall have the following powers, namely :—

- (1) to provide for the teaching of, and for training and instruction in, all branches of humanities and science and, in particular, in music, the fine arts, dance and drama and to make provision for research and for the advancement and dissemination of knowledge ;
- (2) to establish, maintain or manage institutions, including libraries, museums and such other organisations as it may consider fit ;
- (3) to affiliate to itself or recognise institutions situated in the State of West Bengal, in respect of all or any of the following subjects, namely, music, fine arts, dance and drama, but not in respect of any other branch of humanities or any branch of science and to withdraw such affiliation or recognition ;
- (4) to institute degrees, titles, diplomas, certificates and other academic distinctions ;
- (5) to hold examinations and to confer degrees, titles diplomas, certificates and other academic distinctions on persons who—
 - (a) shall, unless exempted therefrom in accordance with the Statutes, have pursued in an institution established, maintained, managed or recognised by the University or affiliated to it, such courses of study and shall have passed such examinations as may be prescribed by Ordinances ; or
 - (b) shall have carried on research under such conditions as may be prescribed by Ordinances ;
- (6) to confer honorary degrees, titles or other academic distinctions in accordance with the Statutes ;
- (7) to co-operate with other Universities, institutions and other authorities in furtherance of the objects of the University in such manner and for such purposes as the University may determine ;

- (8) to institute and make appointments to professorships, readerships, Teacherships of the University, lectureships or any other teaching posts ;
- (9) to institute and award fellowships, scholarships, exhibitions, prizes, medals and other honours and distinctions ;
- (10) to prescribe, demand and receive fees, fines and other charges ;
- (11) to establish, maintain and manage hostels and other places of residence for the students of the University, to recognise such hostels and other places and to withdraw recognition therefrom ;
- (12) to provide for the supervision and control of the residence and discipline of the students of the University and of institutions established, maintained, managed or recognised by, or affiliated to, the University and to make arrangements for promotion of their health and general welfare ;
- (13) to conduct, co-ordinate, regulate and control post-graduate research work and teaching in the institutions established, maintained, managed or recognised by, or affiliated to, the University ;
- (14) to define the powers and duties of the officers of the University other than the Chancellor and the Vice-Chancellor ;
- (15) to provide for the inspection, or investigation into the affairs, of any institution, library, museum or other organisation referred to in clause (2) ;
- (16) to create such administrative, ministerial or other posts under the University as it may deem fit and to make appointments thereto ;
- (17) to receive grants, donations, endowments and bequests and to raise loans ;
- (18) to make grants and advances ;
- (19) to enter into contracts ;

- (20) to acquire, hold and dispose of property, movable or immovable, for furthering any of the objects of the University ;
- (21) to make grants for the maintenance of the National Cadet Corps ; and
- (22) to do all other acts and things, whether incidental to the powers aforesaid or not, as may be necessary for furthering the objects of the University and for promoting humanities, science, music, the fine arts, dance, drama and other branches of learning.

7. (1) The University shall not discriminate against any person on grounds only of religion, race, caste, sex, place of birth, language or any of them with regard to—

Prohibition as to discrimination on grounds of religion, race, caste, sex, place of birth or language.

- (a) admission as a Teacher or student ; or
- (b) the holding of any office ; or
- (c) the acquisition of any degree, title, diploma, certificate or other academic distinction ; or
- (d) the exercise or enjoyment of any power or privilege.

(2) Nothing in this section shall prevent the University from accepting any benefaction the terms whereof are contrary to the provisions of this section or from acting in accordance with such terms or the terms of any other similar benefaction which has been or may be accepted by any institution established, maintained, managed or recognised by the University or affiliated to it.

8. (1) The University may constitute an Executive Council, an Academic Council, and such Faculties, Departments, Committees, Boards, Councils, and other authority or authorities as it may deem fit and shall prescribe by Statutes the powers and duties of every such subordinate authority.

subordinate authorities and delegation of powers to them

(2) The University may delegate such of its powers as it may deem expedient to any of the subordinate authorities constituted by it under sub-section (1) or to any of its officers

and, may, at any time, withdraw at its discretion any power so delegated.

Members of the University and their terms of office.

9. (1) The following persons shall be the members of the University, namely :—

- (i) the Chancellor, *ex-officio* ;
- (ii) the Vice-Chancellor, *ex-officio* ;
- (iii) the Secretary, Department of Education, Government of West Bengal, *ex-officio* ;
- (iv) the Secretary, Department of Finance, Government of West Bengal, *ex-officio* ;
- (v) the President, Board of Secondary Education, West Bengal, *ex-officio* ;
- (vi) Principals of institutions established, maintained or managed by the University, *ex-officio* ;
- (vii) three Heads of Departments of institutions established, maintained or managed by the University, not being Principals of such institutions, to be appointed by the Chancellor in accordance with provisions of sub-section (1) of section 10 ;
- (viii) one representative of Visva-Bharati to be appointed by the Chancellor on the recommendation of the *Upacharya* of Visva Bharati ;
- (ix) two representatives of the Rabindra Bharati Society, not being Principals or Teachers of any institution either established, maintained, managed or recognised by the University or affiliated to it, to be appointed by the Chancellor on the recommendation of the President of the Rabindra Bharati Society ;
- (x) the General Secretary of the Rabindra Bharati Society, *ex-officio* ;
- (xi) the President, Bangiya Sahitya Parishad, *ex-officio* ;
- (xii) the President, The Asiatic Society, *ex-officio* ;
- (xiii) the President, Academy of Fine Arts, Calcutta, *ex-officio* ;
- (xiv) former Vice-Chancellors of the University except those who may have expressed their unwillingness in writing to serve as members, *ex-officio* ;

- (xv) two Principals of institutions affiliated to the University to be appointed by the Chancellor in accordance with the provisions of sub-section (2) of section 10; not more than five persons, to be appointed by the Chancellor, having special knowledge or practical experience in respect of one or more of the following subjects, namely, Literature, Philosophy, History, Science, the Fine Arts, Music, Dance and Drama.

(2) The persons referred to in clauses (i) to (v) and (x) to (xiii) of sub-section (1) shall be the first members of the University.

(3) As soon as may be after the University has been established, it shall take all necessary steps for the appointment of the persons referred to in clauses (vi) to (ix), (xv) and (xvi) of sub-section (1) as members of the University.

(4) A member of the University other than an *ex-officio* member shall hold office for a term of two years from the date on which he is appointed :

Provided that—

- (a) such term of two years shall be held to include any period which may elapse between the expiry of the said two years and the date of appointment of a new member in place of the member whose term of office expires ;
- (b) the members referred to in clause (vii) or clause (vi) or clause (xv) of sub-section (1) shall cease to hold office as such as soon as they cease to hold office as heads of departments of institutions or as Principals of institutions established, maintained or managed by, or affiliated to, the University, as the case may be.

10. (1) The University shall maintain and keep up-to-date in accordance with the Statutes, a register of the names of heads of departments of institutions established, maintained or managed by the University and the names of all such heads of departments shall be entered therein in order of their seniority. The persons whose names are entered in the register shall except where they are Principals, be entitled, in order of their seniority, to be appointed, by rotation, as mem-

bers of the University as provided in clause (vii) of sub-section (1) of section 9.

(2) The University shall in like manner maintain and keep up-to-date a separate register of the names of Principals of institutions affiliated to the University and the names of all such Principals shall be entered therein in order of their seniority. The persons whose names are entered in such register shall be entitled, in order of their seniority, to be appointed by rotation as members of the University as provided in clause (xv) of sub-section (1) of section 9.

(3) For the purposes of sub-section (1) or of sub-section (2), the seniority of a person shall be determined in accordance with the Statutes, having regard—

- (a) in the case of a person referred to in sub-section (1), to the period of service rendered by such person in institutions established, maintained or managed by the University, and
- (b) in the case of a person referred to in sub-section (2), to the total period during which such person has served as a Principal in any institution teaching for a degree or post-graduate course of any University incorporated by law in India.

(4) If any question arises relating to the seniority of any person whose name is entered in a register referred to in sub-section (1) or sub-section (2), the question shall be decided by the University and an appeal from such decision shall, if preferred within thirty days from the date of such decision, lie to the Chancellor.

Disquali-
fication for
member-
ship.

11. (1) No person shall be qualified for appointment as a member of the University if, at the time of his appointment, he—

- (a) has been declared by a competent court to be of unsound mind ; or
- (b) is an undischarged insolvent ; or
- (c) has been convicted by a court of law for an offence which involves moral turpitude.
- (2) If any member incurs any of the disqualifications

enumerated in sub-section (1) after the date of his appointment or if the Chancellor is satisfied that any member had been suffering from any such disqualification at the time of his appointment as such member, he shall be removed from his office as a member of the University by the Chancellor.

Casual vacancies. 12. (1) If a casual vacancy arises by reason of any member appointed under clause (vii), clause (xv) or clause (xvi) of sub-section (1) of section 9 having—

- (a) refused to serve as a member, or
- (b) died, or
- (c) resigned his office as a member, or
- (d) ceased to be a member under clause (b) of the proviso to sub-section (1) of section 9, or
- (e) been removed from his office as a member under sub-section (2) of section 11,

the Chancellor shall appoint a person with the requisite qualifications to fill the vacancy.

(2) If a casual vacancy arises in the seat of any member appointed under clause (viii) or clause (ix) of sub-section (1) of section 9 for any of the reasons referred to in clause (a), (b), (c) or (e) of sub-section (1), such vacancy shall be filled by another person to be appointed by the Chancellor on the recommendation of the *Upacharya* of Visva-Bharati or of the President of the Rabindra Bharati Society, as the case may be.

(3) Any person appointed under sub-section (1) or sub-section (2) shall also hold office for a term of two years from the date of his appointment as a member, and the provisions of clauses (a) and (b) of the proviso to sub-section (4) of section 9 shall also apply to such member.

Safeguard against invalidation of acts or proceedings of the University.

13. No act or proceeding of the University or of any subordinate authority of the University shall be called in question or invalidated merely by reason of the existence of a vacancy or vacancies among its members or any member not having been duly appointed or having become disqualified.

CHAPTER III.

Officers of the University

Officers of the University.

14. The following shall be the officers of the University :—

- (i) The Chancellor.
- (ii) The Vice-Chancellor.
- (iii) The Finance Officer.
- (iv) The Registrar, and
- (v) such other persons in the service of the University as the University may declare to be officers of the University.

15. The Governor of the State of West Bengal shall be the *ex-officio* Chancellor of the University and shall, when present, preside at meetings of the University including any convocation of the University.

16. (1) The Vice-Chancellor of the University shall be appointed by the Chancellor in consultation with the Minister. He shall be paid from the University Fund such salary and other emoluments as the Chancellor may decide and shall hold office for four years.

(2) If the Vice-Chancellor is, by reason of leave, illness or other cause, temporarily unable to exercise the powers and perform the duties of his office, the University may, subject to the approval of the Chancellor, appoint one of its members to exercise the powers and perform the duties of the Vice-Chancellor.

(3) If a vacancy occurs in the office of the Vice-Chancellor by reason of his resignation or death or the expiration of his term of office, the Chancellor shall appoint a new Vice-Chancellor and pending such appointment the University shall, subject to the approval of the Chancellor, appoint one of its members to exercise the powers and perform the duties of the Vice-Chancellor.

17. (1) The Vice-Chancellor shall be a whole-time officer of the University and shall be the administrative and academic head of the University. He shall, in the absence of the Chancellor, preside at meetings of the University including any convocation of the University. He shall be an *ex-officio* member and Chairman of such subordinate authorities constituted by the University as may be prescribed by Statutes and shall be entitled to be present at, and to address, any meeting of any other subordinate authority of the University but shall not be entitled to vote thereat.

(2) It shall be the duty of the Vice-Chancellor to ensure that the provisions of this Act and the Statutes, Ordinances, Regulations and Rules made thereunder are duly observed and he shall exercise general control over the affairs of the University and exercise all such powers as may be necessary for this purpose.

(3) In any emergency which, in the opinion of the Vice-Chancellor, requires that immediate action should be taken, he may take such action as he may deem necessary and shall at the earliest opportunity report his action to the authority which would have ordinarily dealt with the matter.

Provided that where any such action taken by the Vice-Chancellor prejudicially affects any person in the service of the University, such person shall be entitled to prefer, within thirty days from the date on which he receives notice of such action, an appeal to the University and the decision of the University thereon shall be final.

18. (1) The Finance Officer shall be appointed by the University. He shall be a whole-time officer of the University and shall be paid such salary from the University Fund and shall hold office for such period as the University may decide.

(2) If the Finance Officer is by reason of leave, illness or other cause, unable to exercise the powers and perform the duties of his office, the University may appoint a person temporarily to exercise his powers and perform his duties.

19. (1) The Finance Officer shall exercise general supervision over the University Fund and advise the University in regard to all financial matters concerning the University.

(2) The Finance Officer shall, subject to the control of the University, manage the property and investments of the University. He shall be responsible for the preparation of the annual budget and the annual accounts.

(3) Subject to the control of the University, the Finance Officer shall be responsible for seeing that all monies are expended for the purpose for which they have been granted or allotted.

(4) Save as may be otherwise prescribed by Statutes, all contracts shall be signed by the Finance Officer on behalf of the University.

(5) The Finance Officer shall exercise such other powers as may be prescribed by Statutes.

20. (1) The Registrar shall be appointed by the University. He shall be a whole-time officer of the University and shall be paid such salary from the University Fund and shall hold office for such period as the University may decide.

(2) The Registrar shall exercise such powers and perform such duties as may be prescribed by Statutes.

(3) If the Registrar is, by reason of leave, illness or other cause, unable to exercise the powers and perform the duties of his office, the University may appoint a person temporarily to exercise his powers and perform his duties.

CHAPTER IV.

Statutes, Ordinances, Regulations and Rules.

Statutes, Ordinances, Regulations and Rules—how made.

21. (1) The University may make Statutes, Ordinances, Regulations and Rules for the purpose of duly carrying out the provisions of, or exercising the powers conferred on it by, this Act.

(2) The University may delegate to a subordinate authority constituted by it the power to make Ordinances, Regulations or Rules to such extent as it may consider necessary and may, at any time, withdraw the power so delegated, or cancel any Ordinance, Regulation or Rule made by a subordinate authority.

(3) Every Statute or Ordinance made under this Act shall, before it is given effect to, be submitted to the Chancellor and shall be modified or amended in such manner as may be suggested by the Chancellor.

(4) The Chancellor may, at any time after an Ordinance has been made, signify to the University his disallowance of such Ordinance, and from the date of receipt by the University of intimation of such disallowance, such Ordinance shall cease to have effect.

(5) Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely—

- (a) the constitution, duties and powers of the subordinate authorities which may be constituted by the University;
- (b) the subordinate authorities of which the Vice-Chancellor shall be an *ex-officio* member and Chairman;
- (c) the filling of vacancies of members of the subordinate authorities and all other matters relating to those authorities;
- (d) the appointment, conditions of service and powers and duties of the officers and other employees of the University other than the Chancellor and the Vice-Chancellor;

- (e) the constitution of a pension, insurance or provident fund for the benefit of the officers, Teachers and other employees of the University;
- (f) the conferment of honorary degrees, titles and other academic distinctions;
- (g) the institution and conferment of degrees, diplomas, titles, certificates and other academic distinctions;
- (h) the establishment and abolition of Faculties, Departments of Studies, institutions, including libraries, museums and other organisations;
- (i) the maintenance of registers of institutions recognised by the University or affiliated to it;
- (j) the maintenance of a register of heads of departments, not being Principals, of institutions established, maintained or managed by the University and the manner of determination of their seniority;
- (k) the maintenance of a register of Principals of institutions affiliated to the University and the manner of determination of their seniority;
- (l) the conditions under which institutions may be recognised by, or affiliated to, the University and the withdrawal of such recognition or affiliation;
- (m) the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes;
- (n) the calling of meetings of the University and the giving of notice thereof to the members of the University and the quorum and procedure at such meetings;
- (o) contracts by the University and the execution thereof;
- (p) annual report of the University;
- (q) qualifications of Teachers including Teachers of the University;
- (r) the fees to be charged for courses of study in the University and in institutions established, maintained or managed by the University and for admission to the examinations for degrees and diplomas of the University;

- (s) the manner of exemption from study referred to in sub-clause (a) of clause 5 of section 6; and
 - (t) all other matters which by or under this Act are or may be provided for by Statutes.
- (n) Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters, namely :—
- (a) the admission of students to the University and their enrolment as such ;
 - (b) the courses of study to be laid down for all degrees, diplomas and certificates of the University ;
 - (c) the degrees, diplomas, titles, certificates and other academic distinctions to be awarded by the University, the qualifications for the same, and the examinations and papers, if any, to be passed and submitted relating to the granting and obtaining of the same ;
 - (d) the conditions of the award of fellowships, scholarships, studentships, exhibitions, medals and prizes ;
 - (e) the conduct of examinations, including the terms of office and manner of appointment and the duties of examining bodies, examiners and moderators ;
 - (f) the maintenance of discipline among the students of the University and the institutions established, maintained, managed or recognised by, or affiliated, to, the University ;
 - (g) the conditions of residence of students at the University and the institutions established, maintained, managed or recognised by, or affiliated to, the University ;
 - (h) the special arrangements, if any, which may be made for the residence, discipline and teaching of women students, and the prescribing for them of special courses of study ;
 - (i) the emoluments, and the terms and conditions of service of Teachers of the University ;
 - (j) the management of institutions established or maintained by the University ;

- (k) the supervision and inspection of institution established, maintained, managed or recognised by, or affiliated to, the University ; and
 - (l) all other matters which by this Act or the Statutes are to be or may be provided for by Ordinances.
- (7) Subject to the other provisions of this Act and the provisions of the Statutes and the Ordinances, Regulations may be made to provide for all or any of the following matters :—
- (a) the procedure to be observed at the meetings of a subordinate authority and the number of members required to form a quorum ;
 - (b) the calling of meetings of such subordinate authority and the giving of notice to its members of the dates of the meetings and of the business to be considered thereat and the keeping of a record of the proceedings of such meetings ;
 - (c) matters which by this Act, the Statutes or the Ordinances are required to be prescribed by Regulations ; and
 - (d) all other matters solely concerning a subordinate authority or a committee appointed by it and not provided for by this Act, the Statutes or the Ordinances.

(8) Subject to the provisions of this Act and the provisions of the Statutes, the Ordinances and the Regulations, Rules may be made for the purpose of duly carrying out the provisions of, or exercising the powers conferred by, this Act or to provide for matters which, by the Statutes, the Ordinances or the Regulations, are required to be prescribed by Rules.

CHAPTER V.

The University Fund, Annual Report and Accounts.

Fund of the University. 22. (1) The University shall have a fund, elsewhere in this Act referred to as the University Fund.

(2) All monies received by the University by way of fees, fines, endowments, grants, donations, bequests or loans or on any other account whatsoever, shall be credited to, and all expenditure incurred by the University shall be paid out of, the University Fund.

Annual Report. 23. The annual report of the University shall be prepared under the direction of such subordinate authority or officer and shall be submitted to the University on or before such date as may be prescribed by Statutes. The annual report shall be considered by the University at a meeting.

Annual Accounts and Budget 24. (1) As soon as may be after the close of a year, the accounts of the University for that year shall be audited by an auditor appointed by the State Government or in such other manner as the State Government may direct.

(2) The University shall consider the audited annual accounts at a meeting and may take such action thereon as it thinks fit.

(3) The budget for each year shall be presented to and considered by the University at a meeting convened for the purpose not less than one month before the end of the preceding year. The University may take such action thereon as it may deem fit.

(4) Copies of the budget as passed by the University and the audited accounts together with copies of the audit report shall be submitted to the Chancellor and to the State Government.

(5) The State Government may require the University to supply to it any information in regard to the accounts and the budget and the University shall comply with such requisition.

CHAPTER VI.

Supplementary Provisions.

Visit and Inspection. 25. (1) The Chancellor shall have the power to cause an inspection to be made by such person or persons as he may direct, of the University, its buildings, laboratories and equipments, and of any institution, and also of the examinations, teaching and other work conducted or done by the University and may cause an inquiry to be made in like manner in respect of any matter connected with the University :

Provided that the Chancellor shall, in every such case, give previous notice to the Vice-Chancellor.

(2) The Chancellor shall communicate to the Vice-Chancellor his views on the result of any such inspection or inquiry. The University shall consider such views at a meeting and communicate its opinion to the Chancellor. After considering such opinion, the Chancellor may give such advice as he thinks fit regarding the action to be taken on the result of the inspection or inquiry.

(3) The University shall report to the Chancellor the action, if any, which is proposed to be taken or has been taken by it upon the advice given under sub-section (2).

(4) If action be not taken within a reasonable time to the satisfaction of the Chancellor, the Chancellor may, after considering any explanation furnished or representation made by the University in this regard, issue such directions in writing as he may think fit and the University shall comply with these directions.

Contract of service for officers and Teachers. 26. Except as otherwise provided under this Act or the Statutes, every salaried officer, not being the Vice-Chancellor, and every Teacher of the University shall be appointed under a written contract which shall be lodged with the University and a copy thereof shall be furnished to the officer or Teacher concerned.

27. Every dispute arising out of a contract between the University and any of its officers or Teachers shall be referred to a Board of Arbitrators consisting of one member appointed by the University, one member nominated by the officer or Teacher concerned and an umpire appointed by the Chancellor and the decision of the Board on such dispute shall be final, and no suit shall lie in any Civil Court in respect of the matters decided by the Board.

28. (1) The University shall constitute for the benefit of its salaried officers (including the Vice-Chancellor), Teachers and other servants, in such manner and subject to such conditions as may be prescribed by Statutes, such pension, insurance or provident funds as it may deem fit.

(2) Where a provident fund has been constituted by the University for the benefit of its officers, Teachers and other servants of the University, the provisions of the Provident Funds Act, 1925 (Act XIX of 1925) shall apply to such fund as if the fund were a Government Provident Fund.

29. If any difficulty arises with respect to the establishment of the University or any subordinate authority of the University or to the transaction of any business of the University, the Vice-Chancellor may refer the same to the Chancellor who may thereupon issue such direction or cause such action to be taken as appears to him to be necessary or expedient for resolving the difficulty.

Power to
remove
difficulties.

THE RABINDRA BHARATI

STATUTES*

In exercise of the powers conferred upon it by Sections 8 and 21 (5) of the Rabindra Bharati Act, 1961 (West Bengal Act XXIX of 1961) the University makes the following Statutes :—

CHAPTER I

Preliminary

1. These Statutes shall come into force at once.
2. (i) "The Act" means the Rabindra Bharati Act, 1961.
(ii) "Year" shall mean a period of 12 months commencing on the first day of June.
3. Unless the context otherwise requires, words and expressions used in these Statutes shall be interpreted to have the same meaning as they have in the Act.

CHAPTER II

Subordinate Authorities

4. The following subordinate authorities shall be constituted :
 - (i) Executive Council ;
 - (ii) Academic Council ;
 - (iii) Finance Committee ; and
 - (iv) Faculties.

The Executive Council

- 5(1) (a). The Executive Council shall consist of the following members, namely,—

* Passed in the Second meeting of the University held on the 29th August, 1962.

Ex-officio Members :

- (i) The Vice-Chancellor who shall be the Chairman.
- (ii) The Secretary, Department of Education of the Government of West Bengal.
- (iii) The Secretary, Department of Finance, of the Government of West Bengal.
- (iv) The President of the Board of Secondary Education, West Bengal.
- (v) The Deans of the Faculties, if any.

Other Members :

- (vi) Four persons of whom one shall be a representative of the Rabindra Bharati Society to be appointed by the Chancellor from amongst the members of the University.
- (b) The persons referred to in items (i) to (iv) of clause (a) shall be the first members of the Executive Council. Those referred to in items (v) and (vi) thereof shall join the Executive Council as and when they are appointed.
- (2) The Registrar shall be the *ex-officio* Secretary of the Executive Council but shall not be a member thereof.
- (3) The Vice-Chancellor may require the Finance Officer to be present at any meeting of the Executive Council, for the purpose of assisting it in its deliberations. The Finance Officer shall, however, have no right to vote at any such meeting.
- (4) Except as otherwise provided in paragraph (5) a member other than an *ex-officio* member shall hold office for a term of three years from the date of his appointment.

(5) When the term of office of a member other than an *ex-officio* member has expired, he may, if otherwise eligible, be re-appointed as a member for a second term ;

Provided that on the expiry of such second term, he shall not be eligible for any further appointment as a member, until an interval of one year has elapsed, after the date of the expiry of such second term.

6. The Executive Council shall exercise the following powers and discharge the following duties, namely :

- (a) to make Ordinances under provisions of sub-section (6) of section 21 of the Act ;
- (b) to amend or repeal any 'such Ordinance referred to in clause (a) or cancel any Ordinances, Regulations or Rules made by itself or any other subordinate authority provided that in amending, repealing or cancelling the same, the directives of the University, if any, shall be followed ;
- (c) to direct the custody and use of the common seal of the University ;
- (d) to hold, control and administer the properties and funds of the University ;
- (e) to administer all properties and funds placed at the disposal of the University for specific purposes ;
- (f) to accept, on behalf of the University and subject to its approval, endowments, bequests, donations and transfer of any movable or immovable properties made to the University ;
- (g) to frame on the recommendation of the Finance Committee, the annual budget and supplementary budgets, if any, of the University and to present the same to the University for consideration ;
- (h) to institute and make appointments to professorships, readerships, lectureships, teacherships and other teaching posts of the University as also to create and make appointments to administrative, ministerial and other posts under the University, to fix the emoluments and define the duties and the conditions of service of the persons so appointed and to provide for the filling of temporary vacancies in any such posts ;
- (i) to suspend, discharge or dismiss any teacher or other employee of the University ;
- (j) to affiliate or recognise any institution and to suspend or withdraw such affiliation or recognition ;

Provided that no such suspension or withdrawal of affilia-

tion or recognition shall have effect until the University has approved of the same after considering the grounds, if any, which the Governing Body of the affiliated or recognised institution may urge before the University against such suspension or withdrawal :

- (k) to award fellowships, scholarships, studentships, medals and prizes ;
- (l) to appoint examining bodies, examiners and moderators for the University examinations after considering the recommendations of the Boards of Studies and to fix their remuneration ;
- (m) to conduct the University examinations and approve and publish the results thereof ;
- (n) to establish, maintain and manage University libraries, museums, institutes of research and any other organisations ;
- (o) to arrange for and direct the supervision and inspection of institutions, libraries, museums and any other organisations ;
- (p) to exercise supervision over the Students' Union, University Athletic Clubs or such other bodies ;
- (q) to propose to the University the draft of any Statute or the amendment thereof for its consideration ;
- (r) to make Regulations to provide for any of the matters referred to in sub-section (7) of Sec. 21 of the Act and to amend or repeal such Regulations ;
- (s) to make Rules, as necessary, for the purpose of duly exercising the powers delegated to it or discharging the duties imposed upon it by the Statutes, Ordinances, Regulations or Rules and to amend or repeal such Rules ;
- (t) subject to the directions of the University, if any, to co-ordinate, control and generally supervise the work of all other subordinate authorities and to give such directions to them as it may consider necessary ;
- (u) to give effect to the provisions of the Act, the Statutes, the Ordinances, Regulations and Rules ; and

- (v) to exercise such other powers and perform such other duties as may be conferred or imposed on it by the Act, the Statutes, the Ordinances, Regulations or Rules.

The Academic Council

7. The Academic Council shall be the academic authority of the University and shall, subject to the provisions contained in the Act, the Statutes and the Ordinances, have the control and general regulation of all teaching, research and examinations within the University and be responsible for the maintenance of the standards thereof.

8. (1) The Academic Council shall consist of the following members, namely : —

Ex-officio Members

- (i) The Vice-Chancellor, who shall be the Chairman ;
- (ii) The Deans of the Faculties ;
- (iii) The Secretary, Department of Education of the Government of West Bengal ;
- (iv) The President of the Board of Secondary Education, West Bengal ;

Other Members

- (v) Two University Professors other than Deans to be appointed by rotation in order of seniority ;
- (vi) Two University Readers who are heads of departments of teaching to be appointed by rotation in order of seniority ;
- (vii) Two Principals of affiliated institutions to be appointed in accordance with the provisions of paragraph (1) of Statute 9 ;
- (viii) Two Heads of Departments of affiliated institutions not being Principal to be appointed in accordance with the provisions of paragraph (2) of Statute 9 ;
- (ix) Two persons to be appointed by the Vice-Chancellor.

(2) For the purpose of sub-paragraph (v) or (vi) of paragraph (1) of Statute 8, the seniority of a person shall be determined by the Vice-Chancellor.

(3) The Registrar shall be the *ex-officio* Secretary of the Academic Council, but shall not be a member thereof.

9. (1) The Registrar shall maintain a register of the names of the Principals of all affiliated institutions, entered therein in order of seniority. The persons whose names are entered in the register shall be entitled, in order of their seniority, to be appointed by rotation, as members of the Academic Council as provided in sub-paragraph (vii) of paragraph (1) of Statute 8.

(2) The Registrar shall in like manner maintain and keep up-to-date a separate register of the names of the Heads of Departments of institutions affiliated to the University entered therein, in order of their seniority. The persons whose names are entered in such register shall be entitled, in order of their seniority, to be appointed by rotation as members of the Academic Council as provided in sub-paragraph (viii) of paragraph (1) of Statute 8.

(3) For the purpose of paragraph (1) or of paragraph (2),— the seniority of a person shall be determined having regard,—

- (a) in the case of a person referred to in paragraph (1), to the total period during which such person has served as a Principal in any institution teaching for a degree or post-graduate course of any University incorporated by law in India, and
- (b) in the case of a person referred to in paragraph (2), to the period of service rendered by such person in any institution affiliated to the University.

(4) If any question arises relating to the seniority of any person whose name is entered in a register referred to in paragraph (1) or paragraph (2), the question shall be decided by the Vice-Chancellor and an appeal from such a decision shall, if preferred within 30 days from the date of such decision, lie to the Executive Council.

(5) The first Academic Council shall be first constituted with the members referred to under items (i) to (vi) of paragraph (1) of Statute 8.

10. (1) A member of the Academic Council other than an *ex-officio* member shall hold office for a period of three years from the date of his appointment.

(2) If a casual vacancy arises in the Academic Council in respect of any member other than an *ex-officio* member, such vacancy shall be filled as soon as practicable by the appropriate authority in the manner prescribed.

(3) A member appointed to fill such a casual vacancy shall hold office for a term of three years from the date of his appointment.

(4) Notwithstanding anything contained in the foregoing paragraphs, a member who has been appointed to be a member by virtue of his being a Principal or a Teacher, shall vacate his office as such member as soon as he ceases to be such Principal or Teacher.

11. Subject to the provisions of the Act, the Statutes, the Ordinances and any Regulations made by the University or the Executive Council, the Academic Council shall exercise the following powers and discharge the following duties, namely:—

- (a) to make Regulations for recognising the examinations of other Universities and bodies as equivalent to the examinations of the University;
- (b) to amend or repeal any Regulations made by itself. Provided that such amendment or repeal shall be subject to the approval of the Executive Council.
- (c) to advise the University and the Executive Council on all academic matters including the matters referred to in clauses (h), (l), (m), (q) and (s) of sub-section (5) and clauses (b), (c), (d) and (k) of sub-section (6) of Section 21 of the Act;
- (d) to make recommendations to the University and the Executive Council on matters relating to the constitution or reconstitution of Departments of Teaching;
- (e) to constitute the Boards of Studies and appoint members thereto;
- (f) to make proposals to the Executive Council for the institutions of professorships, readerships, teacherships,

lectureships or any other teaching posts of the University and in regard to the duties thereof :

- (g) to make proposals to the Executive Council for the framing of Regulations for the management and supervision of libraries, museums, institutes of research and other organisations maintained by the University and for the supervision and inspection of affiliated or recognised institutions ;
- (h) to make proposals for the promotion of research within the University and to call for reports on such research from the persons engaged therein and to make recommendations to the University and the Executive Council thereon ;
- (i) to do all other acts relating to academic matters, as it may be required to do, by the University or the Executive Council ; and
- (j) to make rules as necessary, for the purpose of duly exercising the powers delegated to it or discharging the duties imposed upon it by the Statutes, the Ordinances or Regulations and to amend or repeal any such Rule.

12. Every Regulation and every Rule made by the Academic Council and every amendment or repeal thereof shall be forthwith submitted to the Executive Council and approved by it before it is given effect to.

The Finance Committee

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

- (a) The Vice-Chancellor, who shall be the *ex-officio* Chairman of the Committee ;
- (b) The Finance Officer, *ex-officio* ;
- (c) One member of the University with experience of financial matters to be appointed by the Chancellor ;
- (d) One person to be appointed by the Vice-Chancellor from among the members of the Governing bodies of the affiliated institutions ; and

- (e) One person to be elected by the Executive Council from among its members.

(2) The Audit and Accounts Officer shall be the *ex-officio* Secretary of the Finance Committee but shall not be a member thereof.

14. A member of the Finance Committee other than an *ex-officio* member, shall hold office for a period of three years from the date of his appointment or election ;

Provided that he shall vacate his office as soon as he ceases to be a member of the authority or body referred to in clause (c), (d) or (e) of paragraph (1) of Statute 13 above, as the case may be, by virtue of the membership whereof he was eligible for such appointment.

15. (1) Not later than the 15th February, every year the Finance Committee shall submit to the Executive Council proposals for the annual budget of the University for the next year.

(2) The Finance Committee may at any time submit to the Executive Council proposals for a supplementary budget of the University.

(3) In making its proposals for the annual budget, the Finance Committee shall consider the proposals and representations if any, which may have been made by the Faculties and the Heads of the Administrative departments of the University.

16. The Finance Officer shall prepare the draft annual accounts of the University as soon as may be, after the close of each year and present the same to the Finance Committee which shall, by such date as the Vice-Chancellor may fix, prepare the annual accounts for the year. After such accounts have been audited, the Finance Committee shall submit the same along with the audit report to the Executive Council with its own report thereon for such further action, as may be required by the Act and the Statute.

17. For the purpose of preparation of the annual accounts or of making proposals for the annual budget or of discharging any other duty imposed on it by the Statutes and the Ordinances, the Finance Committee may request any subordi-

nate authority or any officer of the University to supply it such papers or information as it may require, relating to any financial proposal or any item of account and every such request shall be complied with by such subordinate authority or officer.

Faculties

18. There shall be the following Faculties :

- (1) The Faculty of Fine Arts; and
- (2) The Faculty of Arts.

Provided, however, that the University may on the advice of the Academic Council, or on its own initiative, constitute any other Faculty or Faculties as may be deemed necessary from time to time.

19. Each Faculty shall comprise such department or departments of teaching as may be prescribed by Regulations.

20. (1) Each Faculty shall consist of the following :—

- (a) The Dean of the Faculty to be nominated by the Vice-Chancellor.
- (b) Heads of the Departments of teaching comprised in the Faculty other than the Dean.
- (c) Professors of Departments comprised in the Faculty.
- (d) One teacher from each Department comprised in the Faculty other than Professors or Heads of the Department, to be nominated by the Head of the Department.
- (e) Three eminent educationists to be nominated by the Academic Council.

(2) Such nominated members shall hold office for a period of three years from the date of appointment.

(3) The Dean of the Faculty shall be the Chairman and Convener.

21. Each Faculty shall advise the Academic Council on the following matters :

- (i) Curriculum ;
- (ii) Syllabus ;

(iii) Conditions for the award of degrees, diplomas and other distinctions ;

(iv) Organisation of teaching and research work in the subjects assigned to the Faculty ; and

(v) Any matter referred to it by the Academic Council or the Vice-Chancellor.

22. (1) The Dean of the Faculty shall convene meetings of the Faculty, prepare agenda and keep minutes thereof.

(2) In the absence of the Dean of the Faculty the senior-most Professor of the Faculty present shall preside.

(3) Each Faculty shall meet at least three times a year or oftener if necessary.

CHAPTER III

Conduct of Business

23. (a) The University shall ordinarily meet at least twice a year.

(b) A special meeting of the University may be convened on requisition in writing signed by not less than six members of the University, to consider a motion or motions.

(c) An emergency meeting may be convened by the Vice-Chancellor by giving at least 24 hours' notice in writing to the members.

24. (a) The Registrar shall act as the Secretary of the University.

(b) Meetings of the University and its Subordinate Bodies shall be convened by the Registrar under directions of the Vice-Chancellor except where otherwise provided.

(c) The Registrar shall under the directions of the Vice-Chancellor, give not less than 14 days' notice in writing to the members for a meeting of the University or 8 days' notice to the members of its Subordinate Bodies. Not less than 8 days before the date of the meeting of the University and 6 days in the case of Subordinate Bodies of the University, the Registrar shall send to each member an agenda paper. All amend-

ments to any item in the agenda for a meeting of the University shall reach the Registrar 4 clear days before the date of the meeting. These amendments will, as far as possible, be circulated to the members 2 days before the meeting.

25. The Annual meeting of the University shall be called in the month of March for consideration and adoption of the budget estimates of the ensuing year.

26. As soon as the accounts of the University for a particular year have been audited according to the provision laid down under Section 24 of the Act, a meeting of the University shall be called for consideration of the Audit Report along with the Annual Report of the same year vide Section 23 of the Act.

27. (a) The Chancellor shall preside at a meeting of the University. In the absence of the Chancellor in any meeting the Vice-Chancellor shall preside and in the absence of both, the members present shall elect a Chairman from amongst themselves.

(b) No matter other than what is included in the agenda papers circulated to the members, shall be considered or discussed at a meeting of the University.

Provided, however, that any special matter not previously circulated may be considered at the meeting with the permission of the Chairman.

(c) One-third of the members holding office for the time-being shall constitute the quorum for any meeting of the University. If there is no quorum within 15 minutes of the time fixed for the meeting, the same shall normally stand adjourned to be held at the same time and place on the seventh day therefrom, unless otherwise decided by the Chairman.

(d) A meeting may be adjourned by the Chairman for reasons other than the want of quorum.

(e) No quorum shall be necessary at an adjourned meeting.

(f) If in the course of a meeting any member calls

attention to the absence of quorum, the Chairman shall dissolve the meeting.

(g) No matter shall be considered at an adjourned meeting other than matters left over at the meeting from which adjournment took place.

(h) Any point of order raised at any meeting shall be decided by the Chairman and his decision shall be final.

(i) No proceeding of the University shall be invalidated by reason merely of a vacancy or vacancies existing in the University or by reason of non-receipt of the notice or the agenda papers, provided it was duly issued, or by reason of any irregularity in the conduct of the business of the meeting.

Explanation—A notice shall be deemed to be duly issued, if it is sent to the recorded address of a member by post under certificate of posting or by peon.

(j) Every member shall have one vote.

(k) All matters placed before a meeting shall be decided by a simple majority of votes of the members present and voting. On putting any matter to vote the Chairman of the meeting shall call for an indication of the opinion of the members by show of hands and shall declare the result accordingly, except in the case of appointment or election where the voting shall be by ballot. The Chairman at a meeting shall be entitled to vote and in case of equality of votes he shall have a casting vote.

(l) The Chairman at any meeting may direct any member of the University whose conduct at the meeting is in his opinion disorderly, to withdraw and any such member so ordered, shall be deemed to have withdrawn from the meeting, even though in fact, he may not leave the meeting.

(m) (1) Any member who wishes to move a motion at any meeting of the University shall give notice of such motion by forwarding a copy to the Registrar

so as to reach him not less than 7 days before the date of the meeting.

(2) A motion may be withdrawn by a mover at any time before it is moved.

- (n) Within 14 days of a meeting of the University, the minutes of such meeting duly approved by the Chairman of the meeting concerned, shall be circulated to all members. The minutes shall be laid before the next meeting of the University for consideration and after corrections, if any, shall be confirmed.
- (o) In cases not expressly provided for in these rules for the conduct of a meeting, the decision of the Chairman of the meeting on all matters relating to the conduct of business at the meeting shall be final. He may change the order of business at a meeting, if he deems necessary.
- (p) Unless otherwise directed by the Chancellor, all meetings shall be held on the University premises.

28. (a) Save as otherwise provided, these Statutes shall be applied generally for convening the meetings of subordinate authorities of the University and for conducting their business. The quorum in respect of each subordinate authority shall be fixed by themselves.

(b) These Statutes shall generally apply to the convening of special meetings of the University and to conducting the business thereof except that clause (n) of Statute 27 shall not apply to special meetings so far as they relate to the confirmation of the minutes which shall be final on being signed by the Chairman of the special meeting after they have been circulated to the members.

CHAPTER IV

Officers of the University

29. The following persons are declared to be officers of the University under clause (v) of Section 14 of the Act, namely:

- (1) The Audit and Accounts officer; and

- (2) The Assistant Registrar.

30. (1) Subject to the general authority of the Vice-Chancellor, the Audit and Accounts officer and the Assistant Registrar shall be under the administrative control of the Finance Officer and the Registrar respectively. The Finance Officer and the Registrar shall be under the administrative control of the Vice-Chancellor.

31. (1) The duties of the Registrar shall be as follows:

- (i) To be custodian of the records, the common seal and subject to the provision of sub-section (2) of Section 19 of the Act, of all properties of the University;
- (ii) To conduct all official correspondence on behalf of the University;
- (iii) To perform such other work as he may be required to do by the University, the Executive Council or the Vice-Chancellor and generally, to render such assistance to the Vice-Chancellor as he may require the Registrar to do in the performance of his official duties.

(2) The Registrar may delegate any of his functions and duties to the Assistant Registrar or any other officer with the approval of the Vice-Chancellor. A record shall be kept of every such delegation of functions and duties.

32. (1) The Audit and Accounts officer shall be a graduate possessing training and experience in Accountancy and Audit. He shall be a whole-time officer of the University and shall be appointed by the Executive Council for such period and on such terms as it may decide.

(2) The Audit and Accounts officer shall the Secretary to the Finance Committee and shall under the direction of the Finance officer, carry on continuous internal audit of the University.

(3) He shall perform such other duties, as may be assigned to him by the Finance officer. A list of such duties shall be kept by the Finance Officer.

33. (1) The Executive Council may appoint an Assistant

Registrar. He shall be a whole-time officer of the University and shall be appointed for such period and on such terms as the Executive Council may decide.

(2) The Assistant Registrar shall perform such duties as may be assigned to him by the Registrar. A list of such duties shall be kept by the Registrar.

34. Except as specifically provided, no member of the University, Executive Council or Academic Council shall be an officer of the University and if any such member is appointed such officer, he shall be deemed to have vacated his office as such member from the date on which he is so appointed.

35. An officer of the University shall be entitled to such leave as may be admissible to him under the Rules made by the University or the Executive Council in this behalf, unless the terms of the contract of his office provide otherwise.

36. Every officer of the University shall be subject to such disciplinary rules, as the University or the Executive Council may make in this behalf.

37. Subject to the provision of the Act and the terms of the contract of service in any particular case, every officer of the University shall ordinarily retire at the age of 55 years.

Provided that in the interest of the University the Executive Council or the University as the case may be, may, by a resolution allow an officer an extension of service not exceeding one year at a time up to the date on which he attains the age of 60 years.

Provided further that this Statute may be relaxed in exceptional cases during a period of two years from the date when the University was established.

38. The Registrar shall maintain an Age Register for the officers of the University in which he shall enter—

- (a) the name of every officer of the University;
- (b) the date of his birth;
- (c) the date of his appointment as such officer;
- (d) his age on the date of such appointment;
- (e) the date on which he is due to retire; and

(f) extension of service, if any.

Explanation : Entries relating to age of an officer of the University shall be made on the basis of his age as recorded in his Entrance, Matriculation or School Final Examination certificate whichever available or, in the absence thereof, on such other basis as the Vice-Chancellor may decide in each particular case.

39. No whole-time salaried officer of the University shall accept any employment or engagement with or without remuneration other than that of his office, except with the previous permission of the Executive Council.

40. The Vice-Chancellor may in any case not expressly provided for in these Statutes, pass such orders as he thinks fit in the interest of the University.

CHAPTER V

Qualification of Teachers of the University

41. The minimum qualifications of Teachers of the University holding posts of Professors, Readers and Lecturers shall be as follows :

(i) A First Class Master's Degree in the subject or a Second Class Master's Degree with a First Class Honours Degree in the same subject together with at least three years' experience either, as a teacher in a recognised institution teaching upto the Honours standard or as a Research Worker (Fellow or Scholar).

Of

(ii) A foreign University Degree with special distinction accepted by the Selection Committee as equivalent to item (i).

Provided that the Executive Council may on the recommendation of the Selection Committee, appoint as a Teacher of the University a person with special knowledge in the subject, even if he may not possess such minimum qualifications.

Provided further that the Executive Council can fix alternative qualifications.

CHAPTER VI

Statutory Registers

42. Subject to the provisions of these Statutes, the power conferred upon the University under sub-section (4) of Section 10 of the Act to decide any question of seniority of any person whose name is entered in any of the registers referred to therein is delegated to the Executive Council and shall be exercised by it.

43. (1) A register of the names of institutions affiliated to or recognised by the University and the Principals thereof shall be maintained in Form No. 1 and Form No. 1 (a) respectively.

(2) If the Principal of an institution dies or otherwise ceases to hold office as such, a report of the fact shall be forthwith sent to the Registrar by the authorities of the institution. On receipt of such report the Registrar shall delete the name of such Principal from the relevant register after obtaining the order of the Vice-Chancellor in that behalf.

(3) Whenever any person is appointed as the Principal of an institution and has assumed his office as such, he shall forthwith forward to the Registrar a statement in form No. 1 or in form No. 1 (a) as the case may be, after entering therein all relevant particulars about himself and certifying that such particulars are true to his knowledge. On receipt of the same the Registrar shall enter his name in the register.

44. (1) A register of the names of the Teachers of the University shall be maintained in Form No. 2.

(2) As soon as may be after a person has been appointed as a teacher of the University and has assumed his office as such, he shall forward to the Registrar a statement in Form No. 2 after entering therein all relevant particulars about himself. He shall also certify therein that the particulars entered in such statements are true to his knowledge.

(3) The Registrar shall take the order of the Vice-Chancellor regarding the inclusion or otherwise in the register of the name of the person, who has filed the statement and shall give effect to such order.

45. (1) A register of the names of the Teachers of affiliated institutions shall be maintained in Form No. 3.

(2) As soon as an institution is affiliated, its Principal shall forward to the Registrar a statement in Form No. 3 after entering therein—

- (i) the names of all the Teachers of the institution ; and
- (ii) the relevant particulars in respect of each such Teacher.

(3) The Principal shall also certify the statement to be correct to his knowledge. The register shall be filled in on basis of such certified statement.

46. (1) A register of the names of the members of the Governing Bodies of affiliated institutions shall be maintained in Form No. 4.

(2) As soon as an institution is affiliated, its Principal shall forward to the Registrar a statement in Form No. 4 after including therein :

- (i) the names of all members of the Governing Body of the institution ; and
- (ii) the relevant particulars in respect of every such member.

(3) The Principal shall indicate in column 4 of the Form which of the members are the Principal and Teachers of the institution. He shall also certify the statement to be correct to his knowledge. The register shall be filled in on basis of such certified statement.

47. The Vice-Chancellor may at any time direct the Registrar to amend or correct an entry in these registers in order to rectify any clerical or formal error or defect therein.

48. (1) If any party disputes the correctness or otherwise of the entries in these registers, he may file an objection to the Vice-Chancellor after setting forth the grounds for such objection.

(2) The Vice-Chancellor shall thereupon conduct such enquiry as he deems necessary and give his decision.

(3) Every decision given by the Vice-Chancellor shall be forthwith communicated to the objector and the person

objected against, if any, and shall be final, subject to the result of an appeal, if any, preferred under paragraph (4).

(4) Any person aggrieved by the decision of the Vice-Chancellor given under paragraph (2) may prefer an appeal to the Executive Council against the same within 30 days from the date of the decision through the Vice-Chancellor. The decision of the Executive Council on it shall be final.

CHAPTER VII

Affiliation and Recognition of Institutions

49. (1) Any institution situated within the state of West Bengal and teaching any one or more of the four subjects, viz., Fine Arts, Music, Dance and Drama may apply to the University for affiliation or recognition.

(2) In the case of a Government institution, the application shall be made through the Director of Public Institution, West Bengal by its Governing Body. In the case of any other institution, the Governing Body shall make the application directly to the University, unless the Executive Council directs otherwise.

50. (1) The Executive Council shall grant affiliation or recognition as the case may be, in accordance with the provision of these Statutes and subject to any conditions that it may impose.

(2) Affiliation or recognition as the case may be, shall be granted specifically for each separate subject and each separate course of study.

(3) The Executive Council shall have the power to suspend or withdraw the affiliation or recognition of any institution in any subject or course of study, if the Executive Council is satisfied that any of the conditions imposed under paragraph (1) or prescribed by these Statutes are not observed :

Provided that no affiliation or recognition shall be suspended without affording the management of the institution concerned an opportunity of making such representation as it may desire to make.

51. Every institution applying for affiliation or recognition shall satisfy the Executive Council—

- (a) that the institution is to be or is being managed by a Governing Body, which has been duly constituted in accordance with the Rules made in that behalf by the Executive Council ;
- (b) that the qualifications of the teaching staff and the conditions of their service are such as to ensure the imparting of adequate instruction to the students in the courses of study to be undertaken by the institution ;
- (c) that the building or buildings in which the institution is to be located are suitable ;
- (d) that the provision has been made for a properly equipped library and an adequate supply of equipments ;
- (e) that the rules of the institution fixing the fees to be paid by the students have been so framed, as would not involve any competition with an existing institution in the neighbourhood, which would be injurious to the interest of teaching ;
- (f) that it conforms to the Rules made by the Executive Council for such affiliation or recognition.

52. On receipt of an application for affiliation or recognition, the Executive Council shall—

- (a) direct local enquiry to be made by the University Inspector or any other competent person authorised by it in this behalf ;
- (b) make such further enquiry as may appear to them to be necessary ; and shall thereafter decide the question of affiliation or recognition of the institution.

53. An application for affiliation or recognition may be withdrawn at any time before an order has been passed by the Executive Council

54. Notwithstanding anything contained in these Statutes, the Executive Council shall have power, in case of any grave

emergency, such as an epidemic, famine, widespread civil disturbance, to suspend the operation of any of these Statutes or Rules framed under them for such period or periods and for such institution or institutions as the Executive Council may decide.

55. If the Executive Council is of opinion that the Governing Body of an institution has not been properly constituted or that the Governing Body has not been properly functioning, it shall require that a Governing Body be freshly constituted forthwith in accordance with such direction as the Executive Council may give and that the institution be placed under the management of such freshly constituted Governing Body.

56. Every affiliated or recognised institution shall give such returns, reports and other information to the Executive Council as it may require the institution to furnish.

57. (1) As a condition of the continuance of its affiliation or recognition, every institution shall be inspected in accordance with the provision of the Ordinance relating to such inspection.

(2) The Executive Council may direct any institution so inspected to take, within such time as the Council may fix, such action as may appear to the Council to be necessary in respect of any matter referred to in Statute 51 of these Statutes and if the institution fails to take such action, the Executive Council may suspend or withdraw the affiliation or recognition.

58. Subject to any decision by the Executive Council to the contrary, if any doubt or difficulty arises in regard to the interpretation or application of these Statutes, or if any matter arises which is not covered by these Statutes, the Vice-Chancellor may issue such directions as he may consider proper and shall report the fact before the next meeting of the Executive Council.

Form No. 1

APPENDIX

Rabindra Bharati

(University)

Register of Affiliated Institutions and the names of Principals thereof

1	2	3	4	5	6	7	8	9
Sl No.	Name of Institution	Name of Principal	Date of birth	Postal address	Date of joining as Principal	Total Period of service as Principal	Details of Column 7	Remarks

"I hereby certify that the entries made in this statement are true to my knowledge"

Date _____

Principal

Form No. 1(a)

Register of Recognised Institutions and the names of Principals thereof

1	2	3	4	5	6	7	8
Sl. No.	Name of Institution	Name of Principal	Date of birth	Postal address	Date of joining as Principal	Previous experience if any, with details	Remarks

44

"I hereby certify that the entries made in this statement are true to my knowledge."

Date_____

Principal

Form No. 2

Register of Teachers of the University

1	2	3	4	5	6	7	8
Sl. No.	Name	Date of birth	Postal address	Faculty and Department	Post held	Date of appointment to the post	Remarks

45

N. B. While forwarding a statement in this form a teacher of the University shall endorse thereon the following certificate.—

"I hereby certify that the entries made in this statement are true to my knowledge."

Date_____

(Signature).....
Teacher of the University

Form No. 3

Register of Teachers of Institutions

1 Sl No.	2 Name of Institution	3 Name of Teacher	4 Date of birth	5 Postal address	6 Subject taught	7 Post held	8 Date of appointment	9 Remarks
-------------	-----------------------------	-------------------------	-----------------------	------------------------	------------------------	----------------	-----------------------------	--------------

N. B. While forwarding a statement in this form under paragraph (1) of St. 45, the Principal shall endorse thereon the following certificate : —

"I hereby certify that the entries made in this statement are true to my knowledge."

Date _____

Principal

46

Form No. 4

Register of Members of Governing Bodies of Affiliated Institutions

1 Sl No.	2 Name of Institution	3 Name of Member	4 Occupation	5 Postal address	6 Date of appointment as Member	7 Remarks
-------------	-----------------------------	------------------------	-----------------	---------------------	---------------------------------------	--------------

N. B. While forwarding a statement in this form under paragraph (1) of St. 46, the Principal shall endorse thereon the following certificate : —

"I hereby certify that the entries made in this statement are true to my knowledge"

Date

Principal

47

STATUTES

Relating to

Contributory Provident Fund*

In exercise of the power conferred upon it by sub-section (5) of Section 21 and Section 28 of the Rabindra Bharati Act (West Bengal Act XXIX of 1961), hereinafter in these Statutes referred to as the "Act," the University makes the following Statutes, namely

The Statutes relating to Contributory Provident Fund

Short Title and Commencement

1. (1) These Statutes may be called the Statutes relating to Contributory Provident Fund.

(2) They shall come into effect from the date of commencement of the University, namely the 8th of May, 1962.

Interpretation and Definitions

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

(b) (i) 'Accumulated amount' means the amount standing to the credit of a subscriber in his account in the Fund and includes all contributions and interest accrued to such account :

(ii) 'Employee' means any officer (including the Vice-Chancellor), teacher or other person who is employed whole-time by the University and is paid from the University fund :

(iii) 'Family' means and includes the following relatives of a subscriber (1) wife, (2) husband, (3) parent, (4) child, (5) minor brother, (6) unmarried sister, (7) widowed sister, (8) a deceased son's widow, (9) a grand child and (10) if the subscriber's father is not alive, a paternal grand parent :

(iv) "Form" means a form prescribed by and included in the Appendix to these Statutes :

(v) "Fund" means the Contributory Provident Fund constituted under these Statutes ;

(vi) "Leave" means any leave granted under the University leave rules except casual leave ;

(vii) "Subscriber" means an employee who is required to subscribe to the Fund ;

(viii) "Subscription" means the amount which a subscriber is required or allowed by these Statutes to pay to the fund ; and

(ix) "Year" means a period of twelve months beginning on the first day of April.

Constitution of Contributory Provident fund

3. The University shall constitute a Contributory Provident Fund for the benefit of its employees.

Right to subscribe to the Fund

4 (1). Subject to the provisions of the Statute No. 5 of these Statutes, every employee of the University shall have a right to subscribe to the Fund in accordance with these Statutes .

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

(2) If an employee was originally appointed for a term of one year or less and such term is subsequently extended so that his total term in continuous service exceeds one year, he shall be given the option of subscribing to the Fund from the date of his original appointment and of paying the arrear subscription due on the date of his becoming a subscriber in such monthly instalments as the Finance Officer may decide. In such a case the University shall pay its arrear contribution in similar monthly instalments :

(3) Every employee who has a right to subscribe to the fund under these Statutes shall be required to subscribe thereto.

* Passed in the Third meeting of the University held on 18th March, 1963.

Employees not entitled to the benefits of the fund

5 (1) No employee shall have a right to the benefits of the Provident Fund if his services under the University entitle him to a pension or gratuity save and except the gratuity constituted by the University for the benefit of its employees under Statute 6 of these Statutes or if the University contributes towards a pension or gratuity on his account or if he has joined the University after superannuation or retirement from service in which he is entitled to pension, provident fund or other term of superannuation benefits even if such benefits are suspended or held in abeyance during the term of his service in the University;

(2) Subject to provision of Statute 4 (2) above no temporary or officiating employee is eligible to join the fund.

Provided that if an employee holding a permanent appointment is appointed to officiate in a higher post, he shall be allowed to subscribe to the Fund at the rate prescribed by these Statutes or the pay he actually draws in a higher post.

Gratuity for employees.

6*. The University shall on the death, retirement or resignation of all employees who have rendered continuous approved service for not less than fifteen years, make an additional contribution of a sum calculated at the rate of half a month's salary for each completed year of service rendered by such employee subject to a maximum of 15 months' salary or Rs. 7,200 whichever is less. The amount shall be calculated on the salary drawn by an employee at the time of his death, retirement or resignation and shall be credited to his Provident Fund Account as additional contribution by the University after it is sanctioned by the Executive Council.

Administration and Management of the Fund

7. Subject to the control of the University the administration and management of the Fund shall vest in the Executive Council, which may from time to time, make such Rules or issue such general or special directions as may be consistent with

* In view of the present emergency the consideration of St. 6 will be taken up later.

these Statutes for the proper administration and management of the fund or defining the duties and the privileges of the subscribers.

The Executive Council may at its discretion, vary or cancel any such Rule or direction at any time.

Declaration and Nomination by the subscribers

8. (1) Every subscriber shall sign a written declaration in Form No. 1 to the effect that he has read these Statutes and the Rules made thereunder and agrees to bind himself and his nominees, heirs, representatives to abide by the provisions thereof. He shall also complete and file with the Finance Officer his nomination in Form No. 2 or 2A as may be appropriate in each case, after entering therein the name or names of the person or persons to whom in the event of his death he wishes the accumulated amount in respect of his account in the Fund to be paid. Every such nomination shall be signed by the subscriber in the presence of two witnesses who shall certify that the subscriber has signed in their presence.

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

Revision or Modification of the Nomination

9. A subscriber may at any time cancel, revise or modify his nomination by a fresh nomination in Form No. 2 or 2A as the case may be, filed in the manner prescribed in Statute No. 8 of these Statutes.

Nomination to specify share of each nominee

10. A subscriber shall, in his nomination, provide for the disposal of the whole of the accumulated amount in his account at the time of his death and shall specify the share thereof to be paid to each nominee.

Nomination—when void

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

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

Register of Nominations

12. All nominations and a Register of nominations shall be kept in the safe custody of the Finance Officer.

Amount of subscription or contribution

13 (1). Every subscriber shall subscribe to the fund a sum equal to $8\frac{1}{2}\%$ of all pay drawn by him from the University fund. Such subscription shall be deducted from his pay when he draws the same and credited to his account in the fund.

(2) A subscriber may be allowed to subscribe to the fund at a rate higher than $8\frac{1}{2}\%$ per cent, upto a maximum of $18\frac{1}{2}\%$ per cent. of his pay if he wishes to do so.

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

(3) The University shall contribute to the credit of the account of each subscriber a sum equal to $8\frac{1}{2}\%$ per cent. of all pay drawn by him from the University Fund. Such contribution shall be made at the time when the subscription payable by the subscriber is deducted from his pay. The amount of contribution shall not be affected by any option made by the subscriber under paragraph (2).

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

(5) The amount of subscription or contribution to be paid in any one instalment shall be rounded off to the nearest rupee.

Explanation 1. For the purpose of this Statute the pay of a subscriber shall be deemed to include leave salary but exclude any House Rent Allowance, Travelling Allowance or casual payments for any special work.

Explanation 2. Subject to the provision of the Statute 4(2) of these Statutes, deduction of subscription and crediting

of contribution as prescribed by this Statute shall start at the time of the drawing of the first pay by an employee.

Provided that all employees who are entitled to the benefits of the Fund according to these Statutes on the date when these Statutes come into force shall have the option of subscribing to the Fund from dates of their original appointments or the date of the formation of the University, namely, the 8th of May, 1962, whichever is later, and of paying the arrear subscriptions due on the date these Statutes come into force, in such monthly instalments as the Finance Officer may decide. In such cases, the University shall pay its arrear contributions in respect of such employees in similar monthly instalments.

Investment of the Fund

14 (1) All amounts accruing to the Fund shall be paid into a Savings Bank Account opened for the purpose with State Bank of India, Calcutta. The Finance Officer with the approval of the Vice-Chancellor is empowered to invest part of the cash balance of the Fund in certificates issued by the Government of India for financing the Five Year Plans or the Defence of the country or loans of the Central or the State Government or similar other bonds which can be redeemed at par at any time or invest in fixed deposits with the State Bank of India, Calcutta.

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

Interest

15. All interest that accrues to the fund shall be the property of the University and in return the University shall give to each subscriber an interest as declared by State Government from year to year for Provident Fund deposits. Such interest shall be calculated for every month on the lowest balance at the credit of the account of the subscriber on any date between the close of the 7th day and the end of the month. After the end of March every year, the interest which accrued during the preceding twelve months shall be credited to the account of each subscriber.

Operation of accounts etc.

16. Subject to the directions, if any, of the Executive Council the Finance Officer or in his absence the Registrar shall operate on behalf of the University all accounts, deposits and investments made under Statute No. 14 of these Statutes and shall have the power to do all such things as may be necessary for this purpose.

Personal Ledger Account of subscriber

17 (i) The Finance Officer shall maintain a personal Ledger Account in form No. 3 in respect of each subscriber and all subscriptions and contributions made and all interest accrued to the credit of the account of the subscriber as also all withdrawals made therefrom shall be entered in such personal Ledger Account.

(ii) A statement of the accumulated amount in the account of a subscriber shall be furnished to him once a year.

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

Account of the fund

18. The Finance Officer shall maintain an account showing all receipts to and disbursements from the fund and such account shall be audited once a year in such manner as the Executive Council may decide.

Advance from the fund

19 (1) No final withdrawal of the accumulated amount shall be allowed until a subscriber quits his services or dies whichever is earlier.

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

(a) There is no unpaid balance of any previous advance or interest thereon outstanding against the subscriber ;

(b) The total amount of advance does not exceed three months' pay of the subscriber or one-third of the total of his subscriptions whichever is less ;

(c) Interest shall be charged at the rate of $3\frac{1}{2}$ per cent per annum on the monthly balance of the advance ; and

(d) The purpose of the advance shall be to meet expenses in connection with any of the following events :—

(i) illness of the subscriber or a member of his family, or

(ii) daughter's marriage, or

(iii) funeral and other ceremonies, which by the religion of the subscriber are obligatory upon him to perform, or

(iv) any other satisfactory reason which is not repugnant to the provisions of the Provident Fund Act 1925.

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

(4) Every application for an advance from the fund shall be made in form No. 4.

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

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

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

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

(8) If the account of any subscriber does not carry any interest no interest shall be recovered from the advances made to him.

(9) Recoveries of advances and interest made under this statute shall be credited as they are made to the subscriber's account in the fund.

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

Payment of Insurance premia etc. from the fund

20 (1) On a written application from a subscriber, the Vice-Chancellor may allow the payment of premia or subscriptions in respect of a policy of life insurance or family pension fund on the life of the subscriber out of the subscriber's subscriptions to the fund; provided that in every such case the policy shall be assigned beforehand free of all encumbrances in favour of the University and the annual premia or subscriptions payable on account of the policy or the family pension fund do not exceed the amount of subscriber's annual subscriptions to the fund. Every such payment from the fund shall be made only by way of reimbursement on the production of receipts for the premia or the subscriptions to the family pension fund.

(2) The University shall have no responsibility to keep any such policy alive. If the policy lapses or if any difficulty

arises with regard to the policy, all amounts withdrawn from provident fund under paragraph (1) with interest thereon at $3\frac{1}{2}$ per cent per annum shall be recovered in full in suitable instalments from the subscriber and the policy will be reassigned to him after recovery has been made in full.

(3) If the policy matures during the service of the subscriber in the University the entire amount realised on the policy on its maturity shall be credited to the account of the subscriber in the fund.

(4) If the subscriber dies during his service in the University, the entire amount realised on the policy on such death subject to the provisions of Statute No. 11 of these statutes be paid in accordance with the terms of the nomination to the nominee or nominees surviving on the date of such death or to their legal representatives.

(5) If the subscriber quits his service in the University before the policy has matured, the policy shall be reassigned to him by the University.

Final payment of provident fund to Subscribers

21 (1) Every subscriber on his retirement shall be entitled to receive the accumulated amount in his account calculated up to the date of his retirement subject to the right of the Executive Council to deduct therefrom any sum referred to in statute No. 24 of these statutes provided that the total sum so deducted shall not exceed the total of all contributions made by the University to the account and of any interest accrued thereon.

(2) In this Statute "retirement" means and includes—

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

(3) If a subscriber resigns before completing two years' continuous service, he shall be entitled to receive the amount of his own subscription and the interest accrued thereon but shall not be entitled to receive contributions made by the University and the interest accrued thereon unless the University decides otherwise on the recommendation of the Vice-Chancellor. All contributions and interest thereon shall in such a case revert to the University Fund.

(4) In the event of dismissal of a subscriber on account of misconduct or gross negligence of duty, he shall be entitled to receive only the amount of his own subscriptions and the interest accrued thereon while all contributions made by the University and the interest accrued thereon shall revert to the University fund.

Final payment on subscriber's death

22 (1) On the death of a subscriber the accumulated amount in his account shall subject to the provisions of statutes 11 and 24 of these statutes, be paid in accordance with the terms of the subscriber's nomination to his nominee or nominees surviving on the date of his death or to their legal representatives.

(2) If any of the nominees of the subscriber has predeceased him, the whole of the amount which would have been payable to such nominee had he been surviving on the date of death of the subscriber shall, subject to the provisions of the statute No. 11 of these Statutes be paid to such other person (referred to hereafter as a substitute nominee), if any, on whom the right to receive such payment has been conferred in accordance with the proviso to the sub-section (1) of section 5 of the Provident Fund Act 1925.

(3) If there are no nominees or substitute nominees surviving at the time of the death of the subscriber, the accumulated amount shall be paid to the subscribers' legal representative or such other person or persons as may be declared by a competent Civil Court to be entitled to receive the same, provided that if the amount does not exceed Rs. 500, it may be paid to such person or persons as the Executive Council may consider to be the proper person or persons to receive the same.

Assignment and encumbrances

23. Subject to the provisions of the Provident Fund Act 1925, the University shall not be bound by or recognise, and assignment or encumbrance executed or attempted to be created which affects the disposal of the accumulated amount in accordance with these statutes.

Charge on Contribution and interest thereon

24. Notwithstanding any other provisions contained in these Statutes, the University shall have the first charge upon all contributions made in respect of a subscriber and the interest accrued thereon for his debts and other liabilities to the University. The University shall have the right to reimburse itself out of such contributions and interest for each debts and liabilities before the accumulated amount is paid to the subscriber, his nominees or to any other person.

Question relating to Interpretation

25. Subject to the provisions of the Provident Fund Act, 1925, every question arising in respect of the interpretation of these statutes shall be decided by the Executive Council whose decision shall be final.

Statutes binding on subscribers, nominees etc.

26. All subscribers to the fund and their nominees, heirs, legal representatives shall be bound by the provisions of these statutes and the Rules or directions issued if any, under statute No. 7 of these statutes as amended or revised from time to time.

Form No. 1 (P.F.)

THE RABINDRA BHARATI UNIVERSITY

Form of Declaration

(See St. 8(1) relating to P. F.)

I hereby declare that I have read the Statutes relating to Contributory Provident Fund of the Rabindra Bharati University and the Rules made thereunder and I agree to bind myself and my nominees, heirs and representatives to abide by the same. I enter the particulars relating to myself :—

Name in full
(In block letters)

Date of birth
(as accepted by
the University)

Present post in
the University

Date of joining
service in the
University

Present salary
per month

Dated this day of 19

Signature

Address

Witness :—

1. Name
Address

2. Name
Address

Form No. 2 (P.F.)

THE RABINDRA BHARATI UNIVERSITY

Form of Nomination when a Subscriber HAS A FAMILY*

[See St. 8(1) (P.F.)]

Serial No. of Account.....

I hereby express my wish that the amount at my credit in the Provident Fund at the time of my death shall be distributed among the members of my family mentioned below in the manner specified in Col. 3 against their respective names :—

1	2	3**	4	5	6
Serial No. of Nominee	Name, relationship, age and address of the nominee	Amount or share to be paid to each nominee	Contingencies on the happening of which nomination shall become invalid	Name and relationship if any, with the subscriber of the person if any to whom the right of the nominee shall pass in event of his predeceasing that subscriber	Remarks

Date.....

Station.....

* Family means and includes the following relatives of a subscriber :—

(1) Wife, (2) Husband, (3) Parent, (4) Child, (5) Minor brother, (6) Unmarried sister, (7) Widowed sister, (8) A deceased son's widow, (9) A grand child and (10) If the subscriber's father is not alive, a paternal grand parent.

** Column 3 shall be filled in so as to cover the entire amount at the subscriber's credit in the Provident Fund at the time of his death.

To

The Finance Officer,

The Rabindra Bharati University. Signature of witnesses

Signature of the Subscriber.....

We hereby certify that the subscriber signed this nomination in our presence.

1.

2.

Form No. 2A (P.F.)

THE RABINDRA BHARATI UNIVERSITY

Form of Nomination when a Subscriber HAS NO FAMILY*

[See St. 8(1) (P.F.)]

Serial No. of Account.....

I hereby declare that I have no family at present and express my wish that the amount at my credit in the Provident Fund at the time of my death, shall in the event of my leaving no family at that time as well be distributed among the persons mentioned below in the matter specified in the Col. 3 against their respective names:—

1	2	3**	4	5	6
Serial No. of Nominee	Name, relationship (if any) age and address of the nominee	Amount or share to be paid to each nominee	Contingencies on the happening of which nomination shall become invalid	Name and relationship if any, with the subscriber of the person if any to whom the right of the nominee shall pass in event of his predeceasing the subscriber	Remarks

* Family means and includes the following relatives of a subscriber:—

- (1) Wife, (2) Husband, (3) Parent, (4) Child, (5) Minor brother, (6) Unmarried sister, (7) Widowed sister, (8) A deceased son's widow, (9) A grand child and (10) If the subscriber's father is not alive, a grand parent.

** Column 3 shall be filled in so as to cover the entire amount at the subscriber's credit in the Provident Fund at the time of his death.

To

The Finance Officer,

The Rabindra Bharati University.

Signature of the Subscriber.....

We hereby certify that the subscriber signed this nomination in our presence.

1.

2.

Signature of witnesses

Form No. 3 (P.F.)

THE RABINDRA BHARATI UNIVERSITY

Provident Fund Ledger

[See St. 17 (P.F.)]

Name of the Subscriber.....

Designation.....

Serial No. of Account.....

Assigned Policy No.....

Sum assured.....

Date of Maturity.....

Advances

Month and year	S U B S C R I B E R				CONTRIBUTIONS			Date of Drawal of Advance, if any	Amount of instalment for recovery of advance, if any.	No. of instalment still outstanding	Remarks
	Opening Balance	Monthly Contribution	Recovery of advance if any	Interest	Insurance Premium	Advance made if any	Closing Balance				

THE RABINDRA BHARATI UNIVERSITY

Form of application for Advance from the Provident Fund

[(See St. 19 (4) (P. F.)]

To

The Vice-Chancellor,

The Rabindra Bharati University,
Calcutta.

Serial No. of Account

Sir,

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

1. What was the amount at your credit on account of your subscriptions to the Fund on the preceding 31st March ?
2. What are the reasons for which the advance is required ? (A lengthy answer should be written separately and appended to this application).
3. What is your present pay ?
4. (a) Has any advance been previously taken ?
(b) If so, have all advances been completely repaid ?
(c) If so, when was the last instalment including that for interest repaid ?
(d) If previous advances have not been completely repaid, how many more instalments are due ?
5. In how many instalments (including instalments for interest) do you propose to repay the advance ?
6. Do your deposits in the fund carry any interest ?

Yours faithfully,

(Signature)

Dated Designation

Station Address

Recommendation of superior officer

Signature

Designation

Date

THE UNIVERSITY ORDINANCE*

- Ord. 1 In exercise of the powers conferred upon it by Section 8 and sub-sections (1), (2) and (6) of Section 21 of the Rabindra Bharati Act (West Bengal Act XXIX of 1961) hereafter in these ordinances referred to as the Act, the University makes the following ordinances.
- Ord. 2 They shall come into force at once.
- Ord. 3 Unless the context otherwise requires, words and expressions used in these ordinances shall be interpreted to have the same meaning as in the Act and the Statutes.

Admission and Enrolment of Students

- Ord. 4 There shall be an Admission Board in each Faculty constituted as follows :
- Dean of the Faculty—Chairman
Heads of the Departments
Registrar—convener
- Ord. 5 The Admission Board shall have the following powers and duties :
- (1) to lay down the principles on which candidates are to be selected ;
(2) to interview candidates ;
(3) to select candidates for admission ; and
(4) relax age restrictions according to discretion.
- Ord. 6 A candidate who fails to appear at the interview may be refused admission.
- Ord. 7 Admission to all courses in all the Faculties shall be in order of merit to be assessed on the basis of the principles of selection to be laid down by the Admission Board.
- Ord. 8 A student who wishes to join the University migrating from another University will be required to

*Passed in the first meeting of the Executive Council held on 18th September, 1962.

submit a migration certificate and the prescribed fee.

Ord. 9 Candidates selected by the Admission Board will be admitted by the Registrar.

Ord. 10 A student on his admission shall have his name entered in the University Register which shall be maintained by the Registrar. The Register shall contain the following particulars in respect of every student whose name has been entered therein : (a) Serial number, (b) name of the student, (c) the names of examinations passed before registration and the name of the institution from which and the year in which he passed, (d) the date of admission to and leaving the University, (e) pass or failure in the University with roll number in each examination, (f) every University scholarship, prize, medal won, (g) every degree taken.

Ord. 11 A student shall not ordinarily be allowed to change his subject or subjects including Honours or Subsidiary subject unless the same is applied for and permitted within six weeks from the date of admission. Such application shall be made to the Dean of the Faculty who shall send it for record to the Registrar with the decision arrived at by him in consultation with the Heads of the Departments concerned.

Ord. 12 (a) Admission once obtained shall be counted to be for one complete session and a student shall be liable to pay all dues upto the end of the session.

(b) A student who due to some unavoidable reason, is unable to continue his studies for the unexpired portion of the session, may be permitted to have his name withdrawn from the rolls with effect from the month following the month in which he applies, provided he has paid all dues for and upto the month in which he applies and will be eligible for readmission in the following

session without having to pay any dues for the unexpired period of the previous session.

(c) A student may be permitted to migrate from the University after payment of all his dues including the prescribed migration fee upto the month in which he migrates.

Ord. 13 (a) A student who defaults in paying his tuition fees by the due date shall be liable to have his name struck off the rolls after two months of continuous default, but may be re-admitted on application and on payment of all dues in arrears as well as an enrolment fee of Rs. 2/- (two only).

(b) A student whose name has been struck off the rolls for reasons other than default in paying tuition fee by the due dates may be re-admitted only by the order of the Vice-Chancellor. An enrolment fee of Rs. 2/- shall be payable for the appropriate entry to be made in the University Register.

Ord. 14 All applications for admission shall be made in the prescribed forms and submitted to the Registrar and candidates who are declared eligible for admission shall have to pay within the time-limit as provided in Ord. 16 the prescribed registration fee over and above admission fee and other charges. The Registrar shall have the power of rejecting incomplete or irregular application forms.

Ord. 15 (a) After a student's name has been registered he shall be informed of his registration number and that number shall be quoted in all subsequent reports concerning the student, in all transfer and withdrawal certificates and in all applications made by the student thereafter to the University.

(b) No student shall be eligible for admission to any University examination unless his name has been entered in the register.

Ord. 16 The last date for admission to any course in any faculty, except in the case of a transfer shall ordi-

narily be a date not later than 15 days from the date of publication of the list of candidates found eligible for admission.

- Ord. 17 No student of the University shall pursue a similar course of study simultaneously in another University.
- Ord. 18 All communication with the candidates shall be carried on by the Registrar.

Maintenance of Discipline among students

- Ord. 19 Within the precincts of the University—
- (a) no meeting of students shall be called without the previous permission in writing of the Vice-Chancellor;
 - (b) no public function to which any outsider is invited shall be organised without the previous permission in writing of the Vice-Chancellor;
 - (c) no outsider shall be allowed to address the students without the previous permission in writing of the Vice-Chancellor.
- Ord. 20 No student shall—
- (a) by words spoken or written or by signs or visible representation insult a fellow student or any teacher or an employee or officer of the University; or
 - (b) misappropriate, destroy, mutilate, disfigure or otherwise damage any property of the University including furniture, books, equipment etc. or
 - (c) disobey any order or rule issued by the University; or
 - (d) disobey any rule or order for the time being in force in the University.
- Ord. 21 A student shall be guilty of a breach of discipline if he violates any of the provisions of Ord. 20 or

is otherwise guilty of misconduct or indecorous behaviour.

- Ord. 22 (i) For a breach of discipline committed by a student the Dean of the Faculty concerned may
- (a) warn him; or
 - (b) impose a fine on him; or
 - (c) suspend him for a month or shorter period; or
 - (d) expel him for such period as he thinks fit.
- (ii) When a student is expelled under paragraph (i) Dean shall forthwith report the matter with a brief statement of the case to the Registrar who shall bring it to the notice of the Vice-Chancellor.
- Ord. 23 If a student commits a breach of discipline at any time after he has been sent up for a University examination, the Dean of the Faculty concerned shall report the fact as early as possible to the Registrar who shall place it before the Executive Council for such orders as it thinks fit.
- Ord. 24 Save as otherwise provided in all matters of discipline the Dean's decision shall be final.
- Ord. 25 In all matters of discipline not expressly covered by rules, the Vice-Chancellor may take such action as he thinks fit.

Appointment and terms and conditions of Service of Teachers of the University

- Ord. 26 (1) The Academic Council shall from time to time recommend to the Executive Council the number of Professorships, Readerships, Lectureships, Asst. Lectureships and other teaching posts required by the University or any University college. The Executive Council shall consider such recommendation and subject to any direction which may be given by the University determine such number.
- (2) The Executive Council may in like manner, abolish at any time any such post.

Ord. 27 When a teaching post is created for the first time or when a vacancy arises in any such post for any reason, whatsoever, the post shall be advertised and applications invited;

Provided that if any vacancy arises on account of the expiration of the term of office of the incumbent, the Executive Council may, after considering the recommendation of the Academic Council, if any, reappoint the incumbent for a further term without advertising the post; Provided further that in any particular case, the Executive Council may dispense with such advertisement or with a formal application from a candidate and consider him for appointment to a teaching post if he has signified his consent in any other manner to be so considered.

Ord. 28 (1) (a) Every Professor or Reader shall be appointed by the Executive Council on the recommendation of a selection committee consisting of:—

- (i) the Vice-Chancellor, who shall be the Chairman of the Committee;
- (ii) the Dean of the Faculty concerned, if any;
- (iii) two persons to be appointed by the Executive Council not being members of any of the subordinate authorities of the University and having special knowledge of the subject in which the Professor or Reader to be appointed is to impart instruction.

(b) Every Lecturer and every Asst. Lecturer shall be appointed by the Executive Council on the recommendation of a Selection Committee consisting of—

- (i) the Vice-Chancellor, who shall be the Chairman of the Committee;
- (ii) the Dean of the Faculty concerned, if any;
- (iii) the Head of the Department concerned;
- (iv) a person to be appointed by the Executive

Council not being a member of any of the subordinate authorities and having special knowledge of the subject in which the Lecturer or the Asst. Lecturer to be appointed is to impart instruction:

- (2) If the recommendation of a Selection Committee referred to in paragraph (1) is not acceptable to the Executive Council, it shall refer the recommendation back to the Committee for reconsideration, giving reason for its non-acceptance. After such reconsideration the Selection Committee shall again make its recommendation which may or may not be the same as its original recommendation. The Executive Council shall thereupon decide the matter after considering such recommendation and such decision shall be final.

Explanation—The procedure laid down in this ordinance shall not apply to temporary appointments for a period not exceeding one year. Such appointments may be made by the Executive Council at its discretion after considering the recommendation, if any, of the Academic Council.

- (3) All other Teachers of the University shall be appointed by the Executive Council according to such method of selection as it may decide to adopt.

Ord. 29 Teachers of the University shall receive pay or other emoluments in accordance with such scales as the Executive Council may generally or specially determine from time to time.

Provided that the Executive Council may appoint any Teacher either whole-time or part-time without remuneration.

Ord. 30 Unless the Executive Council otherwise decides in a particular case, every whole-time salaried Teacher shall ordinarily be appointed on probation for one year, after which period he may be confirmed in his appointment on approved service.

Ord. 31 Subject to the provisions of Statute No. 41 every

salaried Teacher of the University shall be appointed under a written contract.

Ord. 32 A Teacher of the University shall be entitled to such leave as may be admissible to him under the Rules made in this behalf by the Executive Council, unless the terms of contract of his service provide otherwise.

Ord. 33 Every Teacher of the University shall be entitled to such compensatory allowances as may be prescribed by the Rules to be made in that behalf by the Executive Council.

Ord. 34 Every Teacher of the University shall be subject to such rules of discipline and conduct as the University or the Executive Council may make in this behalf.

Ord. 35 (1) Every whole-time Teacher of the University shall retire at the age of 60 years.

Provided that the Executive Council may, in any exceptional case, on the recommendation of the Dean of the appropriate faculty, by a special resolution, extend the terms of appointment of any such teacher upto the date on which he attains the age of 65 years, subject to the condition that no such extension shall be for more than one year at a time.

Provided further that this Ordinance may be relaxed in exceptional cases during a period of two years from the date when the University was established.

(2) Notwithstanding any other provision of these ordinances, every part-time Teacher of the University shall retire at the age of 65 years.

Ord. 36 The Registrar shall maintain and keep up-to-date an age Register for all Teachers of the University in which he shall enter—

- (a) the name of every Teacher of the University;
- (b) the date of his birth;

(c) the date of his first appointment as Teacher of the University;

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

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

(f) extension of term, if any; and

(g) remarks, if any.

Explanation—Entries relating to the age of a Teacher of the University shall be made on the basis of his age as recorded in the Entrance, Matriculation, or School Final Examination Certificate, as the case may be whenever available; or, in the absence thereof, on such other basis as the Vice-Chancellor may decide in each particular case.

Ord. 37 (a) Notwithstanding anything contained elsewhere, the Executive Council may appoint Special Professors, Readers, Lecturers, Asstt. Lecturers, etc., on such terms and conditions as it think fit.

(b) The lectures delivered by such Professors, Readers, Lecturers, Asstt. Lecturers, etc., may be published by the University and the sale proceeds of such publication shall be the property of the University.

Ord. 38 (a) Any Professor, Reader, Lecturer, Asstt. Lecturer, etc., appointed under an endowment shall be governed by the terms of such endowment.

(b) An endowment may be accepted by the Executive Council on such terms and conditions as are not inconsistent with the Act, Statutes, Ordinances and Regulations.

**ORDINANCE
FOR THE DIPLOMA COURSE IN
TAGORE LITERATURE***

(Under provisions of Sec. 21 (6) (b) and (c)
of the Rabindra Bharati Act)

1. An examination for a diploma course in Tagore Literature shall be held annually in Calcutta on such dates as the Executive Council may determine from time to time.

2. Any candidate who has passed the School Final Examination of the Board of Secondary Education or any recognised University may be admitted to the examination for the Diploma in Tagore Literature provided he has prosecuted a regular course of study for one academic year in the University.

3. Every candidate for admission to the examination shall send in his application to the Registrar through the Head of the Department of Literature in the form prescribed for the purpose together with a fee of Rs. 25/- not less than three weeks before the commencement of the examination.

4. A candidate who fails to pass or to present himself for examination shall not be entitled to claim a refund of the fee. A candidate may be admitted to one or more subsequent examinations on payment of a like fee of Rs. 25/- on each occasion.

5. The examination shall be written and shall be conducted on the lines of the syllabus prescribed by the Executive Council as hereinafter provided.

6. The examination shall consist of four papers and each paper will be of 100 marks.

7. In order to pass a candidate must obtain 40 per cent of marks in each paper and 50 percent of the marks in the aggregate. Candidates obtaining 60 percent of the marks in the aggregate shall be placed in the First Class and those obtaining 50 to 59 percent in the Second Class.

* Passed in the third meeting of the Executive Council held on the 7th March, 1963.

8. As soon as possible after the examination, the Executive Council shall publish a list of candidates who have passed, arranged in two classes, both in order of merit. Each successful candidate shall receive a Diploma in such form as the Executive Council may prescribe.

9. The syllabus as prescribed for the course is given below :—

Paper I. Poems of Tagore:

Selected poems from the following books :

1. Sanchayita
2. Gitanjali
3. Selected English translation by Tagore of his own poems.

Paper II. Prose writings of Tagore

Fiction and serious essays

The following books are prescribed :

1. Jiban Smriti
2. Sesor Kabita
3. Selected essays from Santiniketan.

Paper III. Dramas of Tagore

One dance drama to be prescribed from time to time.

One Symbolic drama to be prescribed from time to time.

**Paper IV. Critical appreciation of Tagore's writings.
Syllabus—**

Dynamic Character of Tagore's Poetry. His Dominant theme is love. Its object shifts.

Tagore as a poet of Nature. His intense love of nature in all her varying moods.

Discovery of an unseen presence in nature whom he identifies as 'Nataraj' as 'Nitya Kaler Mayabi'. His dance rhythm is destruction and creation. His inspiration is *ananda*.

Tagore's conception of *ananda*. Pleasure and pain are its constituent elements.

Tagore's poems on God. His concept of God changes its character in different phases. Devotion to monotheistic God changes to devotion to pantheistic God. Tagore's pantheism attributes personality to God.

Poems of Gitanjali Series.

His concept of *Jiban Devata*

Its difference with Vaishnavism.

Tagore's concept of Religion of Man.

His urge for union with God through man.

His concept of Universal man.

His humanism.

His ideal of service to the underprivileged.

Ordinance for the

Three year Degree Course

for the

Bachelor of Arts Examination*

(Under provisions of Sec. 21 (6) (b) and (c) of the Rabindra Bharati Act)

1. An examination for the degree of Bachelor of Arts shall be held annually in Calcutta and shall commence at such time as the Executive Council shall determine.

2. Any under-graduate of the University may be admitted to the examination of the degree of Bachelor of Arts, if he has prosecuted a *regular course of study* for not less than three academical years in the University after passing the Higher Secondary Examination conducted by the Board of Secondary Education, West Bengal, or the Pre-university Examination held by the Calcutta University or an equivalent examination considered as such by the Academic Council.

Note : A *regular Course of study* means attendance of at least 75% of the classes held, both theoretical and practical. Any shortage upto 10% may be con-

* Passed in the fourth meeting of the Executive Council held on the 15th May, 1963.

doned on satisfactory grounds, for which a con-
donation fee of Rs. 10/- shall be payable.

3. The examination shall be in two parts namely Part I and Part II—Part I to be taken up at the end of the second year of studies and Part II at the end of the third year.

4. A fee of Rs. 25/- for Part I and Rs. 30/- for Part II of the examination shall be forwarded by each candidate with his application. A candidate who applies for admission to the Honours Examination shall pay an additional fee of Rs. 5/- for each part.

5. A candidate who fails to pass or to present himself for examination shall not be entitled to claim a refund of the fee. A candidate who is admitted to one or more subsequent examinations either in Part I or in Part II will be required to pay a like fee of Rs. 25/- or Rs. 30/- or Rs. 35/- as the case may be on each occasion.

6. A candidate shall not be allowed to appear in Part II of the Examination unless he has passed in Part I, provided, however, candidate may appear in Part I simultaneously with Part II of the examination in respect of papers in which he had failed in Part I.

7. If a candidate who has failed to pass the Part II Examination desires to present himself at any subsequent examination, he shall be required to prosecute a fresh course of study for one year.

8. A candidate after completion of his studies for Part I of the Examination may prosecute a regular course of study for Part II of the Examination.

9. If a candidate who has taken up Honours in a subject reverts to the Pass Course in that subject, he will be required to take a third elective subject as necessary for the Pass Course in addition to the elective subject he took up, his percentage of attendance in the new elective subject being calculated from the date of reversion. Such reversion will be allowed only before the beginning of the second year class.

10. The examination shall be conducted by means of printed papers as well as practical tests where necessary.

11. Every candidate for the Pass Course shall be examined in the following subjects :

Compulsory :

English.	—One Paper and a Half.
Bengali or Alternative English.	—One Paper.
Sanskrit Literature.	—Half Paper.
Ancient Indian History.	—One Paper.

Elective :

Any three of the following subjects of which one shall be from Group B.

Group A —Three Papers each.

English
Bengali
Sanskrit
Philosophy
History

Group B

Dance
Drama
Music

12. Every candidate for the Honours Course shall be examined in the following subjects :

Compulsory

English	—One paper and a Half
Bengali or Alternative English	—One Paper
Sanskrit	—Half Paper
Ancient Indian History	—One Paper

Elective

One of the subjects —Three Papers
mentioned in Group A
or B of section 11
above.

Honours

One of the subjects —Eight Papers.
mentioned in Group A
or B of section 11 above
from the other group.

13. Parts I and II of the Examination shall consist of the following :

I. For the Pass Course

Part I.

- (1) English (compulsory) —Papers I & II
- (2) Bengali (compulsory) or
Alternative English
- (3) Sanskrit (compulsory)
- (4) Ancient Indian History (compulsory)
- (5), (6) & (7) Elective Subjects—Paper I of each

Part II.

- (5), (6) & (7) Elective
subjects —Papers II & III each.

II. For Honours Course

Part I.

- (1) English (compulsory) —Papers I & II
- (2) Bengali (compulsory)
or Alternative English
- (3) Sanskrit (compulsory)
- (4) Ancient Indian History (compulsory)
- (5) Elective Subject —Paper I
- (6) Main Subject (Honours) —Papers I & II

Part II.

- (5) Elective Subject —Papers II & III
- (6) Main Subject (Honours) —Papers III to VIII.

14. The questions set for English (compulsory), Bengali (compulsory) or Alternative English, Sanskrit (compulsory) and Ancient Indian History (compulsory) shall be identical for both the Honours and Pass Courses. The questions set for the elective subject for Honours course shall also be identical with those for the corresponding elective subjects in the Pass Course.

15. As soon as possible after the Examination in Part I. the Executive Council shall prepare a statement of marks obtained by the candidates in each of the subjects for the examination.

As soon as possible after the examination in Part II the marks obtained by the candidates at the examination shall be combined with the marks obtained by them in Part I of the examination and the names of those who have passed in the Pass Course shall be published arranged in alphabetical order and of those who have passed with Honours in two classes both in order of merit.

Each successful candidate shall receive with his degree of B. A. a certificate in the form entered in Appendix A.

16. A candidate must obtain in order to pass in the Pass Course.

33 p.c. marks in each subject. He must also obtain 36 p.c. marks in the aggregate.

In the case of a candidate who passes and obtains 50% in the aggregate he shall be declared to have passed with distinction.

If there is on calculation a fraction in the pass mark the next higher mark shall be the pass mark.

17. A candidate must obtain in order to pass in the Honours Course in—

(1) English	33 p.c. marks
(2) Bengali or Alternative English	33 p.c. marks
(3) Sanskrit	33 p.c. marks
(4) Ancient Indian History	33 p.c. marks
(5) Elective subject	33 p.c. marks
(6) Honours subject	30 p.c. marks

He must also obtain 36 p.c. marks in the aggregate.

In order to qualify for Honours a candidate must obtain 320 marks in Honours subject.

A candidate who passes the Honours Course but obtains less than 320 marks in the Honours subject shall be declared to have only passed the Examination.

A candidate who passes the Honours course and obtains

320 marks or more in the Honours subject shall be declared to have obtained Second Class Honours in that subject and if he obtains 480 marks in that subject he shall be declared to have obtained First Class Honours in such subject.

If there is on calculation a fraction in the pass mark the next higher mark shall be the pass mark.

18. Any candidate who has failed in one subject only and by not more than 5 p.c. of the full marks in that subject and has shown merit by gaining sixty per cent or more in the aggregate of the marks of the Examination, shall be allowed to pass. If any such candidate has taken up the Pass Course his final result shall be determined by deducting the number of marks by which he has failed from his aggregate marks. If the candidate has taken up the Honours Course and has qualified for Honours, he shall be allowed to retain his Honours and his place in the Honours list.

19. A student who has already passed the three year Senior Diploma Course of the University or a similar course of the former Academy of Dance, Drama and Music which has since merged with the University will be eligible for admission to present Course

Such student will get the following concessions :

(1) He can appear in Part I of the Examination after prosecution of studies at the University for a year and in Part II after another year.

(2) Such a student taking the Pass Course only will be exempted from appearing in the subject under Group B.

(3) If such a student takes the Honours Course in a subject under Group A, he will be similarly exempted from appearing in the elective subject under Group B.

(4) If such a student takes the Honours Course in a subject under Group B, he will be exempted from appearing in the first three Papers of the Honours Course. If such student qualifies for Honours, he will be given a place in the Honours list, but his place will not be indicated.

20. A student who has already passed the B. A. degree

of any University or an examination accepted as equivalent to it will also be eligible for the present course.

Such a student will get the following concessions :—

(1) He can appear in Part I of the examination after prosecution of the studies of the University for a year and in Part II after another year.

(2) Such a student taking the Pass course only will be exempted from appearing in Compulsory English and Bengali or its alternative and the two elective subjects under Group A.

(3) Such a student will be permitted to take the Honours Course in a subject only under Group B and consequently will be exempted from appearing in the elective subject in Group A. If such a student qualifies for Honours, he will be given a place in the Honours list, but his place will not be indicated under any class.

21. The Academic Council shall define the limits of the subjects prescribed for this course and prepare the list of reference and text books by separate orders.

APPENDIX A.

Forms prescribed for the Degree of Bachelor of Arts.

I Pass

This is to certify that _____ obtained the degree of Bachelor of Arts in this University at the Annual Examination in the year 19 ____.

Rabindra Bharati University
Calcutta—7.

The _____ 19 ____ Vice-Chancellor.

II Distinction

This is to certify that _____ obtained the degree of Bachelor of Arts in this University with Distinction at the Annual Examination in the year 19 ____.

Rabindra Bharati University
Calcutta—7.

The _____ 19 ____ Vice-Chancellor.

III Honours

This is to certify that _____ obtained the degree of Bachelor of Arts with Honours in this University at the Annual Examination in the year 19 ____, and he/she was placed in the _____ Class in _____.

Rabindra Bharati University
Calcutta—7.

The _____ 19 ____ Vice-Chancellor.

IV Honours (without class)

This is to certify that _____ obtained the degree of Bachelor of Arts with Honours in this University at the Annual Examination in the year 19 .

Rabindra Bharati University
Calcutta—7.

The 19 . Vice-Chancellor.

V Degree of Doctor of Philosophy.

This is to certify that _____ obtained the Ph.D. degree in _____ in this University in the year 19 .

Rabindra Bharati University
Calcutta—7.

The 19 Vice-Chancellor.

ORDINANCE FOR THE SENIOR DIPLOMA COURSE
IN DANCE, DRAMA AND MUSIC*

(Under provision of Sec. 21 (6) (b) and (c) of
the Rabindra Bharati Act.)

1. An examination for the Senior Diploma Course in Dance, Drama and Music shall be held annually in Calcutta and such other places as shall from time to time be appointed by the Executive Council and shall commence at such time as it shall determine.

2. Any candidate who has passed the School Final Examination of the Board of Secondary Education or holds an equivalent qualification may be admitted to the examination provided he has prosecuted a regular course of study for three academic years in the University or an institution affiliated to it.

Note : A regular Course of study means attendance of at least 75% of the classes held, both theoretical and practical. Any shortage upto 10% may be condoned on satisfactory grounds, for which a condonation fee of Rs. 10/- shall be payable.

3. Every candidate for admission to the examination shall send his application to the Registrar in the prescribed form at least six weeks before the commencement of the Examination together with a fee of Rs. 25/-.

4. Every candidate sent up for the Senior Diploma Course by an affiliated institution shall produce a certificate of (a) good conduct, (b) diligent study, (c) having satisfactorily passed the periodical examinations and other tests held by the institution and (d) of probability of passing the examination.

5. A candidate who fails to pass or to present himself for examination shall not be entitled to claim a refund of the fee. A candidate may be admitted to one or more subsequent exa-

* Passed in the fourth meeting of the Executive Council held on 15th May, 1963.

minations on payment of a like fee of Rs. 25/- on each occasion.

6. The examination shall have a theoretical and a practical part, the theoretical part being conducted through written papers. The examiners shall be appointed by the Executive Council on the recommendation of the Heads of the Departments concerned.

7. The total marks for each of the three subjects of Dance, Drama and Music shall be 1000. They shall be distributed as follows in respect of each of the three subjects.

(1) Dance :—

Theoretical—4 papers of 100 each	... 400
Practical—6 papers of 100 each	... 600
	—
	1000

(2) Drama :—

Compulsory :	...
Theoretical—2 papers of 100 each	... 200
Practical—1 paper of 100	... 100
	—
	300

Optional

One of the following groups:

Group A—Acting	
Theoretical—3 papers of 100 each	... 300
Practical—4 papers	... 400
	—
	700

Group B—Stage Craft

Theoretical—5 half papers of 50 each	... 250
Practical—4 half papers of 50 each	... 200
1 paper	... 100
1 paper	... 150
	—
	700

(3) Music :—

Ten papers of 100 each on any of the following groups :

Vocal
Instrumental
Percussion instrument

Theoretical—3 papers of 100 each	... 300
Practical—7 papers of 100 each	... 700
	—
	1000

8. In order to pass a candidate must obtain 35 per cent of marks in each paper and 40 per cent in the aggregate. Candidates obtaining 60 per cent marks in the aggregate shall qualify for distinction.

9. If a candidate is unsuccessful at an examination on account of his failure to secure pass marks in one paper only, but obtains 50 per cent marks in the aggregate in other papers, he may appear for re-examination in the paper in which he has failed on payment of a fee of Rs. 25/- at the next examination and if he obtains pass marks in that paper at the re-examination, he will be declared to have passed the examination as a whole.

10. As soon as possible after the examination the Executive Council shall publish a list of candidates who have passed, arranged in two groups, namely, Distinction and Pass—both in order of merit. Names of candidates who pass under section 9 above shall be published separately in alphabetical order. Every successful candidate shall receive a Diploma in the prescribed form.

11. The syllabus defining the limits of the subjects prescribed for the examination as well as books to be read shall be as laid down in Resolution No. 2 of the meeting of the Executive Council held on 12th December, 1962. This will be subject to revision from time to time on the recommendation of the Academic Council.

ORDINANCE FOR THE JUNIOR DIPLOMA COURSE IN DANCE AND MUSIC*

(Under provisions of Section 21 (6) (b) and (c) of
the Rabindra Bharati Act).

1. An examination for the Junior Diploma Course in Dance and Music shall be held annually in Calcutta and such other places as shall from time to time be appointed by the Executive Council and shall commence at such time as it shall determine.

2. Any candidate who has prosecuted a regular course of study for two academic years in an institution affiliated to the University may be admitted to the examination.

Note : A regular Course of study means attendance of at least 75% of the classes held, both theoretical and practical. Any shortage upto 10% may be condoned on satisfactory grounds, for which a condonation fee of Rs. 10/- shall be payable.

3. Every candidate for admission to the examination shall send his application to the Registrar in the prescribed form at least six weeks before the commencement of the examination together with a fee of Rs. 20/-.

4. Every candidate sent up for the Junior Diploma Course by an affiliated institution shall produce a certificate of (a) good conduct, (b) diligent study, (c) having satisfactorily passed the periodical examinations conducted by the institution or other test, and (d) probability of passing the examination.

5. A candidate who fails to pass or to present himself for examination shall not be entitled to claim a refund of the fee. A candidate may be admitted to one or more examination on payment of a like fee of Rs. 20/- on each occasion.

6. The examination shall have a theoretical and a practical part, the theoretical part being conducted through written papers. The examiners shall be appointed by the Executive Council on the recommendation of the Head of the Department concerned.

* Passed in the fourth meeting of the Executive Council held on 15th May, 1963.

7. The total marks for each of the two subjects of Dance and Music shall be 400. They shall be distributed as follows in respect of each subject :—

(1) Dance

Theoretical—1 paper of	...	100 marks
Practical—3 papers of 100 each	...	300 marks

400 marks

(2) Music (Vocal, Instrumental and Percussion)

Theoretical—1 paper of	...	100 marks
Practical—3 papers of 100 each	...	300 marks

400 marks

8. In order to pass a candidate must obtain 35 per cent of marks in each paper and 40 per cent in the aggregate. Candidates obtaining 60 per cent marks in the aggregate shall qualify for distinction.

9. As soon as possible after the examination the Executive Council shall publish a list of candidates who have passed, arranged in two groups namely Distinction and Pass both in order of merit. Every successful candidate shall receive a Diploma in the prescribed form.

10. The syllabus defining the limits of the subjects prescribed for the examination as well as books to be read shall be as laid down in Resolution No. 2 of the meeting of the Executive Council held on 12th December, 1962. This will be subject to revision from time to time on the recommendation of the Academic Council.

Form of Diplomas in Dance/Drama/Music

This is to certify that..... has been granted the Senior/Junior Diploma in Dance/Drama/Music, he/she having passed with Distinction at the Annual Examination of the University held in the year 19..... held in the year 19.....

Rabindra Bharati University
Calcutta—7.

The 19

Vice-Chancellor.

UNIVERSITY REGULATIONS *

In exercise of the powers conferred by subsection (2) of Section 8 and subsection (7) of section 21 of the Rabindra Bharati Act (West Bengal Act XXIX of 1961) read with paragraph (r) of Statute 6, the University makes the following regulations, namely,—

The University Regulations relating to Subordinate Authorities.

1. These Regulations shall come into force at once.

CHAPTER I

Museum Committee

2. There shall be a subordinate body to be called the Museum Committee.

3. (1) The Museum Committee shall consist of the following members, namely,

Ex-officio Members :

- (1) Vice-Chancellor, who shall be the Chairman ;
- (2) Director of the Museum, who shall be the Vice-Chairman ;
- (3) Curator or in his absence the Asst. Curator ;
- (4) Registrar ;
- (5) Finance Officer.

Other Members :

- (6) One person to be elected by the Academic Council from amongst its members.
- (7) One person to be elected by the Executive Council from amongst its members ; and
- (8) Two outsiders to be nominated by the Vice-Chancellor.

(2) The Curator or in his absence the Asst. Curator shall be the ex-officio Secretary of the Museum Committee.

4. (1) A member of the Museum Committee other than an ex-officio member shall hold office for a period of three years from the date of his appointment.

(2) If a casual vacancy arises in the Museum Committee in respect of any members other than an ex-officio member, such vacancy shall be filled up as soon as practicable by the appropriate authority in the manner prescribed.

(3) A member appointed to fill such a casual vacancy shall hold office for a term of three years from the date of his appointment.

5. The Museum Committee shall exercise the following powers and discharge the following duties, namely :

(1) To prepare schemes for the development, maintenance and management of the Museum and place it through the Academic Council to the Executive Council for approval ;

(2) To prepare rules for running the museum including its use by research workers ;

(3) To prepare annual budget estimates for the museum and place them before the Finance Committee ;

(4) To prepare annual report on the working of the museum and to place it before the Executive Council ; and

(5) To exercise general supervision over the management of the Museum and shall do all that is, in their opinion, desirable for the maintenance of the museum in an efficient state.

CHAPTER II

Library Committee

6. The library or libraries of the University shall be under the management and control of a committee to be called the Library Committee.

7. The committee shall consist of :

(1) The Vice-Chancellor, who will be the Chairman of the committee ;

(2) Registrar ;

(3) Finance Officer ;

* Passed in the second meeting of the Executive Council held on the 12th December, 1962.

- (4) One member of the Executive Council to be elected by it;
 - (5) Two members of the Academic Council to be elected by it;
 - (6) The Deans of the Faculties, if any; and
 - (7) Librarian or in his absence, the Asst. Librarian.
8. The Library Committee shall be appointed for a term of three years.

In the event of a vacancy arising in course of the term of three years, the Vice-Chancellor will fill up the vacancy for the balance of the term from the categories mentioned above.

9. Three members shall be a quorum.
10. The duties of the library committee shall be
 - (a) to frame rules from time to time in respect of—
 - (1) the use of the library or libraries by the members of the University, the Executive Council and other authorities of the University, University teachers and students, teachers of affiliated institutions, registered graduates of the University and others;
 - (2) the payment of fees for the use of the library or libraries;
 - (3) the condition of borrowing and returning books;
 - (4) the suspension of privileges for the loss, mutilation, or disfigurement of books, or for any breach of the library rule;
 - (b) to arrange for periodical inspection of the library or libraries;
 - (c) to approve books and manuscripts for purchase;
 - (d) to exercise general supervision over the management of the library or libraries and to do all that is in their opinion desirable for the maintenance of the library in an efficient state.
11. The committee shall prepare the annual budget estimates and place them before the Finance Committee.
12. The Librarian or in his absence the Asst. Librarian shall be the ex-officio Secretary of the Library Committee.

Rules relating to the appointment and conditions of service of University Employees other than Officers and Teachers of the University*

In exercise of the powers conferred upon it by Sec. 21 (5) (d) of the Rabindra Bharati Act (West Bengal Act XXIX of 1961) read with Statute 6(a) and (s) the following rules are made, namely,—

The Rules relating to the appointment and conditions of service of University employees other than Officers and Teachers of the University.

1. These Rules may be called the Rules relating to the appointment and conditions of service of University employees other than Officers of the University and Teachers.

2. They shall come into force at once and shall apply to all employees of the University other than Officers and Teachers of the University.

3. The employees of the University other than Officers and Teachers shall be divided into the following two categories according to the nature of the services that they are called upon to render, namely,

- (1) The ministerial and technical staff,
- (2) The subordinate staff.

Notes : The classification of the posts under the two categories shall be made by the Vice-Chancellor.

4. Except as otherwise provided in the Act and the Statutes the power of appointment of employees of the University of these two categories shall be delegated in the following manner :—

(1) Appointment to ministerial and technical posts shall be made by the Vice-Chancellor on the recommendation of a selection committee consisting of the Registrar, the Finance Officer and a person to be appointed by the Vice-Chancellor.

* Passed in the first meeting of the Executive Council held on 18th September, 1962.

(2) Appointment to subordinate posts shall be made by the Registrar on the recommendation of a selection committee consisting of the Audit and Accounts Officer, the Assistant Registrar and another person to be appointed by the Registrar.

5. A member of the Ministerial, Technical and Subordinate staff, when appointed, shall ordinarily be on probation for a period of one year.

6. Unless provided for otherwise every such employee of the University shall be entitled to such leave as may be admissible to him under the Rule made in this behalf by the Executive Council.

7. Every such employee shall be entitled to such compensatory allowances as may be prescribed by Rules to be made in that behalf by the Executive Council.

8. Every such employee shall be subject to such disciplinary rules as the Executive Council may make in this behalf.

9. Employees of the University falling under the category of Ministerial and Technical staff shall retire when, they attain the age of 55 years, except as may be provided for otherwise. In the interest of the University, the Vice-Chancellor may however, allow any such employee an extension of service not more than one year at a time upto the date on which the employee completes his 60th year of age. Every such extension allowed by the Vice-Chancellor shall be reported to the Executive Council.

Provided further that this rule may be relaxed in exceptional cases during a period of two years from the date when the University was established.

10. Employees of the University falling under the category of subordinate staff shall retire when they attain the age of 60 years. In the interest of the University, the Registrar may, however, allow any such employee an extension of service of not more than one year at a time up to the date on which he completes his 65th year. Every such extension allowed by the Registrar shall be subject to approval by the Vice-Chancellor.

11. The Registrar shall maintain an Age Register for these employees in two parts for the two categories in which he shall enter—

- (a) the name of every such employee;
- (b) the date of birth;
- (c) the date of appointment under the University;
- (d) age on the date of such appointment;
- (e) the date on which the employee is due to retire;
- (f) extension of service if any; and
- (g) remarks, if any.

Explanation : Entries relating to the age of an employee shall be made on the basis of the age recorded in his Entrance, Matriculation or School Final Examination certificates, as the case may be wherever available, and in the absence thereof on such basis as the Vice-Chancellor may decide in each particular case.

UNIVERSITY LEAVE RULES*

In exercise of the powers conferred upon it by Sub-section (2) and (8) of Section 21 of the Rabindra Bharati Act, 1961 (West Bengal Act XXIX of 1961), hereafter in these Rules referred to as "the Act" read with Statute No. 6 of the Statutes relating to the powers and duties of the subordinate authorities, Statute No. 35 of the Statutes relating to officers of the University, Ordinance No. 32 of the University Ordinances relating to appointment and terms and conditions of services of Teachers of the University and Rule No. 6 of the Rules relating to appointment, etc., of University employees other than Officers and Teachers, the University makes the following Rules, namely, the University Leave Rules.

Short title, Commencement and Extent of application

1 (1) These Rules shall be called the University Leave Rules.

(2) They shall come into force with effect from the Eighth May, 1962, and shall except as may be specifically provided for otherwise by the terms of employment in any particular case, apply to the following classes of persons, whether whole-time or part-time, subject to the rule-making control of the University :

- (i) All persons who enter or have entered or have been deemed to be employed in University service whether in a permanent or other capacity, on or after the Eighth May, 1962, and
- (ii) Persons who were in service under the Academy or any other institution which may hereafter be taken over under Section 5 of the Act in a permanent or other capacity on the date or dates on which such institutions are deemed to have been taken over by the University.

Note : Persons absorbed in the University service under Clause (ii) above will be allowed to carry over the entire leave

* Passed in second meeting of the Executive Council held on 12th December, 1962.

standing at their credit on the date of such absorption subject to such limits as may be prescribed in these Rules.

Interpretation and definitions

2. In these Rules unless the context otherwise requires :

- (1) Words and expressions used shall be interpreted to have the same meaning as they have in the Act ;
- (2) (i) "Actual Service" of an employee means the period which he spends on actual duty and also includes (a) the period covered by any casual leave but by no other leave granted to him, (b) the University vacations, and (c) the University holidays except such holidays as may fall within such vacations or casual leave or any other leave that may be granted to him ;
- (ii) "Competent authority" in relation to the grant of any leave other than casual leave to an employee under these rules means the officer or authority authorised by these rules to grant such leave to the employee ;
- (iii) "Duty" means what an employee is bound or required to do by the terms of his appointment ;
- (iv) "Employee" means and includes the Vice-Chancellor, other officers of the University and all teachers of the University and any other person employed by the University, whole-time or part-time ;
- (v) "Employee in a Vacation Department" means an employee serving in a Vacation Department but does not include any Caretakers, Electric mechanic, Carpenter and Stage-modeller, Durwans, Night-watchmen, Sweepers and such other employee of the department as may be specified in this behalf by the Executive Council or the Vice-Chancellor ;

- (vi) "Holiday" means (a) a Sunday, or (b) a holiday prescribed and notified as such by the Executive Council for any office or department of the University or any college or other institution or (c) a day on which such office, department, college or institution is ordered by the Vice-Chancellor to be closed by a notice in writing;
- (vii) "Leave" means the privilege allowed to an employee of being absent from duty;
- (viii) "Lien" means the title of an employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post under the University to which he has been appointed substantively;
- (ix) "Substantive pay" means the pay of the permanent post which an employee holds substantively but does not include any officiating, special or personal pay or any other emoluments although the same may be classed as pay for any other purpose; and
- (x) "Vacation Department" means such department of the University or any other institution as is allowed by the Executive Council to have regular vacations during which employees, serving in that department or such institutions are permitted ordinarily to be absent from duty;
- (xi) "Earned Leave" means leave earned in respect of periods spent on duty under the rules;
- (xii) "Half-pay leave" means leave earned in respect of completed years of service under rule 15;
- (xiii) "Earned leave due" means the amount of earned leave to the credit of an employee on the date immediately preceding the date of effect of these rules under the rules in force on that date plus the amount of earned leave calculated as prescribed in rule 8 diminished by the amount of earned leave taken before the introduction of these rules;

- (xiv) "Half-pay leave due" means the amount of such leave to the credit of an employee on the date immediately preceding the date of effect of these rules under the rules in force on that date plus the amount of half-pay leave calculated as prescribed in rule 15 diminished by the amount of half-pay leave taken before the introduction of these rules.

Note : If the calculation under sub-rule (xvi) results in a minus balance on the date of introduction of these rules, it should be adjusted against half-pay leave that will be earned subsequently, such minus balance being treated as "leave not due" for the purpose of the 180 days' limit in rule 16;

- (xv) "Commuted leave" means leave taken under sub-rule (c) of rule 15;
- (xvi) "Permanent employee" means a person who holds substantively a permanent post or would have held a lien on a permanent post, had the lien not been suspended, and any other employee who is considered to be permanent for the purpose of these rules;
- (xvii) "Completed years of service" includes, besides periods spent on duty, periods of absence on leave whether with or without any leave salary.

Classification of employees

3. For the purpose of these rules all employees shall be classified into two grades as specified below;

Grade I—This grade shall include all employees the minimum of whose scale of pay is not less than Rs. 125/- per month or any other employee who is included in the grade by the terms of his appointment.

Grade II—This grade shall include all employees who are not included in Grade I.

General Conditions of leave

4(1) Leave shall be admissible to an employee on the basis of his actual service only but cannot be claimed by him

as of right. If the competent authority is of opinion that the interests of the University so require, it shall have the discretion to refuse in full or in part to grant to an employee any leave which may be due to him under these rules.

(2)(a) The Vice-Chancellor shall have discretion at any time to recall to duty any employee of the University who may be on leave or vacation. When an employee is so recalled to duty, the Vice-Chancellor may grant him such travelling expenses as he may consider reasonable.

(b) The Vice-Chancellor, or the Dean of a Faculty, or the Head of any Teaching Department shall have discretion to detain on duty during a vacation an employee serving in a Vacation Department.

(3)(a) Leave shall ordinarily be deemed to commence on the day before the expiry of the forenoon whereof an employee relinquishes his duty and shall be computed to the end of the day which immediately precedes the day before the expiry of the forenoon whereof he resumes his duty.

(b) When the day which immediately precedes the day on which an employee's leave commences or which immediately follows the day on which his leave is due to end is a holiday or is included in a series of holidays or in a vacation such holidays or vacation may be affixed with the leave and he may be permitted, as the case may be, to relinquish his duty and leave the station at the close of the day preceding such holidays or vacation or to return to his station and resume his duty on the forenoon of the day following such holidays.

(c) When an employee is permitted under sub-clause (b) to affix leave with holiday or vacation, his leave shall be deemed to commence or end, as the case may be, on the day on which it would have commenced or ended, if it had not been combined with such vacation or holidays.

(4) Holidays may be permitted to be affixed with leave by the competent authority, but if any holidays fall between two periods of leave so as to result in a continuous period of absence from duty over the entire period, they shall be treated as part of the leave.

(5) Vacation may be permitted to be affixed by the competent authority with any kind of leave except casual leave; it may as well be permitted to be combined with leave other than casual leave in special circumstances under the orders of the Executive Council;

Provided that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed—

- (i) 180 days in the case of a permanent employee; and
- (ii) 120 days in the case of a temporary employee.

(6) Holidays immediately preceding or immediately succeeding a vacation shall be treated as part of the vacation for the purposes of these rules.

(7) An employee who remains absent from duty for any period after the end of any leave granted to him shall be deemed to be absent without leave during such period and shall not be entitled to any leave or other salary for the period of such absence unless his leave is extended by the competent authority so as to cover the period.

Willful absence from duty after expiry of leave may be treated as misbehaviour and shall be dealt with accordingly.

(8) No employee who has been granted leave (other than casual leave) on medical grounds shall return to duty until he produces a medical certificate of fitness from the Medical Officer of the University, if any or, if the competent authority so permits, from a registered Medical Practitioner acceptable to it.

(9) Unless permitted to do so by the Competent authority, an employee shall not return to duty before the end of any leave granted to him.

(10) No leave shall be granted to an employee who has been placed under suspension.

(11) All leave at the credit of an employee shall lapse on the date on which he must compulsorily retire.

Provided that if in sufficient time before that date he has applied for any leave at his credit and the same has been refused to him in whole or in part in the interest of the University, then the employee may be granted after the date of

retirement, the amount of leave so refused subject to a maximum of six months.

(12) No whole-time employee shall while on leave or vacation, accept any salaried appointment or undertake any remunerative work other than work in connection with any examination of the University unless the Vice-Chancellor or the Executive Council has permitted to do so.

Note : An employee proceeding on leave preparatory to retirement may be permitted by the Vice-Chancellor to accept employment elsewhere during such leave, but the leave salary in such case will be restricted to half-pay.

(13) Unless, in consideration of circumstances of any particular case, the Executive Council decides otherwise, an employee shall be deemed to have ceased to be in service of the University after he has been continuously absent from duty for a period of five years.

(14) The total period of continuous leave excluding extraordinary leave granted to an employee otherwise than on medical certificate shall, in no case, exceed twenty-eight months.

(15) The total period of continuous leave on (i) full substantive pay granted shall in no case exceed 180 days in the case of a permanent employee and (ii) on full pay in the case of a temporary employee shall not exceed 120 days.

(16) A leave account in Form No. 1 (leave) shall be maintained in respect of every employee and the Finance Officer shall be responsible for its proper maintenance.

(17) Every application for leave shall ordinarily be made in writing supported by a medical certificate, where necessary.

(18) No leave shall be availed of before it has been granted by the competent authority.

Provided, however, that when an employee is compelled by unavoidable circumstances to absent himself from duty before he has been granted leave, he shall forthwith report the full facts of the case to the competent authority and apply for leave if he has not done so already.

(19) If an employee is absent from duty without having

been granted leave or without the previous permission of the competent authority, or if he defaults without sufficient reason in reporting his absence from duty as required by sub-clause (18), the competent authority may refuse him any leave he may have applied for or may treat the period of such absence from duty as extra-ordinary leave without pay.

(20) If an employee deliberately violates any of the provisions of these rules without sufficient reason, he shall be deemed to have committed an act of indiscipline and shall be liable for such penalties or punishments as may be prescribed.

Different kinds of leave

5. Leave may be of the following kinds :

- (a) Ordinary or special casual leave ;
- (b) earned leave ;
- (c) half-pay leave ;
- (d) commuted leave ;
- (e) leave not due ;
- (f) extra ordinary leave ;
- (g) maternity leave ;
- (h) quarantine leave ;
- (i) study leave ; and
- (j) special disability leave.

Ordinary casual leave

6(1) Ordinary casual leave may be granted to an employee if he remains absent from duty for a short period on account of illness or urgent private affairs, such leave can be neither accumulated, nor joined to a vacation or any other kind of leave.

(2) The maximum amount of ordinary casual leave which may be granted to an employee shall be fifteen days during a year, unless he is an employee in a Vacation Department, in which case the maximum shall be ten days. Subject to the provisions of clauses (4) and (5) of Rule No. 4 of these Rules, casual leave may be granted to an employee in combination with the University holidays provided that the total period of

his absence from duty including such holidays does not exceed ten days at any time.

Special casual leave

7 (1) Special casual leave may be granted to an employee in any of the following cases upto the maximum number of days as noted below :

(a) If, under the order of any officer of the University, the Dean of the Faculty or the Head of any Teaching Department of the University, an employee serving under him is detained on duty during any University holidays :

Upto the number of days not exceeding seven days in a year for which the employee has been so detained during the year ; or

(b) If an Officer or Teacher of the University participate in a Literary, Scientific or Educational Conference or seminar and the Vice-Chancellor has permitted him to do so on the ground that such participation would further the cause of education :—

upto ten days in a year for enabling such officer or teacher to participate in the same.

(2) In a case covered by sub-clause (b) of clause (1) the Vice-Chancellor may, at his discretion, sanction to the officer or Teacher his actual travelling expenses for the journey involved.

(3) Special casual leave can neither be accumulated nor joined to any other kind of leave. Subject to the provisions of clauses (4) and (5) of Rule No. 4 and the conditions laid down in clause (2) of Rule No. 6 of these Rules special casual leave may be granted in combination with any University vacation or holidays.

Note : Special casual leave earned under clause (1) (a) during the last month of the year may be enjoyed within the 1st month of the following year provided that the limit prescribed therein is not exceeded.

Earned leave

8. The amount of earned leave admissible to a whole-

time permanent employee is (a) when belonging to Grade I, 1/11th of the period spent on duty ; and (b) when belonging to Grade II, 1/16th of the period spent on duty ; provided that when the earned leave due amounts to—

- (i) 120 days in the case of an employee in Grade I, or
- (ii) 60 days in the case of an employee in Grade II, he shall cease to earn such leave.

Note : See note below Rule 9.

9. The earned leave admissible to a temporary employee is 1/16th of the period spent on duty.

Provided that when the earned leave due amounts to—

- (i) 60 days in the case of an employee belonging to Grade I, or
- (ii) 45 days in the case of an employee belonging to Grade II ; he shall cease to earn such leave.

Note : In calculating earned leave under rules 8 & 9, the actual number of days spent on duty performed should first be counted and then multiplied by 1/11 or 1/16, as the case may be, and the product expressed in days (and a fraction of a day).

10. When a temporary employee who has no lien on any permanent post is subsequently appointed substantively to a permanent post without break in his service, he shall be credited on such appointment with the amount of leave which would have been admissible to him if the actual service prior to such appointment had been rendered by him as a permanent employee ; provided that all leave which may have already been taken shall be debited against his leave account. For the purposes of this rule, any leave taken by such temporary employee before such appointment shall not be deemed to be a break in his service.

11. For the purposes of these rules, a probationer shall be treated as a permanent employee.

12. A part-time employee may be granted leave other than earned leave under the same terms and conditions as temporary whole-time employees, provided that the grant of the leave involves no expense to the University.

13. An employee who had held, or has been appointed to, any post for a period of not less than a year shall, for the purposes of these Rules, be deemed to be a permanent employee.

Note : This rule will apply also to persons entering in service after completing the 55th year of age.

14 (a) Earned leave is not admissible to an employee serving in a Vacation Department in respect of duty performed in any year in which he avails himself of the full vacation ;

(b) The earned leave admissible to such an employee in any year in which he is prevented from availing himself of the full vacation shall bear such proportion to—

- (i) 30 days' earned leave, if he be a permanent employee in Grade I ;
- (ii) Otherwise 22 days' earned leave, as the number of days of vacation not taken bears to the full vacation.

Provided that if in any year he is prevented from availing himself of any part of the vacation, earned leave admissible to him in respect of that year shall be in accordance with the provisions of rule 8 or rule 9, as the case may be ;

(c) vacation may be enjoyed in combination with or in continuation of any kind of leave under these rules ; provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to an employee at a time under rule 8 or rule 9, as the case may be.

Provided further that the total duration of vacation, earned leave and commuted leave taken in conjunction shall not exceed—

- (i) 180 days in the case of a permanent employee, and
- (ii) 120 days in the case of a temporary employee.

Half-pay leave

15(a). The half-pay leave admissible to an employee in respect of each completed year of service is—

- (i) 20 days, if he be a permanent employee, and

- (ii) 15 days, if he be a temporary employee.

(b). The half-pay leave due may be granted to an employee on medical certificate or on private affairs.

Provided that no half-pay leave may be granted to a temporary employee unless the authority competent to sanction the leave has reason to believe that the employee will return to duty on its expiry.

Commuted leave

(c). Commuted leave not exceeding half the amount of half-pay leave due may be granted on medical certificate only, subject to the following conditions :—

- (i) Commuted leave during the entire period of service shall be limited to a maximum of (a) 180 days in the case of a permanent employee ; and (b) 120 days in the case of a temporary employee ;
- (ii) when commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due ; and
- (iii) the total duration of earned leave and commuted leave taken in conjunction shall not exceed the maximum limits prescribed in sub-clause (i) of this rule.

Provided that no commuted leave may be granted under this rule unless the authority competent to sanction leave has reason to believe that the employee will return to duty on its expiry.

*Note :—*When commuted leave is granted to an employee under this rule and he intends to retire or to leave service of the University during the pendency of the leave, or immediately on expiry of such leave, the commuted leave shall be converted into half-pay leave and the difference between the leave salary in respect of commuted leave and half-pay leave shall be recovered. An undertaking to this effect should, therefore, be taken from the employee who avails himself of commuted leave, but the question whether the employee concerned should be called upon to refund the amount drawn in excess as leave salary should be decided on the merits of each case *i.e.*, if the

retirement is voluntary, refund should be enforced; but if the retirement is compulsorily thrust upon him by reason of ill health incapacitating him for further service, no refund should be taken. Similarly, where an employee is compelled to leave service because of ill health, no refund of the excess leave salary drawn will be required.

Leave not due

16. Except in the case of leave preparatory to retirement, leave not due may be granted to a permanent employee for a period not exceeding 180 days during the entire period of service, provided both the following conditions are fulfilled:—

- (i) the leave is required for the treatment of the employee himself and has been recommended by a Medical practitioner approved by the Vice-Chancellor;
- (ii) the employee is likely to return and to continue in service for a sufficient period to earn the leave granted, and the leave so granted should be limited to the half-pay leave he is likely to earn thereafter.

Such leave, when granted, shall be debited against the half-pay leave the employee may earn subsequently.

Extraordinary leave

17(1) Extraordinary leave may be granted to an employee in special circumstances:—

- (i) when no other leave is admissible to him; or
- (ii) when other leave is admissible, but still he applies in writing for the grant of extraordinary leave.

(2) Except in the case of a permanent employee, the duration of extraordinary leave shall not exceed three months on any one occasion.

Provided that—

- (a) when such an employee is undergoing treatment for—
 - (i) tuberculosis in a recognised hospital or at an approved sanatorium or at his residence under a Specialist recognised as such by the Vice-Chancellor; or for

(ii) leprosy in a recognised leprosy institution by a Medical Officer of Health or a Specialist in leprosy recognised as such by the Vice-Chancellor; he may subject to such conditions as may be prescribed, be granted extraordinary leave for a period not exceeding 12 months; or

(b) when such an employee requires leave for the purpose of study in India or abroad, the Executive Council may grant him extraordinary leave upto a maximum of 24 months in combination with or in continuation of any other kind of leave admissible under the rules, provided that the employee concerned agree to give an undertaking in writing to serve in a similar capacity, if so required by the University, for a period of at least 5 years after the expiry of the leave.

Note 1:—The concession of extraordinary leave upto 12 months under proviso (a) of this sub-rule would be admissible to an employee if he produces a certificate signed by the Superintendent of the hospital or the Specialist, as the case may be, to the effect that he has reasonable prospect of recovery on the expiry of the leave recommended.

Note 2:—The concession of extraordinary leave under provisos (a) and (b) of this sub-rule will be admissible only to those employees who have been in continuous service for a period exceeding one year.

(3) The authority empowered to grant leave may commute retrospectively period of absence from duty without leave into extraordinary leave.

Maternity leave

18(a) Maternity leave may be granted to a whole-time female employee (by the authority competent to fill her post substantively) on full pay at the rate she was drawing at the time of taking leave, which may extend:—

(i) to the maximum limits of three months from the date of its commencement or to the end of six weeks from the date of confinement, whichever is earlier, in case of a permanent employee; or

(ii) to the extent of four weeks prior to and four weeks after the date of confinement of a temporary employee, provid-

ed that she has been in service of the University for at least nine months immediately preceding the date of her confinement.

(b) Leave of any other kind except casual leave may be granted in combination with maternity leave if the application for the grant of such leave is supported by a medical certificate from the Medical officer of the University, if any, or if the competent authority so permits, from a registered Medical Practitioner acceptable to it.

Note-1—Maternity leave granted shall not be debited against the leave account.

Note-2—The concession of maternity leave upto 8 weeks under clause (ii) of sub-rule (a) will include the date of confinement.

Note-3—The authority competent to sanction maternity leave shall grant the leave under sub-rule (b).

Quarantine leave

19. Quarantine leave may be granted to an employee when he is ordered by the competent authority not to attend office in consequence of the incidence of any infectious disease in his family or household. Such leave may be granted by the head of the office on the certificate of the Medical Officer of the University, if any, or of the Medical or Public Health Officer of the locality, for a period not exceeding 21 days, or, in exceptional circumstances, 30 days. It may be combined with any other kind of leave except casual leave.

Note: The following diseases are recognised as infectious diseases for the purpose of this rule:—

- (1) Small pox ;
- (2) Scarlet fever ;
- (3) Plague (pneumonic or bubonic) ;
- (4) Typhus ;
- (5) Cerebro—Spinal meningitis.

Study leave

20(i) Until otherwise decided by the Executive Council the following general principles shall be followed in granting study leave:—

(a) Study leave may be granted only when the interests of the University and the specific needs of a Department of the University, or an institution established by it do so require ;

(b) All applications for study leave shall, before submission to the Executive Council, be examined by a committee consisting of the following:—

- (i) The Vice-Chancellor, who shall be the Chairman,
- (ii) Deans of Faculties, and
- (iii) One member of the Executive Council nominated by the Vice-Chancellor

(c) No course of study proposed to be undertaken will be recognised as qualifying for the grant of study leave to a Teacher unless it has been approved, at least in its broad outlines, by the Academic Council ;

(d) Study leave may be granted only to such whole-time employees as have been in the service of the University for not less than three years and are not due to retire from the service of the University within five years of their return from such leave ;

(e) An employee who is granted study leave shall, before proceeding on such leave, give a written undertaking that (i) he shall serve the University in a similar capacity for at least five years on his return from such leave ; and (ii) If he quits the service of the University before the expiry of that period, or if as a result of any unsatisfactory progress report, his study leave is cancelled at any time by the Executive Council, he shall refund to the University in whole or in part as decided by the Executive Council, all the amounts including leave salary which have been paid to him on account of the grant of such leave ;

(f) The Executive Council may require the employee at its discretion to furnish sureties for the due fulfilment of the undertaking mentioned in clause (e) ;

(g) Study leave may be granted to an employee only once during the entire period of his service in the University ;

(h) Study leave shall ordinarily be granted for a period of one year, but in exceptional cases the period may be extended to two years ;

(i) Leave allowance for the first six months of study leave shall be paid in advance at the commencement of the leave and thereafter in suitable instalments on the employee's furnishing satisfactory quarterly progress reports from the Professor or Teacher under whom, or from the institution in which, he has been pursuing the approved course of study; and

(j) The employee shall, on his return from study leave after completion of his study, submit to the Executive Council a consolidated report on his study and achievement during the study leave together with the certificates of the examinations passed if any.

(2) Study leave may be combined with earned leave, half-pay leave or extraordinary leave.

(3) Study leave will count as service for the purpose of promotion and increment of pay, but not for the purpose of earned leave. Study leave shall not be debited against the leave account.

Special disability leave

21.(1) Subject to the conditions hereinafter specified special disability leave may be granted to an employee who is disabled by injury intentionally inflicted or caused in, or in consequence of the due performance of his official duties or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice.

Provided that if the Executive Council are satisfied as to the cause of the disability such leave may be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(3) The period of leave granted shall be such as is certified for by a Medical Authority approved by the Executive Council. It shall not be extended except on the certificate of the same Authority, and shall in no case exceed 24 months.

(4) Such leave may be combined with leave of any other kind.

(5) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more than 24 months of such leave shall be granted in consequence of any one disability.

(6) Such leave shall be counted as duty in calculating services, and shall not be debited against the leave account.

(7) Leave salary during such leave shall be equal—

(a) for the first four months of any period of such leave, including a period of such leave granted under sub-rule (5) of this rule,—to substantive pay, as it stood on the day immediately preceding that on which his leave commenced if he is a permanent employee and to pay (excluding special pay, personal pay or any other emoluments classed as pay) which he drew or was entitled to draw before proceeding on leave, if he is a temporary employee and has no lien on any permanent post.

(b) for the remaining period of any such leave to half the pay admissible under clause (a), or at the employee's option for a period not exceeding the period of full pay which would otherwise be admissible to him, to pay admissible under the said clause.

22. The application of the provisions of rule 21 may be extended to an employee who is disabled by injury accidentally incurred in, or in consequence of, the due performance of his official duties or in consequences of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post he holds. The grant of this concession is subject to the further conditions—

(i) that the disability, if due to disease, must be certified by a Medical Authority approved by the Executive Council to be directly due to the performance of the particular duty, and

(ii) that, if the employee has contracted such disability during service, it must be, in the opinion of the Executive Council, so exceptional in character or in the circumstances of its occurrence as to justify such unusual treatment as the grant of this form of leave; and

(iii) that the period of absence recommended by the said Medical Authority may be covered in part by leave under this

rule and in part by other leave, and that the amount of special disability leave granted on full pay may be less than four months.

Leave salary

23(1) An employee on earned leave or commuted leave will be entitled to—

(a) if he is permanent, leave salary equal to his substantive pay as it stood on the day immediately preceding that on which his leave commenced, and

(b) if he is temporary and has no lien on any permanent post, leave salary equal to his pay (excluding special pay, personal pay or any other emoluments classed as pay) which he drew or was entitled to draw before proceeding on leave.

(2) An employee on half-pay leave or leave not due will be entitled to leave salary equal to half the leave salary as admissible for earned leave.

(3) An employee on extra-ordinary leave is not entitled to any leave salary.

(4) An employee on casual, quarantine or maternity leave shall be entitled to leave salary as if he/she was on duty.

(5) The emoluments admissible to an employee on study leave will be—

(i) if he has not obtained any aid or scholarship from any source, his substantive pay as it stood on the day immediately preceding that on which his leave commenced and in addition, such study allowance not exceeding one-fourth of his substantive pay as the Executive Council may decide;

(ii) if he has obtained any aid or scholarship from any source, his substantive pay as it stood on the day immediately preceding that on which his leave commenced upto a period of six months of such leave and half such substantive pay thereafter.

Powers of Executive Council

24. Notwithstanding anything contained in these rules, the Executive Council shall be competent to sanction any kind of leave on such terms as it may deem fit to any employee. It

shall like-wise be competent, for reasons which it may consider adequate, to vary, revise or cancel any leave order issued either by itself or by any officer or subordinate authority; or it may at its discretion delegate the powers reserved to it under this rule to any authority subject to such restriction as it may like to impose.

Authorities competent to sanction leave

25.(1) Subject to the provision of Rule 24 of these rules, the following authorities shall be competent to sanction leave under these rules to the extent specified against each:—

(2) The Vice-Chancellor may delegate to the Deans of Faculties or in their absence to Heads of Departments, or to any officer of the University his power in respect of the grant of special casual leave to the employees respectively under the administrative control of the latter,

(3) Every authority competent to sanction casual leave shall be responsible for the proper maintenance of a casual leave register in form No. 2 (Leave) in respect of employees under his administrative control.

Authorities empowered to grant leave to employees:—

Authority	Nature of leave	Extent of power
(1)	(2)	(3)
1. The Vice-Chancellor	(a) Ordinary and special casual leave	To the full extent to all employees except himself.
	(b) All other kinds of leave except study leave and special disability leave	To the extent of four months in the cases of all employees belonging to Grade I except himself and to the full extent in other cases.

Authority	Nature of leave	Extent of power
(1)	(2)	(3)
2. A Dean of a Faculty	(a) Ordinary casual leave	To the full extent to the employees under his administrative control except Heads of the Teaching Departments and himself.
	(b) Earned leave and half-pay leave	To the extent of one month in the case of Gr I employees under his administrative control except himself and Heads of the Teaching Departments and to the extent of four months in all other cases.
3. An officer of the University	Ordinary casual leave	To the full extent in respect of the employees under his administrative control except himself
4. Registrar	Earned leave and half-pay leave	To the extent of one month in the case of Gr. I employees under his administrative control except himself and an officer of the University and to the extent of four months in all other cases
5. Finance Officer	Earned leave and half-pay leave	To the extent of one month in the cases of Gr. I employees under his administrative control except himself and an officer of the University and to the extent of four months in all other cases

(4) A copy of every order granting leave other than casual leave shall be communicated to the Registrar and to the Finance Officer.

Doubts and difficulties re : interpretation

26. If any doubt or difficulty arises with regard to the interpretation, or application of any of the provisions of these rules, the Vice-Chancellor may refer the matter to the Executive Council whose interpretation or decision shall be final.

Note 3—Where the rate of earning leave changes the fraction in the earned leave accumulated at an earlier rate should be rounded off to the nearest day, i.e., fraction below half should be ignored and the half or more should be reckoned as a day.

Form No. 2 (Leave)

Register of Casual Leave

Name and rank of employee	Ordinary casual leave granted			Period of detention during holidays.	Special casual leave granted			Ground of absence	Address while on leave	Remarks	Initial of the sanctioning authority
	Form	To	Total No. of days		From	To	Total No. of days				

RULES RELATING TO AFFILIATION OF INSTITUTIONS *

In exercise of powers conferred upon it by Sec. 21, sub-section 8 of the Rabindra Bharati Act, 1961 (West Bengal Act XXIX of 1961) and Statute 6 (s) read with St. 51 (1) (f) the University makes the following rules :—

1. These Rules may be called the Rules for affiliation of Institutions.

They shall come into force at once.

2. In these rules words and expressions shall be interpreted to have the same meaning as they have in the Act and the Statute.

3. Every affiliated institution shall have a Governing Body with representatives of the following categories :

- One Representative of founders ;
- Two eminent educationists to be nominated by the Executive Council, one of whom shall be a guardian having a ward in the Institution at the time ;
- Two Representatives of teachers other than the Principal ;
- The Principal shall be ex-officio member and Joint Secretary of the Governing Body.

4. A Governing Body shall be in office for three years after which it shall be reconstituted.

5. The following books and registers shall be maintained by an affiliated institution :

- Admission Register ;
- Attendance Registers ;
- Students' conduct Register showing proceedings against students and results ;
- A register of the results of periodical and annual examinations ;
- A Register of transfer certificates issued and received ;

* Passed in the second meeting of the Executive Council held on the 12th December, 1962.

- (f) A Cash Book ;
- (g) A Book containing the proceedings of the Governing Body ;
- (h) A service Book for all employees including teachers.

6. An institution affiliated in any subject for any examination shall normally provided for the delivery of the minimum number of lectures as may be prescribed by the University for different subjects.

7. If an institution fails for three consecutive years to deliver the minimum number of lectures, the Executive Council may not permit the college to send up students for the corresponding University examination.

Each institution shall furnish the University at the end of each session with a statement showing the total number of lectures delivered, subject by subject, during the session just closed.

8. Every lecture shall cover a period of not less than 45 minutes inclusive of the time allowed for the assembling of students.

9. Inspection of an affiliated institution shall be conducted by a person or persons who shall from time to time be appointed by the Executive Council for the purpose.

10. Every affiliated institution shall be ordinarily inspected once a year and at such other time as the Executive Council may direct.

11. The report of the Inspector shall deal with the following among other matters:—

- (a) The constitution of the Governing Body ;
- (b) The suitability of the building or buildings and their neighbourhood, the accommodation for the students in attendance, the furniture, the lighting and the ventilation of rooms, the drainage and efficiency of the sanitary arrangements ;
- (c) The names and qualifications of the teaching staff, the conditions governing their appointment and tenure of office ;
- (d) The adequacy of the library and teaching appliances and equipments ;

(e) The courses of study, the subjects taught, the number of lectures delivered in each subject, the routine of work, arrangements for exercises and the facilities given to students to make use of the library ;

(f) The adequacy of the teaching staff ;

(g) The regularity as to maintenance of college registers ;

(h) The average monthly roll strength and the daily attendance of students during the last twelve months, as compared with the previous year ;

(i) The results of the University examinations ;

(j) The state of discipline ;

(k) College clubs and other institutions for fostering college life.

12. All account books and other records of the college shall be at all times be open to inspection and examination by any person or persons who may be deputed by the Executive Council for the purpose.

13. Every affiliated institution shall conform to such Rules and Regulations as may be laid down by the University from time to time for such institutions.

RULES RELATING TO COMPENSATORY ALLOWANCE *

In exercise of the powers conferred upon it by paragraph (h) of statute 6 of the Rabindra Bharati, the Executive Council makes the following rules:

Short title, commencement and extent of application

1. (1) These rules may be called the Rules relating to Compensatory Allowances.
- (2) They shall come into force at once;
- (3) Except as provided otherwise by the terms of employment in any particular case or under any other rules of the University they shall apply to all employees of the University and such other persons as are entitled to any compensatory allowance under the provision of these rules.

Definitions

2. In these rules, unless the context otherwise requires,
 - (i) Dearness allowance means an allowance temporarily granted to an employee to relieve part of the hardship caused to such employee by reason of any abnormal rise in prices of essential commodities required for daily use;
 - (ii) "Employee" means and includes the Vice-Chancellor, the other officers of the University, all Teachers of the University and all other persons employed by the University full time or part-time or honorary;
 - (iii) "House-rent allowance" means an allowance granted to an employee by the University under the provisions of Rule 5 of these Rules;
 - (iv) "Pay" means the monthly emoluments to which an employee is entitled but does not include any of the compensatory allowances referred to in rule 3 of these rules;

* Passed in the third meeting of the Executive Council held on the 7th March, 1963.

(v) "Travelling allowance" means an allowance granted to any person under these rules in order to reimburse him for the expenses incurred by him in performing any journey for any work in connection with the affairs of the University; and

(vi) Words and expressions shall be interpreted to have the same meaning as they have in the Act.

Different kinds of compensatory allowances

3. (1) The University or the Executive Council may, from time to time sanction any of the following kinds of compensatory allowances to an employee or a class of employees:

- (i) Dearness Allowance,
- (ii) House-rent Allowance,
- (iii) Travelling Allowance, and

(iv) Any other allowance to compensate for any unusual expenditure incurred under special circumstances.

(2) The University or the Executive Council may, at any time, vary, withdraw, reduce or enhance any of the compensatory allowances referred to in paragraph (1).

Dearness Allowance

4. (1) No employee shall have any claim to a dearness allowance unless it is admissible under these rules or has been expressly provided for by the terms of his appointment.
- (2) No dearness allowance shall be admissible to any employee on the ground that there has been any rise in the prices of essential commodities required for daily use; provided that if the State Government at any time sanction such allowance to its own employees, the Executive Council may grant a dearness allowance to such of its employees as may be considered necessary.

House-rent allowance

5. (1) House-rent allowance cannot be claimed by any employee unless it is admissible under these Rules.

Explanation :

Grant of House-Rent Allowance under this rule shall take effect from the date of establishment of the University.

- (2) Until otherwise decided by the University or the Executive Council, every whole-time employee of the University shall be entitled, when on duty or on leave on full salary not exceeding 120 days at a time to draw house-rent allowance at the rate applicable to him under the table given below:—

*Class of employee**Rates of house allowance*

- | | |
|--|---|
| (i) Persons employed in the scale of pay whose minimum is not less than Rs. 100/- p.m. | (a) if living in a rented house, an amount equal to the excess of the actual rent paid over 10% of pay, subject to a minimum of Rs. 10/- per month and a maximum of (i) Rs. 60/- per month, or (ii) 10% of the pay whichever is less. |
| (ii) Others | (b) If living in a house owned by himself/herself or by his wife/her husband or by his/her parents, 10% of pay subject to a maximum of Rs. 30/- per month. |

Rs. 5/- per month.

Note. 1 : No allowance shall be admissible under this rule to an unmarried employee or a widower or a widow who has none to depend upon him/her (viz. parents, unmarried sisters, brother or brothers, child or children, grandchild or grandchildren solely dependent upon him/her).

Note. 2 : No House Rent Allowance is admissible during leave preparatory to retirement.

- (3) If it is considered essential by the Vice-Chancellor for administrative reasons that an employee, who has not been provided with residential quarters by

the University and who does not reside within or close to the campus of the University should so reside, he may be provided with residential quarters belonging to the University within or close to its campus at such concessional rent as the Vice-Chancellor may decide.

- (4) If an employee is entitled to be provided with rent free quarters by the terms of his appointment but cannot be provided with the same, he shall be granted such house-rent allowance not exceeding 20% of his pay as the Executive Council may decide.

Travelling Allowance

6. (1) When a person, whether he is an employee of the University or not, performs a journey authorised by or is deputed or invited to any place in India by the Vice-Chancellor or any other officer of the University authorised in that behalf for any work in connection with the affairs of the University, he shall be entitled to be paid travelling allowance from the University fund in accordance with this rule; provided that the Executive Council shall have the discretion to alter, amend, relax or rescind any provision of this rule in any particular case.

(2) (a) The following will be entitled to travel in the First Class in Railway or Steamer:—

- (i) all officers of the University;
- (ii) all teachers of the University;
- (iii) all other employees drawing pay not less than Rs. 300/- p.m.;
- (iv) members of the University and its subordinate authorities and members of every committee appointed by the University or by any subordinate authority who are not employees of the University;
- (v) examiners, paper setters, moderators, who are not employees of the University; and
- (vi) such other persons as may be specified in each particular case or class of cases by the Executive Council or the Vice-Chancellor.

(b) The following will be entitled to travel in the Second Class in Railway or Steamer:—

Employees drawing pay between Rs. 125/- and Rs. 299/- per month.

(c) The following will be entitled to travel in the Third Class in Railway or Steamer:—

All employees drawing pay of Rs. 124/- per month and below.

Provided that the members of the University and the Executive Council including the Vice-Chancellor shall be entitled to accommodation in an air-conditioned coach if available:

Provided further that if no second class accommodation is provided in any train or steamer, an employee covered by rule 6(2)(b) (drawing a pay of not less than Rs. 200/- per month) shall be entitled to accommodation in the first class and others shall travel by the third class.

Provided further that in exceptional cases the Vice-Chancellor may authorise in the interest of work, persons entitled to Travelling Allowance to travel in higher classes than those to which they are ordinarily entitled under the rules.

(3) For the purpose of calculating travelling allowance a journey between any two places shall be deemed to have been performed by the shortest practicable route and the point of commencement of a journey made by a person shall be taken to be the office of his employment or if there is no such office, the usual place of his residence or business provided that the Vice-Chancellor shall have the authority to relax this provision in any case of special hardship.

(4) No travelling allowance shall be admissible in respect of any journey performed by a person within a radius of five miles from the office of his employment or if there is no such office the usual place of his residence or business. In any such case, the actual fare paid for each such journey if performed by any public conveyance, shall be allowed, provided that in the case of a person covered by rule 6(2)(a) the actual cost of hiring a private conveyance subject to a maximum of Rs. 5/- for each trip shall be allowed. In the case of a person covered by rule 6(2)(b) or rule 6(2)(c), the hiring of a private conveyance shall not be ordinarily allowed for any such journey, but the

Finance Officer or the officer exercising his functions may allow the same for sufficient reasons in any special case.

(5) Members of the University and the Executive Council including the Vice-Chancellor shall have the discretion to perform a journey by air. No other person shall be entitled to travelling allowance for any journey performed by air except with the previous permission of the Vice-Chancellor. If any journey is performed by air in any case without such permission, it shall be deemed, for the purpose of calculating travelling allowance, to have been performed by road, rail or steamer as the case may be, and travelling allowance shall be paid accordingly.

(6) For any journey performed by a person beyond a radius of five miles from the office of his employment or if there is no such office, the usual place of his residence or business, travelling allowance shall be admissible as follows:

Mileage Allowance—

(a) Allowance for Air, rail, road, etc., journey.

Mode of journey	Persons covered by Rule 6(2) (a)	Persons covered by Rule-6(2) (b)	Persons covered by Rule-(2) (c)
(i) By air	Actual fare paid plus one-fourth of such fare to cover incidental expenses	Actual fare paid plus 23 of incidental expenses admissible for a journey by rail or steamer	As in the case of persons covered by Rule-6(2) (b)
(ii) By rail or steamer	Actual railway or steamer fare paid plus 4 nP. per kilometer to cover incidental expenses	Actual railway or steamer fare paid plus 2.7 nP. per kilometer to cover incidental expenses	Actual railway or steamer fare paid plus 1.35 nP. per kilometer to cover incidental expenses
(iii) Journey by road or boat	An allowance at the rate of 31. 25 nP. per kilometer	An allowance at the rate of 23. 44 nP. per kilometer	(a) An allowance at the rate of 6nP. per kilometer in case of a person whose pay is less than Rs. 100/- p m. and (b) Others at 10 nP. per kilometer

Provided that in any case where the distance travelled by road or boat on any day (calculated from midnight to midnight) exceeds 80 kilometers, the allowance in respect of such excess shall be admissible at half the above rates.

(b) *Daily allowance:*

In addition to the allowance under clause (a), daily allowance at the following rate for each day of halt outside headquarters:—

- | | |
|--|---|
| (i) Members of the University and Executive Council including the Vice-Chancellor. | Rs. 13.50 nP. per day but for halts at Bombay, Calcutta, Delhi or Darjeeling Rs. 15/- per day. |
| (ii) Examiners, paper-setters, moderators, who are not employees of University and Employees and Teachers of the University drawing pay of Rs. 1,000/- p.m. and above. | Rs. 10/- per day but for halts at Bombay, Calcutta, Delhi or Darjeeling Rs. 12/- per day. |
| (iii) Employees of the University drawing pay between Rs. 300/- and Rs. 999/- p.m. and teachers of the University drawing pay below Rs. 1,000/- per month. | Rs. 8/- per day but for halts at Bombay, Calcutta, Delhi or Darjeeling Rs. 10/- per day. |
| (iv) Employees of the University drawing pay between Rs. 125/- and Rs. 299/- per month. | Rs. 4.50 nP. per day but for halts at Bombay, Calcutta, Delhi or Darjeeling at double the above rate. |
| (v) Employees drawing pay of Rs. 124/- per month and below. | Rs. 2/- per day but halts at Bombay, Calcutta, Delhi or Darjeeling at double the above rate. |

Provided that only half the daily allowance at the above rates shall be admissible for the day of arrival at a place of halt

and also for the day of departure therefrom; but if the arrival at and the departure from the place of halt take place on the same day, no daily allowance shall be admissible for that day. No daily allowance shall also be admissible in respect of any temporary halt necessitated in the course of a journey for making railway, steamer or air connections.

(7) No allowance will be admissible under paragraph (7) if the journey is performed by a conveyance provided by the University;

Provided, however, that daily allowance will be admissible in such a case in lieu of allowance prescribed in paragraph (7) at half the rate applicable to the particular case if the destination of journey is situated at a distance of not less than 20 miles from the headquarters.

RULES RELATING TO FINANCE AND ACCOUNTS *

In exercise of the powers conferred upon it by paragraph (S) of Statute 6 of the Rabindra Bharati, the Executive Council makes the following rules.

Short title and commencement.

1. (1) These rules may be called the Rules relating to Finance and Accounts.

(2) They shall come into force at once.

Funds of the University

2. The University shall have a Fund to be known as the University Fund to which shall be credited all moneys received by way of fees, fines, endowments, grants, donations, bequests or loans or any other account whatsoever and all expenditure incurred by the University shall be paid out of the University Fund.

Investment of funds

3. The University may make investments from the University Fund and may from time to time realise such investments.

Operation of Bank Accounts

4. The Funds of the University shall be deposited in the State Bank of India. All cheques on the banking account shall be signed and all bills, notes and other negotiable instruments shall be drawn, accepted and made on behalf of the Rabindra Bharati by any one of the Vice-Chancellor, the Finance Officer or the Registrar. Cheques, bills, notes and other negotiable instruments payable to Rabindra Bharati may similarly be endorsed by one or more of the officers mentioned above.

Disbursing Authority

5. The Finance Officer shall act as the disbursing officer for all sums of money duly sanctioned to be spent. He may, however, assign to the Audit and Accounts Officer the responsibility for the daily checking of Cash Balance and the custody of the key of the cash safe.

* Passed in the third meeting of the Executive Council held on 7th March, 1963.

Finance Branch

6. The Finance Branch shall function under the control and direction of the Finance Officer and shall consist of the following sections:—

- (1) Accounts;
- (2) Audit;
- (3) Finance and Budget;
- (4) Cash.

The Finance Officer may, however, subject to the Act and Statutes assign any of his duties to the Audit and Accounts Officer. A list of such duties shall be kept by the Finance Officer.

All the officers and staff in the Finance Branch shall be under the administrative control of the Finance Officer.

Receipt and Remittance thereof

7. Receipts of every kind shall be deposited into the University Bank Account, remittance being arranged on the day of receipt as far as possible. Fees collected from students and money on other accounts that may be received by the cashier too late for remittance to the Bank on the very day of receipt shall invariably be deposited into the Bank on the next working day.

Cash

8. The cashier shall sign and issue receipts for the sums received by him and be responsible for the safe custody of the cash in his possession. Suitable security as prescribed by the University shall be furnished by the cashier.

Expenditure

9. Expenditure shall ordinarily be met by means of cheques drawn on the Bank, but wages to the subordinate staff and any other expenditure specifically directed to be paid in cash may be met in cash.

Financial Advice and Scrutiny

10. All proposals involving or resulting in financial commitment by the University shall be put up to the Finance Officer who will record his comments thereon.

Sanctioning Authority

11. The power of sanctioning expenditure on individual heads of account subject to provision in the Budget and financial scrutiny of proposals, shall vest in the following authorities :—

- (i) upto Rs. 1000/- —The Registrar;
- (ii) above Rs. 1000/- —The Vice-Chancellor.

Note—1. Any expenditure not provided for in the Budget shall be put up to the Executive Council for approval through the Finance Committee.

Note—2. Pay bills will be signed by the Finance Officer as the Drawing Officer.

Note—3. Several items of expenditure taken at a time shall be considered one individual head within the meaning of this Rule.

Purchase and Stores Procedure

12. The different Departments shall put up their requisitions with proper justifications to the Registrar who will examine them as regards their necessity and justifiability and forward the same to the Finance Branch for comments in cases where fresh orders for procurement are necessary.

The Registrar shall thereafter call for quotation or tender as may be considered necessary under the circumstances in consultation with Finance Officer and cause comparative statement of quotations to be made which will be put up to the Finance Branch along with his recommendations. Orders will then be placed by the Registrar subject to the previous sanction of the Vice-Chancellor in cases where the amount exceeds Rs. 1,000/-.

On the receipt of the materials, entry will be made in the Stock Register by the Store Keeper/Stores Assistant who shall verify whether the materials received are in good condition according to the specifications laid down in the order and attach a certificate (incorporating the opinion of the Departmental Heads or other authorities when necessary) to that effect to the bill concerned, which will be checked by the Audit/Accounts Branch with respect to the order and the admissibility.

The Accounts/Audit Branch will then prepare the voucher which will be signed by the Registrar/Vice-Chancellor as the sanctioning authority and passed for payment by the Audit and Accounts Officer and forward to the Cash Section.

Provided that the Audit and Accounts Officer may make a reference to the Finance Officer in the matter of bills whenever considered necessary and that the Finance Officer may issue any directions in this regard to the Audit and Accounts Officer.

The Cashier/Assistant Cashier will make out the cheques and submit the same to the Finance Officer for signature. However, if the Finance Officer is absent or not available, the Cashier will put up the cheques to the Registrar or the Vice-Chancellor for signature.

Similar procedure with necessary modifications will apply in case of requisitions for repairs or other services.

The Stores Section will be under the Registrar. Proper records and accounts of the stores will be maintained by the Store-Keeper or the Assistant in-charge of stores, the forms in which records and accounts of the stores will be maintained being settled by the Registrar in consultation with the Finance Officer. The stores accounts and balances will be checked up by the Internal Audit Section from time to time.

Establishment

13. Service Records and Leave Accounts of all staff, officers and teachers of the University shall be maintained by the Superintendent of the Registrar's Department.

The Pay Bills and the Examiners' bills shall be drawn up by the Accounts Section and checked by the Audit Section of the Finance Branch before being put up to the Finance Officer for signature as the Drawing Officer. The T.A. bills shall be drawn up by the incumbents concerned and after counter signature by the Departmental Head shall be passed by the Audit and Accounts Officer.

Provided that the Audit and Accounts Officer may make a reference to the Finance Officer in the matter of Traveling Allowance bills whenever considered necessary and that the Finance Officer may issue any directions in this regard to the Audit and Accounts Officer.

The above allocation of work between the Finance Branch and the Registrar's Department may be modified by the Vice-Chancellor, if considered necessary in any circumstances.

Passing Authority

14. Bills drawn on specific sanction shall be passed by the following officers:

- (i) The Audit and Accounts Officer subject to the control and direction of the Finance Officer for all establishment and officers' bills and scholarship and other bills duly sanctioned and covered by budget provision.
- (ii) Finance Officer in all other cases.

Imprest

15. The Vice-Chancellor may authorise imprest cash to be kept with officers to meet urgent and petty expenses within overall limit prescribed by the Executive Council. Proper accounts of the expenditure met therefrom should be submitted by the Imprest holder at the time of replenishment.

Other provisions

16. The Executive Council shall exercise the following powers by resolution passed at the meeting:

- (a) Power to borrow money;
- (b) Power to invest funds.

All deeds and documents for the aforesaid purpose shall be executed by the Finance Officer unless otherwise provided by the University.

17. When any immovable property, stocks, funds, shares and other securities, being the property of the University are to be sold, assigned, transferred or converted or otherwise disposed of, the Finance Officer shall have authority to sign and execute the necessary documents and instruments unless the University specifically authorises otherwise.

18. Proper inventories of all store materials and other movable properties of the University shall be kept and each year there shall be a physical verification of the stock in the stores by a competent person or persons appointed in that behalf by the Vice-Chancellor.

RULES FOR ATTENDANCE OF TEACHERS AND PERFORMANCE OF DUTIES OF THE UNIVERSITY *

1. A teacher shall not absent himself/herself from his/her duties without obtaining previous permission of the Head of the Department or in his absence the seniormost member of the teaching staff in the department.

2. Casual leave must be applied for at least 24 hours in advance and sanctioned before it is taken. It is only in cases of sudden and serious illness preventing its strict observance that the rule may be relaxed. Due intimation should be sent to the Head of the Department by post or through messenger in such cases as soon as possible.

3. Any person who remains absent without report after the expiry of his leave shall not be entitled to leave salary for the period of such absence.

4. Unauthorised absence from duty should be strictly avoided. The annual confidential reports on the teachers concerned should invariably contain the remarks of the Head of the Department regarding such non-attendance and will have bearing on the question of increment or crossing of efficiency bar, etc. In other words, absence from duty without report or overstaying leave will be taken serious notice of.

5. The Head of the Department shall see that no class suffers for the absence of teachers. As far as possible, alternative arrangements should be provided for if teachers are found to have not attended on a particular day or have intimated their inability to attend.

6. Late attendance should always be avoided.

7. Private Calls from outsiders during lectures should be discouraged by teachers.

* Passed in fourth meeting of the Executive Council held on 15th May, 1963.

THE RULES FOR THE ADMINISTRATION OF RABINDRA BHARATI MUSEUM

(Passed by the Museum Committee)

In exercise of powers conferred in sub-section (8) of section 21 of the Rabindra Bharati Act (West Bengal Act XXIX of 1961) read with clause (2) of Regulation 5, the University makes the following rules, namely,

The rules for the administration of Rabindra Bharati Museum

1. The Museum shall remain under the supervisory management of the Museum Committee and shall be placed under the direct control of the Director of Museum or, in his absence, the Curator. These officers shall be under the overall control of the Vice-Chancellor.

2. The aims and objects of the Museum shall be as follows—

(a) to arrange the portion in which Rabindra Nath lived in the manner in which it was kept during his life-time;

(b) to bring into prominence portions of the ancestral house mentioned in the autobiographies of Rabindranath and connected with important events of his life;

(c) to make a collection of works of Rabindranath published from time to time including compilations of collected works;

(d) to make a collection of translations of Rabindra Nath's works in different languages of the world;

(e) to make a collection of manuscripts, letters, paintings and personal belongings of Rabindranath and other articles of interest associated with him and the Tagore family;

(f) to make a collection of photographs of Rabindra Nath, members of the Tagore family and of events and persons connected with the life of Rabindranath;

(g) to make a collection of gramophone records of Rabindra Sangeet and to tape-record Rabindra-Sangeet of contemporary artistes, especially of those who had their training personally from Rabindranath or Dinendranath;

(h) to make a collection of material connected with the Renaissance Movement of Bengal during the 19th century e.g., books, manuscripts, photographs, paintings etc. of the great men of the period, from Raja Rammohan Ray and his contemporaries to Rabindra Nath and his contemporaries, who contributed to the different aspects of the revival movements viz. religious, social and educational reforms, political awakening, literary upsurge, cultural revival etc.;

(i) to work in close co-operation with the appropriate Department of the University dealing with research on Rabindra Nath and on the Renaissance Movement of Bengal and other subjects and to make available material required for such research;

(j) to arrange for the preservation and display of material collected by the Museum;

(k) to arrange for the publication, in collaboration with the Publication Unit of the University, of catalogues, brochures, memoirs, hand-books, postcards, reproductions of paintings etc.;

(l) to hold temporary exhibitions, both stationary and travelling;

(m) to receive and give loans from and to other Museums.

3. The staff working in the Museum shall be under the direct administrative control of the Director.

4. The Museum shall function in the ancestral house of Rabindranath Tagore and in the building known as 'Vichitra.'

5. The Museum shall function on the basis of schemes submitted by the Director or, in his absence, the Curator to the Museum Committee who will place it through the Academic Council to the Executive Council for approval. The implementation of approved schemes shall be done by the Museum Committee through the Director. Fresh schemes, and any alteration to a scheme once approved, shall need the approval of the Executive Council.

6. The Director or, in his absence, the Curator shall prepare the annual budget for the administration of the Museum and place it before the Museum Committee who, after any modification that may be considered necessary, place it

before the Finance Committee by the 31st December of each year.

7. A Purchase Committee shall be appointed by the Museum Committee and approved by the Executive Council. It will advise on desirability and terms and conditions of purchase. It shall have on it four members viz.,

- (1) The Vice-Chancellor
- (2) A connoisseur of art.
- (3) An artist of eminence
- (4) The Director of the Museum.

The quorum necessary for transaction of business shall be two.

8. Research scholars of the University carrying out research work on Rabindranath and the Renaissance Movement of Bengal and other subjects shall be given full facilities for the use of the research and other material of the Museum. Outside research-workers may also be given such facilities with the permission of the Vice-Chancellor.

9. The Museum may bring out suitable publications relevant with its functions. Manuscripts of such publications shall be approved by the Museum Committee and published by the Publication Unit of the University.

10. An inventory of articles kept in the Museum shall be prepared and each article shall be suitably marked for purposes of identification. All fresh acquisitions should be added to this inventory and duly marked, as soon as they come into the possession of the Museum.

Separate registers shall be maintained for articles:

- (a) received as gift,
- (b) acquired by purchase and
- (c) received on loan.

11. No articles of the Museum shall be alienated, i.e., sold, destroyed, loaned, exchanged, given as gift or otherwise disposed of, without the approved of the Executive Council.

12. Any gifts accepted by the Director should be reported to the Museum Committee. The Director shall decide with

the approval of the Vice-Chancellor whether a gift should be displayed in the Museum. Gifts offered with conditions attached to them shall not ordinarily be accepted and the acceptance of conditional gifts should have the approval of the Executive Council.

13. The Director or, in his absence the Curator shall be responsible for the preservation of all exhibits of the Museum and for their security. He shall also be responsible for the sanitation and cleanliness of the Museum premises.

14. The right of reproduction of any photograph, painting, manuscript etc. or of the manufacture of a replica of any exhibit of the Museum shall be reserved by the University and permission for such reproduction or manufacture of replica may be granted on behalf of the University by the Executive Council on the recommendations of the Director.

15. The Director shall, with the approval of the Museum Committee, fix the hours of the day during which visitors may be admitted to the Museum and whether any entry fee should be levied.

16. A visitors' book shall be maintained in the Museum in which important visitors may record their impressions after visiting the Museum. The Museum shall also maintain a register in which the number of visitors who daily visit the Museum shall be recorded.

Two visitors books viz.,

- (a) one for distinguished visitors and
- (b) the other for general public

shall be maintained in the Museum for recording the names of visitors, their addresses and their impressions (if any visitor wishes to record these). It should be ensured that, as far as possible, every visitor makes an entry in the appropriate book.

17. The Director or, in his absence the Curator shall, at the end of the University year, prepare an annual report on the working and administration of the Museum and submit it to the Museum Committee for being placed before the Executive Council.

RULES OF THE RABINDRA BHARATI UNIVERSITY LIBRARY

(Passed by the Library Committee)

In exercise of the powers conferred upon it by Section 10 of the University Regulations relating to Subordinate Authorities the Library Committee of the Rabindra Bharati University makes the following rules namely:

"Rules of the Rabindra Bharati University Library".

Title and Commencement

1. These rules shall be called the Rules of the Rabindra Bharati University Library.

2. These rules shall come into force on the first day of August, 1963.

3. *Hours of work*

1. The hours of opening of the University Library shall ordinarily be as follows:

(a) Reading Room Section and Periodical Section

(i) 10 a.m. to 5 p.m. daily, except Saturdays, Sundays and University holidays

(ii) 11 a.m. to 3 p.m. on Saturdays, except University holidays.

(b) Lending Section:

(i) 2 p.m. to 4-30 p.m. on week days other than Saturdays and University holidays

(ii) 1 p.m. to 3 p.m. on Saturdays other than University holidays.

(c) Administrative and Technical Sections:

(i) 10 a.m. to 5 p.m. daily except Saturdays, Sundays and University holidays;

(ii) 11 a.m. to 3 p.m. on Saturdays.

Note: Under urgent, abnormal and unforeseen circumstances, the Library or any of its sections may be opened later or closed earlier than the scheduled hours, by the Librarian with the approval of the Registrar.

II. (a) Issue of books, periodicals, etc. will ordinarily commence quarter of an hour after the scheduled time of opening and be stopped half an hour before the scheduled time of the closing of the Reading Room, Lending Section and Periodicals section.

(b) All library books, periodicals etc. meant to be returned to the library are to be presented to the counter for the purpose at least 15 minutes prior to the scheduled time of the closing of the Reading Room, the Lending Section and the Periodical Section.

(c) Business with the members of the library or the public will commence at other sections quarter of an hour after the opening of the Sections and close quarter of an hour earlier than the time of the closing of the Sections.

4. Membership

Subject to the terms and conditions that may be determined by the Library Committee from time to time, membership of the University Library for the purpose of enjoying facilities in its Reading Room and Reference Section is open to:—

(i) Members of the University, the Executive Council and Academic Council;

(ii) University teachers including Demonstrators, Instructors, Tutors or any other person holding a teaching post in the University;

(iii) Research Assistants, University Research Fellows, University Research Scholars enjoying Research stipends, Research Fellowships or Research Scholarship paid by the University;

(iv) Persons enjoying scholarships or stipends for higher research work, awarded by the West Bengal Govt., Govt. of India, any other recognised Institution, Organisation, or Society, Indian or Foreign, provided the Library Committee agree to extend the facilities of the Reading Room to such persons, the terms and conditions of the facilities being determined by the Library Committee;

- (v) Regular students of the University pursuing the various courses of study directly conducted by the University;
- (vi) Dropped candidates, i.e., candidates who completed the final course in any subject in the University classes but did not appear at the examination, it being provided that such persons will be allowed the facilities of the Reading Room until the examination next to the one at which they were due to appear after completion of their final course is over and that such facilities will be allowed to them on a deposit of Rs. 10/- only;
- (vii) Plucked candidates, i.e., candidates who immediately after completion of their study in the University classes for a course had appeared at the final examination but got plucked, it being provided that such candidates will be allowed the facilities of the Reading Room until the termination of the examination next to the one they had appeared at and that such facilities will be extended to them on a deposit of Rs. 10/- only.
- (viii) Teachers of affiliated and recognised institutions (excluding the borrowing facilities);
- (ix) Administrative Officers and ministerial staff of the University;
- (x) Persons who will be appointed by the University as special Professors, Readers, Lecturers or Fellows under endowments or other funds or in honorary capacity till the expiry of the term of their appointment;
- (xi) Research Fellows or Research Assistants without any stipend or scholarship and teachers of other institutions engaged in research work in the University with permission of the authorities, are entitled on registration, to the use of the Reading Rooms and Reference Section of the Library.
- (xii) Permanent lower subordinate staff of the University.

- (xiii) Others who may be allowed by the Library Committee under terms and conditions, if any, that may be determined by the Library Committee from time to time, and
- (xiv) Applicants whom the librarian may at his discretion allow the facilities for a period ordinarily not exceeding one month at a time

5. *Mode of borrowing books from Reference and Lending Sections:*

(i) Manuscripts, Reference Books, rare and valuable books, costly Art Books with plates and those kept in the Reading Room and Reference Section, as well as the current numbers of periodicals shall not be issued to any members ordinarily. In special cases, however, Librarian may allow overnight issue of any such book, on condition that it must be returned next day. Such issue, in the case of the students, will be made against the loan card only.

(ii) The Loan Card which is retained by the student, is to be surrendered at the Circulation Counter whenever a book is taken. The card will be returned to the student on his returning the book.

(iii) Persons mentioned under section 4(i) of the Library rules above will ordinarily be, under the usual procedure, allowed to borrow not more than 4 vols. at a time for a period of 30 days.

(iv) University teachers of various categories and Administrative officers of the University will be allowed the facilities of borrowing books under the same terms and conditions as mentioned under section 5(iii) of the library rules above.

(v) Persons mentioned under section 4(iii) of the Library rules will be allowed to borrow not more than 4 vol. at a time for a period of 30 days on a deposit of Rs. 40/- only.

(vi) Persons appointed by the University as Professors, Readers, Lecturers or Fellows under endowments or other funds or in honorary capacity will be allowed to borrow 4 vols. at a time for a period of 30 days till the expiry of the term of their appointment.

(vii) (a) Regular students of the University mentioned under section 4(v) of the library rules will be allowed to borrow 1 vol. at a time for a period of 14 days from the Lending section only on a deposit of Rs. 10/-.

(b) A book may be re-issued, or period of loan may be extended for another week only, on request, provided there is no other demand for the book.

(c) Students retaining books beyond a period of 14 days, unless wholly or partially exempted by the Librarian and unless re-issued, will have to pay fine at the rate of six naye paise per volume, per day for the period books are retained by them beyond the allowable period of loan under the usual library rules and practice.

(d) Students found defaulters in respect of returning library books more than twice in the course of two consecutive months or those who will not return books after a third reminder may be denied privileges and facilities of the library, both reference and lending, by the Librarian.

N.B. Library cards both Reference and Lending will be issued to University students mentioned under section 4(v) of the library rules above provided up-to-date tuition fee is paid by them or in the alternative the Head of the Department to which the students belong certifies that the students concerned are regular students of the University and recommends issue of library cards to them.

(viii) Members of the ministerial staff of the different departments of the University will be allowed to borrow only one volume at a time for a period of 7 days.

Non-return of books within the due date will make them liable to being deprived of library facilities.

(ix) Permanent lower subordinate staff of the University may be allowed to borrow not more than 1 vol. at a time for a period of 7 days.

Non-return of books within the due date will make them liable to being deprived of library facilities.

(x) Books on loan with members of the Library under any category can be recalled by the Librarian at any time.

6. *Library Co-operation*

At the request of other Universities, research institutes, educational institutions, well-known and well-established libraries, and government or semi-government offices spareable books, publications and other materials belonging to the University Library may be issued on inter-library loan system, on a reciprocal basis only.

7. *General*

(i) While in the Library, all persons shall obey the rules and procedures of the library and submit to discipline enforced by the Librarian.

(ii) Conversation, talking, sleeping, smoking, loitering are not allowed in the Library.

(iii) Undesirable or unauthorised persons shall have no access to the library and if found in the library they shall be liable to expulsion from the library by the Librarian.

(iv) Readers' or borrowers' cards or other identity records are to be shown, if demanded, at the time of entering into the library or whenever asked for in the library.

(v) No Reader shall bring non-members or friends in the Library nor shall he lend, even temporarily, library books borrowed by him to others.

(vi) Without obtaining special permission from the Librarian nobody shall enter the stack-room or any part of the library not ordinarily open to him.

(vii) Persons detected to be acting in contravention to Rules 7(i), (ii), (v) and (vi) above shall be liable to be deprived of the facilities of the Reading Room temporarily or permanently.

(viii) No reader who has been thus excluded from the privileges of the Library shall be allowed to use the Reading Rooms or to borrow books unless and until such person be reinstated by the Library Committee.

(ix) While entering the Library, all personal effects, such as attache cases, portfolios, satchels, umbrellas, flat files or file covers etc., books not belonging to the University Library, books borrowed from the University Library but

not meant to be returned to the Library shall be deposited at the Check Counter and a numbered token obtained from the attendant at the Counter, as and when the system of issuing tokens is introduced.

(x) Persons given tokens in lieu of an article or articles deposited shall be held responsible for loss or damage of any token while in their possession. A fine of Re. 1/- will be charged for loss or damage of a token.

(xi) Loss of token should be immediately brought to the notice of the Librarian so that, necessary steps may be taken to stop the delivery of article or articles deposited against the token to a person presenting the lost token. Delay or failure to do this may result in delivering the article or articles to a wrong person, on presentation of the lost token.

N.B. Though for the period of deposit all possible care will be taken for the safe custody of the article or articles deposited, the administration does not accept any responsibility for any damage or loss of the same. It is advisable not to bring valuable things to the Library and deposit them with the library attendant. The administration further takes no responsibility if the article or articles be delivered to a wrong person on presentation of the lost token.

(xii) Facilities provided for depositing personal belongings, etc. at the library can be enjoyed only for the period for which the depositor will be actually required to remain within the Library and any article or articles deposited with the attendant at the entrance of the Library must be taken back as soon as the depositor leaves the Library. Articles deposited must in all cases be taken back before the Library is closed for the day.

Persons misusing the facilities are liable to be refused such facilities in future.

(xiii) Every member of the Library shall be responsible for the safe custody of any library book borrowed by him for study in the Library Reading Room or for use at home.

(xiv) Library books issued for use in the Reading Room shall not be taken out of the Library without previous permission of the Librarian.

(xv) Library books shall never be left unattended on the table in the Reading Room. The borrower shall be held responsible for loss, mutilation or damage, if any, if a book that might take place while the book stands issued on his account.

(xvi) At the time of borrowing a book either for use in the Library Reading Room or for use at home every borrower is expected to examine it carefully and bring to the notice of the Officer-in-Charge of the issue counter cases of mutilation, defacement or damage, if any, immediately; otherwise if any mutilation, defacement, or damage be detected subsequently the person to whom the book was issued last will be held responsible for such mutilation, defacement or damage.

(xvii) (a) Persons held responsible for loss, damage, defacement or mutilation of books shall be liable to compensate the library in such way as may be determined by the Library Committee.

(b) In case of mutilation, damage, defacement or loss of library books the Librarian may, pending the final decision of the Library Committee, wholly or partially suspend the library privilege allowable to a person who is held responsible or is suspected to be responsible for the offence.

(xviii) Readers and borrowers must register their permanent address at the office of the Librarian and always notify the office of any change in writing.

(xix) No one will be allowed the privileges and facilities of the library under more than one category of membership even though one may be entitled to membership of the library under categories more than one.

(xx) (a) Library cards, both Loan and Reference, are not transferable.

(b) In case of loss of a library card a duplicate one may be issued at the discretion of the Librarian for which a fee of Re. 1/- will have to be paid unless the fee be excused by the Librarian for reasons acceptable to him.

(xxi) If a depositor does not claim refund of his library deposit money within three years from the date of cessation of his membership of the Library the deposit money will lapse.

(xxii) If at the time of withdrawal of deposit a member fails to return the Library Cards, a fine of Re. 1/- only per card will be deducted from his deposit.

8. The Library Rules framed above, may be altered or amended or new rules may be added to the existing ones by the Library Committee which shall be effective and binding on all concerned.

RULES RELATING TO THE STUDENTS' FUND*

In exercise of the powers conferred upon it by paragraph (c) of Statute 6 of the Rabindra Bharati, the Executive Council makes the following rules:

1. Short title and commencement

- (a) These rules may be called the Rules relating to the Students' Fund.
- (b) They shall come into force at once.

2. Name

A Students' Fund shall be created by the University for benefit of the students of the University.

3. Sources

The sources of the Students' Fund shall be as follows :—

- (a) any grant, donations or contribution specially made on account of the Fund and
- (b) at the discretion of the Vice-Chancellor any grant, donation or contribution received by the University not earmarked for any specific purpose and
- (c) any sums that may be raised or contributed on account of the Fund and
- (d) any unclaimed Fund at the disposal of the University.

4. Operation

The Students' Fund shall form part of the University Fund and shall be operated in the same manner as the University Fund, subject to the sanction of the Vice-Chancellor.

5. Purposes for which the Fund can be utilised

The Vice-Chancellor may utilise the fund for helping the

* Passed in the fifth meeting of the Executive Council held on 10th July, 1963.

needy and deserving students of the University in the following matters :—

- (a) payment in whole or in part of the tuition and examination fees of the University,
- (b) medical treatment of the students,
- (c) procurement of books and other necessities for the prosecution of study by the students,
- (d) any other matter, which in the opinion of the Vice-Chancellor is considered proper for the purpose of the utilisation of the Fund.

6. Audit and Accounts

The accounts relating to the Fund shall be maintained by the Finance Officer of the University, the unexpired portion of the Fund at the end of the year to be carried forward to form the opening balance of the Fund in the next year.

The accounts relating to the Fund shall be audited by the Auditors of the University along with the accounts of the University.

ADDENDUM *

Amendments regarding the Statutes relating to Contributory Provident Fund : (vide page 48).

(i) The following Explanation be inserted after the proviso to Cl. (1) of St. 4 :—

"Employees appointed to substantive posts on probation will be eligible to subscribe to the Fund from the date of their joining service in the University."

(ii) The words "or any other Scheduled Bank in Calcutta approved by the Executive Council of the University" be inserted after "State Bank of India, Calcutta" in Cl. (1) of St. 14.

(iii) The following new clause be inserted as Cl. (5) in St. 21 :—

"In the event of resignation or termination of service or dismissal of a subscriber during the period of probation, he shall be entitled to receive only the amount of his own subscription and the interest accrued thereon, while all the contributions made by the University and the interest accrued shall revert to the University Fund irrespective of the length of the period of service rendered by the subscriber to the University."

* Passed at the fourth meeting of the University held on 15th September, 1963.