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Short title and Commencement	1. (1) These statutes may be called the First statutes relating to the Powers, Functions, Duties, manner of appointment and terms and conditions of service of the Dean of Post-Graduate Studies of the Bidhan Chandra Krishi Viswavidyalaya. (2) They shall come into force with immediate effect.	conditions thereof	ted by the Vice-Chancellor with the prior approval of the Executive Council from amongst the Professors of the Faculty of Agriculture and the Faculty of Veterinary and Animal Sciences, by turn, on the principle of of rotation, for a period of three years.
Definitions	2. In these statutes, unless the context otherwise requires. (i) "the Act" means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Ben. Act XLIX of 1974) (ii) words and expressions used in these statutes but not defined shall have the same meanings as in the Act.		(2) Such appointment shall ordinarily be made in order of seniority from amongst the Professors of the Faculty Concerned.
Dean of Post-Graduate Studies.	3. There shall be a Dean of Post-Graduate Studies who shall co-ordinate all the activities relating to post-graduate studies in all the Faculties.		Provided that if the Senior-most Professor of the Faculty concerned is not willing to be considered for appointment, the next senior-most Professor of the Faculty concerned, if he agrees to accept the position, shall be appointed Dean of Post-Graduate Studies.
Appointment and terms and	4. (1) The Dean of Post-Graduate Studies shall be appoin-	Powers, functions and duties.	5. Subject to the provisions of the Act, the Dean of Post-Graduate shall—

(a) be responsible for the organisation and conduct of Post-graduate teaching in all the Faculties and shall, for that purpose, pass such orders as may be necessary ,

(b) in collaboration with the Director of Research and the Director of Extension, be responsible for the co-ordination of the research activities of post-graduate students within the frame-work of the general research programme of the University.

(c) be responsible for the proper maintenance of the standard of post-graduate instructions, and shall provide, in consultation with the Heads of the Departments, guidance and leadership in the development and periodic evaluation of curricula in respect of each subject matter/Section, and integrate the said Curricula into an appropriate instructional programme designed to prepare students for an effective career in research, teaching and extension.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

STATUTES RELATING TO THE POWERS, FUNCTIONS, DUTIES, MANNER OF APPOINTMENT AND TERMS AND CONDITIONS OF SERVICE OF THE DEAN OF POST-GRADUATE STUDIES.

In exercise of the power conferred by sub-section (2) of section 52 of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Ben. Act XLIX of 1974), I, the Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under clause (b) of sub-section (4) of section 52 of the said Act for the purposes of the said Section, hereby frame, with the approval of the Chancellor and with the assistance of the Committee consisting of members nominated by the state Government, the following statutes as the First statutes relating to the Powers, Functions, Duties, Manner of appointment and terms and conditions of service of the Dean of Post-Graduate studies :—

PART—I

Preliminary

Short title
and
Commencement

1. (1) These Statutes may be called the First Statutes relating to pension payable to Officers, Teachers and other employees of the Bidhan Chandra Krishi Viswavidyalaya.

(2) They shall come into force with immediate effect.

Definitions

2. In these Statutes, unless the context otherwise requires :

i) “the Act” means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Ben. Act XLIX of 1974),

(ii) “Pay” means the basic pay and includes special pay and personal pay and any other emolument specially classed as pay by the Executive Council with the prior approval of the State Government.

(iii) “Employee” means an Officer, Teacher or other person who is employed whole-time in a regular post by the University and is paid from the University Fund ;

(iv) Words and expressions used in these statutes but not defined shall have the same meanings as in the Act.

PART—II

Payment of
Pension.

3. The University shall make payments of pension to the employees on retirement or resignation out of the University Fund and the estimates for pensionary charges shall be exhibited separately in the maintenance budget.

Eligibility for
Pension and
amount of
monthly
Pension.

4. (1) An employee shall be eligible to get monthly Pension from the date immediately following the date of his resi-

gnation or retirement on superannuation / voluntary retirement / retirement on medical grounds provided that he has rendered at least 15 years' whole-time continuous approved service to the University. In respect of an employee retiring on medical grounds, the date of retirement shall be the date on which a Medical Board to be constituted by the Executive Council declares the the concerned employee to be unfit for rendering further service to the University.

Explanation

An authorised leave of absence shall not constitute interruption of service.

(2) The total uninterrupted service that may be rendered by an employee in any other State-aided University or in a college affiliated to any State University in West Bengal may also be allowed to be counted tow-

ards qualifying service for pensionary benefit if the incumbent has rendered at least five years' continuous service to this University immediately before superannuation :

provided that the pension, of those incumbents who opted for Pension, Provident Fund and Gratuity during service in any other State University or in a College as referred to above will be equal to the Pension as will be admissible for the service rendered in the State University or the College concerned plus Pension for service under this University on a prorata basis subject to the condition that the sum of the two will not exceed 25% of the pay drawn immediately before superannuation.

(3) The period spent on deputation in foreign service shall not be counted towards quali-

fyng service for the purpose of Pension unless contribution is made by the foreign employer or the employee himself.

(4) If an employee's appointment is terminated due to abolition of the post held by him or closure of a Department, he shall be eligible for Pension, provided he has rendered 15 years' whole-time continuous approved service to the University.

(5) If an employee is suspended, the period of his suspension shall not be counted towards his qualifying service unless he is reinstated and the period of suspension is subsequently regularised.

6) If an employee is dismissed from service on account of misconduct or on other grounds, he shall not be entitled to Pension.

(7) (i) An eligible employee will be entitled till death to a monthly pension equivalent to one fourth of the last 36 months' average pay.

(ii) If an employee is given any extra assignment in addition to his normal duties with additional allowance, the additional allowance for such assignment shall not be reckoned for calculation of average pay.

(8) If an employee becomes disabled either in the course of performing his official duties or on his way to or from his place of duty and thereby becomes incapable of earning his livelihood, the pension mentioned in subclause (i) of clause (7) shall be admissible to him irrespective of the period of service rendered by him.

Widow pension

5. 1) If an employee dies before retirement, his widow will be entitled to a monthly

pension on the following basis so long as she remains a widow and does not engage herself in any remunerative employment:-

(a) The Pension will be equivalent to such percentage of last 36 months' average pay as the number of completed years for which the deceased served the University, subject to a minimum of Rs. 25 per month and a maximum of 15% of the last 36 months' average pay of the deceased.

(b) The Pension shall be limited to 10 years from the date of death of the employee or till completion of 70th year by the deceased had he been alive, whichever is earlier, provided, however, that the Executive Council may, in special cases, extend the period.

(2) If an employee enjoying pension dies before attainment of the age of 70, his widow will

Application for pension

Mode of Payment.

be entitled to get pension in the manner indicated in clause (1).

6. An application for pension shall be submitted by an employee to the Registrar 6 months before the due date of his retirement. The Registrar shall forward the personal file and Service Book of the employee along with the application for Pension to the Comptroller immediately on receipt of the application from the employee. The Comptroller, after proper checking, shall put up the application and connected papers to the Vice-chancellor for his orders so that the Pension may be sanctioned by the time the employee retires.

7. (1) Pension bills shall be drawn up properly and shall contain a life-certificate from any one of the following categories of persons :—

- (a) Members of the Court/ Executive Council / Faculty Council for Post-Graduate and Under-Graduate Studies ;
 - (b) Officers of the University ;
 - (c) Officers of the State/Central Government not below the rank of Block Development Officer ;
 - d) Principals / Vice-Principals of Colleges affiliated to any State-aided university in West Bengal ,
 - e) Headmasters/Headmistresses of recognised secondary schools in West Bengal.
- (2) The bills shall be submitted to the comptroller's Department within the first 7th working days of the month following the month to which the pension retires.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

STATUTES RELATING TO CONTRIBUTORY PROVIDENT FUND AND GRATUITY FOR THE BENEFIT OF OFFICERS, TEACHERS AND OTHER EMPLOYEES OF THE UNIVERSITY.

In exercise of the power conferred by Sub-Section (2) of Section 52 of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal Act XLIX of 1974), I, the Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under Clause (b) of Sub-Section (4) of Section 52 of the said Act for the purposes of the said Section, hereby frame, with the approval of the Chancellor and with the assistance of the Committee consisting of members nominated by the State Government, the following Statutes as the First Statutes relating to Contributory Provident Fund and Gratuity for the benefit of Officers, Teachers and other employees of the University :—

P A R T — I
P r e l i m i n a r y

Short title and
Commencement

1. (1) These Statutes may be called the First Statutes relating to Contributory Provident Fund and Gratuity for the benefit of Officers, Teachers and other employees of the Bidhan Chandra Krishi Viswavidyalaya.

(2) They shall come into force with immediate effect.

Definitions.

2. In these Statutes, unless the context otherwise requires,

(i) "the Act" means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Ben. Act XLIX of 1974),

ii) "employee" means an Officer, Teacher or other person who is employed whole-time in a regular post by the University and is paid from the University Fund,

(iii) "family" means the wife or husband and children of an employee and includes the widow and children of a deceased son of the employee :

iv) "Salary" means the monthly salary paid by way of remuneration for service rendered and includes dearness allowance and leave allowance but, does not include travelling allowance house rent allowance, medical allowance, tiffin allowance or any other allowance of a casual nature,

v) "Pay" means the basic pay and includes special pay and personal pay and other emoluments specially classed as pay by the Executive Council with the prior approval of the State Government.

vi) "Fund" means the Contributory Provident Fund constituted under these Statutes,

vii "Subscription" means the amount an employee is required or allowed by these Statutes to subscribe to the Fund.

viii) "Contribution" means the amount the University is required to contribute to the Fund Account of an employee under these Statutes;

ix) "Year" means a period of 12 months beginning from the first day of April-

x) "Leave" means authorised leave of absence with pay and allowances granted under any Regulations.

xi) "Accumulated amount" means the amount standing to the credit of an employee in his account in the fund and includes all contributions and interests thereon,

(xii) Words and expressions used in these Statutes but not defined shall have the same meanings as in the Act.

P A R T — I I

Constitution of Contributory Provident Fund

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

Subscription to the Fund.

4. (a) Every employee shall be required to subscribe to the Fund in accordance with these Statutes :

Provided that unless there is a specific provision to the contrary in the terms of the Officer of appointment, no employee shall have the right to subscribe to the Fund if he has been appointed to the post he holds for a term not exceeding one year.

(b) If the term of an employee initially appointed for a period of not more than twelve months is subsequently extended so that his total term of appointment exceeds one year, he

shall be given the option of subscribing to the Fund from the date of his first appointment and of paying the arrear subscriptions due on the date of his becoming a subscriber in such monthly instalments as the Vice-Chancellor may allow. The University shall pay its arrear contributions in respect of such an employee in equivalent monthly instalments.

(c) No employee who is on deputation from any other organisation shall have the right to subscribe to the Fund if his services under the University entitle him to receive pension and gratuity from his parent organisation or if the University makes contributions towards his pension and gratuity to his parent organisation.

Administration
and management
of fund.

5. Subject to the control of the University, the administration and management of the

Fund shall vest in the Executive Council.

6. (1) There shall be a Provident Committee consisting of following members to advise the Executive Council in regard to all matters relating to the management of the Fund :—

(i) The Vice-Chancellor, who shall be the Chairman ;

(ii) The Registrar,

iii) Four Members to be appointed by the Executive Council from amongst the Subscribers, and

(iv) the comptroller who shall act as the Convenor.

2) Each of the members referred to in item

(i) of clause (I) shall hold office for a period of these years or till he quits the Service, whichever, is earlier, and shall be eligible for re-appointment if he continues to be an employee.

Amount of
subscription

7. (i) Every subscriber shall subscribe to the Fund a sum equal to $8\frac{1}{3}\%$ of his pay drawn by him from the University Fund. Such subscription shall be deducted from his monthly pay bill and credited to his account in the Fund.

(ii) The amount of subscription shall be expressed in whole rupee, i.e. when the calculation involves paise amounting to less than 50, the same shall be ignored and when it involves paise amounting to 50 or more, it shall be rounded off to the next higher whole rupee.

(iii) If a subscriber is on leave without pay or under suspension and is in receipt of subsistence allowance, no subscription shall be payable by him during the period of such leave or suspension. Similarly, no contribution shall be made by the University to the Fund for that period :

Provided that if a subscriber under suspension is acquitted the charges against him and reinstated in his post, subscription shall be payable by him for the period of suspension in such instalments as may be decided by the Provident Fund Committee. Similarly, contribution shall be made by the University for that period.

(iv) A subscriber may be allowed to subscribe to the Fund at a rate higher than $8\frac{1}{3}\%$ of his pay, if he wishes to do so :

Provided that any such change in the rate of subscription shall not be allowed more than once in a year.

Amount of
contribution

8. The University shall, in any case, contribute to the Fund a sum equal to $8\frac{1}{3}\%$ of the pay received by the subscriber from the University Fund and the sum shall be credited to his account in the Fund.

Gratuity.

9. The University shall, on the death, retirement or resignation of an employee who has rendered continuous approved service for not less than 15 years in the University, make an additional contribution, by way of Gratuity, of a sum calculated at the rate of half a month's salary for each completed year of service, subject to a maximum of fifteen months' salary or Rs. 9,600/-, whichever is less. The amount shall be calculated on the salary drawn by the employee at the time of his death, retirement or resignation and shall be credited to his Fund account as additional contribution of the University.

Investment
of the Fund.

10 All amounts of subscription and contribution accruing to the Fund shall be credited to the Government Treasury in accordance with the provisions of the West Bengal Non-Government Educational Institutions

and local Authorities (control of Provident fund of Employees) Act, 1983 (West Ben. Act. XXXIX of 1983 and the rules framed thereunder.

Administration
of the Fund.

11. Administration and operation of the Fund and maintenance of accounts in this regard shall be in accordance with the Act and the rules in Statute 10.

Expenditure of
administration
of the Fund.

12. All expenditure incurred for the administration and management of the Fund shall borne by the University as a welfare measure for the employees and shall be charged on the Maintenance Budget of the University

Advance from
the Fund.

13. (1) A temporary advance from the Fund may be granted to a subscriber by the Vice-Chancellor or any other officer of the University duly authorised in this behalf by the Vice-Chancellor on the following conditions :

names of vacating members and call upon the electors to submit nominations within the date fixed for the purpose.

(4) Any teacher may be nominated as candidate if his name is included in the electoral roll of the constituency and if he is not suffering from any of the disqualifications enumerated in clause (5) of statute 20.

(5) Every elector shall have the option of nominating candidates in separate nomination forms but the number of candidates so nominated by him shall not exceed the number of vacancies.

(6) Every nomination paper in Form No. 3 (T) shall be signed by a proposer and a seconder who must be electors and shall bear the written and signed consent of the candidate nominated for election. No-

mination papers shall be delivered by the proposers to the Returning Officer in closed and sealed covers in person or despatched by registered post with acknowledgement due, so as to reach the Returning Officer within the date and time mentioned in the notice. The Returning Officer shall give a serial number to every such cover delivered to him and hand over a certificate of receipt to the person delivering the cover,

7. a) The poll shall be taken by secret personal ballot.

b) Ballot papers in Form No. 4 (T) to be used at an election shall be serially numbered and the names of the contesting candidates shall be mentioned on each ballot paper in alphabetical order according to surnames.

(3) The Executive Council shall be the sanctioning authority if the Vice-Chancellor applies for an advance.

Recovery of advance.

14. (i) The advance shall be recovered from the salary of the subscriber in such number of equal monthly instalments as may be directed by the sanctioning authority; but such number shall not be less than twelve unless the subscriber so desires, or in any case, more than thirty-six. Each instalment shall be a number of whole rupees, the amount of the advance being suitably adjusted, if necessary, for the purpose.

(ii) Recovery of an advance shall commence with effect from the month following the month in which the advance is drawn.

(iii) Recovery shall not be made except with subscriber's

Recovery of advance.

(3) The Executive Council shall be the sanctioning authority if the Vice-Chancellor applies for an advance.

14. (i) The advance shall be recovered from the salary of the subscriber in such number of equal monthly instalments as may be directed by the sanctioning authority; but such number shall not be less than twelve unless the subscriber so desires, or, in any case, more than thirty-six. Each instalment shall be a number of whole rupees, the amount of the advance being suitably adjusted, if necessary, for the purpose.

(ii) Recovery of an advance shall commence with effect from the month following the month in which the advance is drawn.

(iii) Recovery shall not be made, except with subscriber's

consent, while he is on leave other than leave with full pay or is in receipt of subsistence allowance.

(iv) If the subscriber is granted an advance while a part of the previous advance remaining outstanding, each advance shall be treated separately for the purpose of recovery and the recovery of each of the advance shall be concurrently.

**Partial
withdrawal**

15. (1) Partial withdrawal up to a maximum of 75% of own subscription may be sanctioned by the Vice-Chancellor to a subscriber who has completed 20 years of continuous service in the University or has got only 10 years of service to attain the age of superannuation :

Provided that the Executive Council shall be the sanctioning authority if the Vice-Chancellor applies for such withdrawal.

(2) No such withdrawal shall be sanctioned unless the sanctioning authority is satisfied that the same will be expended by the applicant for one or more of the following purposes

(i) purchase of a plot of land for construction of his own residential house :

(ii) construction and/or extension of his own residential house :

(iii) purchase of a house for his residence :

(iv) marriage of his daughter

**Declaration
and nomination**

16. (1) Every subscriber shall sign a declaration the effect that he has read the relevant statutes and agrees to bind himself, his nominee (s) and heir(s) to abide by the provisions contained therein.

(2) Every subscriber shall submit to the comptroller a nomination in duplicate signed

by him and duly attested by two witnesses in any one of the forms in Annexures II, III, IV and V appended to these statutes conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund in the event of his death before that amount has become payable, or having become payable has not been paid :

Provided that if, at the time of making the nomination, the subscriber has a family, the nomination shall not be in favour of any person or person other than the members of his family.

(3) The comptroller shall forward one copy of the nomination to the Registrar for preservation in the personal file of the subscriber.

(4) If a subscriber nominates more than one person, he shall

specify in the nomination the amount or share payable to each of the nominees in such a manner that the whole of the amount that may stand to his credit in the Fund at any time is covered.

(5) A subscriber may, at any time, cancel, revise or modify his nomination by submitting a fresh nomination, in duplicate, in the prescribed form and in the manner indicated in clause (2).

(6) A subscriber may provide in his nomination that—

(a) in respect of any specified nominee, in the event of his predeceasing the subscribers, the right conferred upon that nominee shall pass to such other person or persons as are specified in the nomination :

(b) the nomination shall become invalid in the event of the contingency specified therein :

Provided that if, at the time of making the nomination, the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring a family. Provided further that if, at the time of making the nomination, the subscriber has only one member in his family, he shall provide in the nomination that the right conferred upon the alternate nominee under Sub-Clause (a) shall become invalid in the event of his subsequently acquiring any other member or members in his family.

(7) Immediately on the death of a nominee in respect of whome no special provision has been made in the nomination under Sub-Clause (a) of Clause (6) or on the occurrence of any event by reason of which the nomination becomes

invalid in terms of Sub-Clause (b) of Clause (6) or any of the provisos thereto, the subscriber shall send to the Comptroller a notice in writing cancelling the nomination, together with a fresh nomination made in accordance with the provisions of these statutes

(8) Every nomination made by a subscriber shall, to the extent that it is valid, take effect on the date on which it is received by the Comptroller.

Register of Nomination

17. All nominations shall be entered in a Register and shall, together with the Register, be kept in the safe custody of the Comptroller.

Final withdrawal on subscriber retirement.

18. (1) When subscriber quits the service, he shall be entitled to receive the accumulated amount in his account calculated upto the date of his retirement, subject to the right of the University to deduct there

from any sum due under Statute 21, provided that the total sum so deducted shall not exceed the total of the contributions made by the University and the interest accrued thereon.

(2) Final withdrawal shall be allowed to a subscriber on retirement from the service of the University after attaining the age of superannuation or resignation after completion of not less than 2 years' continuous service in the University or termination of appointment owing to abolition of post or expiry of the term of contract of service or retirement on medical grounds or voluntary retirement.

(3) If a subscriber resigns before the completion of 2 years' continuous service with proper notice, he may be entitled to receive the contribution

4] In the event of dismissal of a subscriber account of misconduct or negligence of duty, he shall be entitled to receive only the amount of his own subscription and the interest accrued thereon. All contributions made by the University and the interest accrued thereon shall revert to the University Fund.

5] Final payment of the accumulated amount to the subscriber, who retires after attaining the age of superannuation, shall ordinarily be made within a period not exceeding 3 months from the date of his retirement.

Final
payment
on subscriber's
death.

19 1] On the death of a subscriber, the accumulated amount in his account shall, subject to the provisions of Statute 16, be paid, in accordance with the terms of nomination of the subscriber, to his nominee or nominees surviving on the date of his death or to the legal heirs.

2] If any of the nominees of the subscriber has predeceased him, the whole of the amount which would have been payable to each nominee had he survived on the date of the death of the subscriber shall, subject to the provisions of these Statutes,

be paid to such other persons, if any, on whom the right to receive such payment has been conferred in accordance with the provisions of clause (6) of Statute 16

- 3] If there is no nominee surviving at the time of death of the subscriber, the accumulated amount shall be paid to the subscriber's legal heir or heirs, or such other person or persons as may be declared by competent court to be entitled to receive the same, provided that if the amount does not exceed Rs. 5000/-, it may be paid, on submission of an indemnity bond, to such person or persons as the Vice-Chancellor may consider to be the proper person or persons to receive the same.

- 4] If no nomination subsists, the amount standing to the credit of the subscriber, shall on his death, become payable to the members of his family in equal shares.

Provided that no share shall be payable to :-

- a) the sons who have attained legal majority,
or
b) the sons of a deceased son who have attained legal majority ; or

- c] the married daughters whose husbands are alive, or
d] the married daughters of a deceased son whose husbands are alive, if there is any member of the family other than these four categories,

Assignments and encumbrances.

20. Subject to the provision of the Provident Fund Act, 1225 (19 of 1925), the University shall neither recognise nor be bound by any assignment or encumbrances executed or attempted to be created, affecting the disposal of the accumulated amount in accordance with these Statutes.

Charges on contributions and interest thereon,

21. Notwithstanding anything contained in these Statutes, the University shall have the first charge upon all contributions made by it to the Fund of a subscriber and the interest accrued thereon, in respect of his debts and other liabilities to the University. The University shall have the right to recover out of such contributions and interest accrued thereon such debts and liabilities at the time of final payment of the accumulated amount to the subscriber, his nominee(s), or any, other person or persons as provided in Clauses (3) and (4) of Statute 19.

ANNEXURE — 1

/ See Statutes 13 (2) /

FORM OF APPLICATION FOR TEMPORARY ADVANCE FROM
CONTRIBUTORY PROVIDENT FUND

1. Name of the Subscriber :
2. Designation :
3. C.P. Fund A/c. No. :
4. Present Pay :
5. Balance at credit of the subscriber's C.P. Fund A/c. on the date of application. :
6. Amount of advance(s) and number of instalments outstanding, if any and the purpose for which advance was taken. :
7. Amount of advance required :
8. Purpose for which advance is required :
9. Number of monthly instalments proposed for repayment of the advance :
10. Full particulars of the pecuniary condition of the subscriber, justifying the application for the temporary advance :

Date :

The

198 .

(Signature of applicant)

ANNEXURE — II

/ See Statute 16 (2) /

When the subscriber has a family and wishes to nominate one member thereof.

I hereby nominate the person mentioned below, who is a member of my family as defined in the Statutes, to receive the amount that may stand to my credit in the Fund, in the event of my death before the amount has become payable, or having become payable has not been paid :

Name and address of nominee	Relationship with subscriber	Age	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of person, if any, to whom the right of the nominee shall pass in the event of his predeceasing the subscriber

Dated, this.....day of.....19.....at.....

Signature of two Witnesses :

1.

2.

Signature of Subscriber

ANNEXURE — III

/See Statute 16 (2) /

When the subscriber has a family and wishes to nominate more than one member thereof.

I hereby nominate the persons mentioned below, who are members of my family as defined in the Statutes, to receive the amount that may stand to my credit in the Fund, in the event of my death before the amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their name :

Name & address of Nominee	Relationship with subscriber	Age	Amount or share of accumulations to be paid to each*	Contingencies on the happening of which the nomination shall become invalid	Name, address and relationship of the person, if any to whom the right of the nominee shall pass in the event of his pre-decesing the subscriber

*Note—This column shall be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

Dated, this..... day of..... 19..... at.....

Signatures of two witnesses :

1.

2.

Signature of Subscriber.

ANNEXURE — IV

/See Statute 16 (2) /

When the subscriber has no family and wishes to nominate one person.

I, having no family as defined in the Statutes hereby nominate the person mentioned below to receive the amount that may stand to my credit in the Fund, in the event of my death before the amount has become payable, or having become payable has not been paid :

Name & address of nominee	Relationship with subscriber	Age	Amount of share accumulations to be paid to each**	Contingencies on the happening of which the nomination shall become invalid	Name, address & relationship of the person, if any to whom the right of the nominee shall pass in the event of his preceasing the subscriber

Dated, this day of 19..... at.....

Signature of two Witnesses :

1.

2.

Signature of Subscriber

****Note**—Where a subscriber who has no family makes a nomination, he shall state in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

ANNEXURE—V

/ See Statute 16 (2) /

When the subscriber has no family and wishes to nominate more than one person.

I, having no family as defined in the statutes, hereby nominate the persons mentioned below to receive the amount the may stand to my credit in the Fund, in the event of my death before the amount has become payable, or having become payable has not been paid, and direct that the said amount shall be distributed among the said persons in the manner shown below against their names :

Name & address of Nominee	Relationship with subscriber	Age	Amount or share of accumulations to be paid to each*	Contingencies on the happening of which the nomination shall become invalid**	Name, address and relationship of the person, if any to whom the right of the nominee shall pass in the event of his pre-decesing or the subscriber

Dated, this.....day of.....19.....at.....

Signatures of two witnesses :

1.

2.

Signature of Subscriber.

-
- **1. Where a subscriber who has no family makes a nomination he shall state in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.
- *2. This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

STATUTES RELATING TO THE DESIGNATION, MANNER OF APPOINTMENT AND THE TERMS AND CONDITIONS OF SERVICE OF THE TEACHERS OF THE VISWAVIDYALAYA.

In exercise of the power conferred by Sub-Section (2) of Section 52, read with Sub-Section (1) of Section 39 and Clause (3) of Section 38, of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal Act XLIX of 1974), I, the first Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under Clause (b) of Sub-Section (4) of Section 52 of the said Act to be the Vice Chancellor for the purposes of the said Section, hereby cause to be framed, with the approval of the Chancellor and with the assistance of the Committee consisting of members nominated by the State Government, the following Statutes as the first statutes relating to the designation, manner of appointment and the terms and conditions of service of the teachers of the University :

Part—I

PRELIMINARY

- | | |
|------------------------------|--|
| Short title and commencement | 1. 1) These Statutes may be called the first Statutes relating to the designation, manner of appointment and the terms and conditions of service of teachers.
2) They shall come into force with immediate effect. |
| Definitions | 2. Unless the context otherwise requires—
i) “the Act” means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal XLIX of 1974) ;
ii) “appointing authority” means the Executive Council ;
iii) words and expressions used in these Statutes but not defined shall have the same meanings as in the Act. |

Part—II

- | | |
|--|--|
| Classification of teachers of the Viswavidyalaya | 3. Unless otherwise decided by the Executive Council, teachers of the Viswavidyalaya shall be in the rank of (i) Professor, (ii) Reader and (iii) Lecturer |
| Scale of pay | 4. The Scales of pay of teachers of the University shall be such as the Executive Council may from time to time determine subject to |

the approval of the U.G.C./I.C.A.R. and with the prior approval of the State Government.

- | | |
|--------------------------|--|
| Number of posts | 5. The number of posts of teachers in a Department shall be such as may be created by the Executive Council on the recommendation of the Faculty Council for Post-Graduate and Under-Graduate Studies and with the prior approval of the State Government. |
| Qualification | 6. The qualifications for each category of posts of teachers shall be such as may be laid down by the Executive Council on the recommendation of the Faculty Council for post-graduate and under graduate studied and Board of Studies from time to time. |
| Procedure of recruitment | 7. When the post of a teacher is created or when a vacancy arises therein, the same shall be advertised in at least three leading newspapers in the country. Provided that if any vacancy arises in a post on account of the expiry of the tenure of appointment of an incumbent to the said post, the said incumbent may be re-appointed for a further term with the approval of the Executive Council without advertising the post :

Provided further that in the case where two successive advertisements have not elicited good response from well qualified candi- |

dates, the Vice-Chancellor may undertake or may cause to be undertaken negotiations to find out a suitable person for consideration of the Selection Committee as referred to hereunder.

Screening
Committee

8. The Screening Committee shall consist of :
- i) Vice-Chancellor who shall act as the Chairman ;
 - ii) Dean of the Faculty Concerned ;
 - iii) Dean, Post-Graduate Studies ;
 - vi) Registrar, Member Secretary.

The Chairman, the Member Secretary and another member of the Committee shall form the quorum, The Screening Committee shall scrutinize all the applications including bio-data of contact candidates and shall recommend the names of candidates for all categories of posts of teachers to be called for interview.

Selection
Committee
for the post
of teacher
in the rank
of Professor
or Reader.

9. There shall be a Selection Committee for Selection of candidates for the post of teacher in the rank of Professor or of Reader consisting of :
- i) Vice Chancellor who shall act as the Chairman ;
 - ii) Dean of Faculty Concerned ;
 - iii) Three persons not holding any office of

profit under the University and having special knowledge of the subject which the Professor or the Reader will teach or on which he will impart instruction or conduct and guide research or extension education programme, of whom two shall be the nominees of the Chancellor and one shall be a nominee of the Executive Council.

Selection
Committee
for the post
of teacher
in the rank
of Lecturer.

10. The Selection Committee for selection of candidates for the post of a teacher in the rank of Lecturer shall consist of—

- i) Vice-Chancellor who shall act as the Chairman ;
- ii) The Dean of the Faculty Concerned ;
- iii) Three persons not holding any office of profit under the University and having special knowledge of the subject which the teacher will teach or on which he will impart instruction or conduct and guide research or extension educational programme, of whom one shall be the nominee of the Chancellor and two shall be the nominees of the Executive Council.

Quorum 11,

Four members shall form quorum for a meeting of the Selection Committee for posts in the rank of Professor or Reader where at least two expert member of category (iii) shall be present, while three

members, of whom one shall be an expert, shall form quorum for a meeting of the Selection Committee for posts in the rank of Lecturer.

Consideration of Selection Committee.

12. The Selection Committee may at their discretion, consider the case of an internal candidate in absentia, provided the candidate is abroad and unable to appear before the Committee on the specified date.

Panel of experts-tenure.

13. The panels of experts for the Selection Committees constituted shall remain valid for a period of three years.

Recommendation of Selection Committee.

14. The Selection Committee may recommend in order of preference a panel of suitable candidates usually not more than 2 against each post. The Vice-Chancellor shall place the recommendation of the Selection Committee before the Executive Council for its consideration at the earliest opportunity. If the recommendation of a Selection Committee is not acceptable to the Executive Council, it shall refer the recommendation back to the Selection Committee with reasons for reconsideration and if the Executive Council does not accept the reconsidered recommendation of the Selection Committee, the matter shall be referred with

appropriate explanation to the Chancellor whose decision shall be final.

Period of validity of the Panel.

15. The panel of recommended names for a post as approved by the Executive Council shall ordinarily remain valid for a period of one year with effect from the date of approval of the Executive Council. If the first person in the panel does not join or leaves before the expiry of one year, the second person in the panel may be appointed to the post.

Provided that the procedure laid down in these Statutes shall not apply to purely temporary and ad-hoc appointments, reappointments and part time appointments. Such appointments may be made by the Vice-Chancellor in the manner considered proper by him with the approval of the Executive Council for a period not exceeding 6 months at a time.

Fixation of pay.

16. 1) The pay of a fresh appointee shall ordinarily be fixed at the initial stage of the pay scale, provided that the Executive Council may, preferably on the recommendation of the Selection Committee and with the approval of the State Government, sanction advance increments, not exceeding five, to an exceptionally qualified candidate from outside.

- 2) If a candidate is already in the service of this University or in any other University or in a Central or State Research Institute/ Organization or in any recognized Institute, drawing similar pay scale, his initial pay shall, however, be fixed at a stage in the graded pay scale after giving protection to the basic pay and the special pay or personal pay, if any, drawn by him.

Letter of appointment.

17. Except in the cases of Government servants on deputation, all teachers on first appointment under the University shall be provided with a letter of appointment in accordance with subsection (7) of Section 33 of the Act in the form to be prescribed by the Vice-Chancellor. The letter of appointment shall be signed by the Vice-Chancellor.

Medical certificate of fitness.

18. 1) All persons, excepting those on deputation or appointed on a purely temporary and stop-gap basis, shall on first appointment to the post of a teacher in the University, be examined by one of the Medical Officers of the University, who shall furnish in the form appended hereto a certificate about the health of the appointee.
- 2) In case of doubt or on the basis of the report of the Medical Officer, the Vice-Chancellor may constitute a Medical Board

to examine the appointee for ascertaining his medical fitness.

- Probation. 19. 1) Except when otherwise provided in the Act or the Statutes or in the special terms of appointment on deputation, all teachers of the University shall on appointment to any permanent post, remain on probation for a period of one year. This period may be extended by the Executive Council by a maximum period of one year adducing reasons for such extension under intimation to the teacher concerned. The Head of the Department to which the teacher belongs shall send to the Vice-Chancellor a report on the work and conduct of the teacher at least two months before the date of expiry of the probationary period.
- 2) If during the period of probation the work and conduct of a teacher are not considered satisfactory by the Executive Council, the Vice-Chancellor may, as decided by the Executive Council, dispense with his services or revert him to his former post, if any, or extend the period of probation, including extension, if any, shall not exceed two years if the appointment is against a permanent vacancy against which the teacher can be confirmed. In the event of termination

of service of the teacher after expiry of or within the period of probation, the Executive Council shall give him one month's notice. No increment shall be due to a teacher whose period of probation has been extended till he is confirmed.

Confir-
mation.

20. On the satisfactory completion of the period of probation, the appointing authority shall confirm a teacher in his post.

Addi-
tional
employ-
ment.

21. 1) Except with the previous permission of the Executive Council, no whole-time teacher shall accept any other employment with or without remuneration. He may, however, be permitted to accept remuneration/allowance for work done on such terms and conditions as may be determined by Executive Council.

- 2) A teacher shall devote his whole-time to service of the University and shall not without the express permission of the Executive Council engage directly or indirectly in any work which, in the opinion of the appointing authority, may interfere with the proper discharge of his duties, provided that the restriction envisaged in this statute shall not apply to any work undertaken in connection with examinations conducted

by a University or as a member of the Selection Committee of the State Public Service Commission or Recruitment Board or to any work in connection with any academic or scientific conference or congress.

Declara-
tion
of age.

22. A teacher shall make a declaration of his age to the appointing authority at the of his first entry into the service of the University on the basis of his Matriculation / School Final / Secondary / Higher Secondary Certificate or equivalent certificate. After the declaration of age and acceptance of the same by the authority, no revision of age shall in any circumstances be allowed to be made at a later date.

Register
of
teachers.

23. The Registrar shall maintain a register for the teachers in which he shall enter, among other information ;
- a) name of every teacher ;
 - b) date of first appointment under the University ;
 - c) date of birth ;
 - d) age on the date of first appointment ; and
 - e) date on which he is due to retire on superannuation in accordance with the existing provision.

Record
of
service.

24. There shall be a personal file for every teacher in which all papers, records and other documents relating to his service in the University shall be placed. The file shall contain, in particular, the service book giving the history of his appointment including increment, promotion, reward, punishment and other special events in his service career. The service book shall also contain a leave account showing a complete record of all leave earned or unearned taken by him. Casual Leave need not be recorded in the personal file.

25. A teacher shall in addition to his normal duties be required to do all work connected with examinations including invigilation during examinations and such otherwork as may be assigned to him from time to time by the Vice-Chancellor in the best interest of the University.

Retirement
and
re-employment.

26. Unless otherwise provided in the terms of appointment in any particular case, every teacher shall retire on completion of the age of 60 years, provided that the Executive Council may grant re-employment to a teacher in accordance with the provisions enunciated in Government of West Bengal

in the Agriculture Department's letter No. 3276—Edn. / 9 M (U)—40 / 83, dated the 3rd March, 1984.

Lien.

27. 1) A teacher on confirmation against a permanent post acquires a lien on the post and ceases to hold any lien previously acquired on any other post.
- 2) A teacher shall retain his lien on his substantive post while on deputation to a foreign agency for a period of not more than three years. The period of lien spent on deputation in foreign service shall not be counted as qualifying service for the purpose of pension, gratuity or leave unless contributions to leave salary and pension fund are made by the foreign employer or by the teacher himself, but shall be counted for cumulative increment on return.

Resignation
from
service.

28. 1) A temporary teacher who wishes to resign from service shall give one month's notice in writing to the Vice-Chancellor failing which the Vice-Chancellor shall be entitled to recover from the teacher salary for one month or for the period by which the notice falls short of one month, unless otherwise directed by the Executive Council.
- 2) A permanent teacher who wishes to resign

from service shall be required to give three months' notice in writing to the Vice-Chancellor failing which the Vice-Chancellor shall be entitled to recover from him salary for three months or for the period by which the notice falls short of three months unless otherwise directed by the Executive Council.

- 3) A teacher shall, before leaving the University service, obtain clearance from the concerned office in respect of books, apparatus, furniture, etc. and monitory advance taken by him from the University and rental of quarters payable to the University.
- 4) In case he fails to do so, the University shall recover the amount due from him on account of the above items from his last salary and / or from the University contribution to his Provident Fund or otherwise.
- 5) A teacher who is occupying quarters owned or hired by the University shall, on leaving the service of the University, vacate his quarters within four months and give possession of the same to the University's Works Department or to the Caretaker.

Seniority
of service.

29. Seniority in the same rank shall be determined with reference to the date of continuous appointment to the post of the said

rank ;

Provided that in the cases of teachers appointed directly through open advertisement, interse seniority shall be in order of the preference assigned by the Executive Council and that persons appointed on the result of an earlier selection to identical posts shall be enbloc senior to those appointed on the result of a subsequent selection ;

Provided further that (i) promotees shall be enbloc senior to direct recruits of the same year ; (ii) and that the relative seniority of promotees shall be determined by the order in which they are selected for promotion.

Visiting
professors
or fellows.

30. 1) Distinguished persons having special competence in one or more fields of studies covered by the Viswavidyalaya may, with the approval of the Executive Council and on the recommendation of the Faculty Council, be invited by the Vice-Chancellor for such period as may be decided in each individual case to function as visiting Professor or Fellow, as the may be, in the University.
- 2) Such visiting Professors or Fellows shall, according to arrangements to be negotiated

in individual cases, deliver a course of lectures or take seminars or participate academically in such other manner as may be deemed appropriate to the teaching, research and extension activities of the University. They shall be paid such salaries, honoraria, travelling expenses, hospitality etc. as may be decided in each case by the Executive Council with the prior approval of the State Government.

- Residence. 31. A teacher shall be considered for allotment of University residential quarters subject to availability of such quarters. Allotment shall be made by the Vice-Chancellor :

Provided that no teacher shall have the right to claim any University residential accommodation allotted to him by the University, he shall not be eligible for any House Rent Allowance,

- Voluntary retirement. 32. Notwithstanding anything contained in these Statutes, a teacher on completion of the age of 50 years and 20 years of continuous service in the University shall have the option of voluntary retirement, the retirement benefits will be with reference to his date of voluntary retirement.

Application for foreign scholarship/fellowship.

33. Teachers may apply for foreign scholarship/fellowship to any other University, Association or Foundation ; but such application must be sent through the Vice-Chancellor.
34. 1) If any fellowship / scholarship from any foreign University or agency is received by a teacher, this should immediately be communicated to the Registrar.
- 2) The Executive Council may permit the concerned teacher to accept the offer. He will be required to give an undertaking to the effect that he will serve the University for at least five years on return.
- 3) During the period he is away from the University, the teacher concerned shall be granted such leave as may be due to him and extra-ordinary leave without pay, if necessary.
- 4) On return, the teacher will receive the salary which he would have received, had he not gone abroad.
- 5) The consequential vacancy may be filled up on a temporary basis by the University.

Medical certificate of health of candidate for
employment under
Bidhan Chandra Krishi Viswavidyalaya.

I hereby certify that I have examined.....
 , a candidate for employment as
under the Bidhan Chandra
 Krishi Viswavidyalaya and cannot discover that.....
has any disease, constitutional
 weakness, or bodily infirmity except.....
I do not * consider this to be
 a disqualification for employment as.....
 under the Bidhan Chandra Krishi Viswavidyalaya.
age is,
 according to his / her own statement.....

years and.....months and by appearance
 about.....years,

Signature of candidate.

/Left thumb and finger impressions in
 the case of a candidate for a non-teaching post/

Place..... Signature of Medical Officer

Date..... Designation.

* N.B. : The underlined words should be struck out if the
 candidate is considered disqualified for University
 service.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Statutes relating to establishment of authorities of the University

In exercise of the power conferred by sub-section (2) of section 52 of Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Beng. Act XLIX of 1974), I, the first Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under clause (b) of sub-section 4) of section 52 of the said Act, hereby frame, with the approval of the Chancellor and with the assistance of the Committee nominated by the State Government, the following Statutes as the First Statutes relating to establishment of authorities of the University, as provided for in clause (6) of section 9 of the said Act :—

Part—I

PRELIMINARY

Short title
and
commence-
ment.

1. 1) These Statutes shall be called the First Statutes relating to establishment or authorities of the University.
- 2) They shall come into force with immediate effect.

Definitions

2. Unless the context otherwise requires, —
 - 1) "the Act" means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (W. B. Act. XLIX of '74)
 - 2) "section" means a section of the Act ;
 - 3) words and expressions used in these Statutes but not defined shall have the same meanings as in the Act.

Part—II

- Authorities. 3. In addition to the authorities specifically named in clauses (1) to (5) of section 9, the following bodies are hereby declared to be the other authorities referred to in clause (6) of section 9 :—
- a) The Research Council ;
 - b) The Extension Education Council ;
 - c) The Council of Students' Welfare ;

Part—III

- Research Council. 4. The Research Council shall be the policy-making body or research in the Faculties and the research stations of the University.
- Constitution. 5. 1) The Research Council shall consist of the following members :—
- a) the Vice-Chancellor, ex-officio ;
 - b) the Deans of Faculties, ex-officio ;

- c) the Dean of Post graduate Studies, ex-officio ;
- d) The Director of Extension, Ex-officio ;
- e) the Director of Agriculture, Government of West Bengal, ex officio ;
- f) Director of Animal Husbandry, Government of West Bengal ex-officio ;
- g) the Director of Veterinary Services, Government of West Bengal, ex-officio ;
- h) the Milk Commissioner, Government of West Bengal, ex-officio ;
- i) the Director of Fisheries, Govt. of West Bengal, ex-officio ;
- j) the Chief conservator of Forest, Government of West Bengal, ex-officio ;
- k) the Directors of I.C.A.R., Institutes located in West Bengal ;
- l) the Head of the Departments of the University, ex-officio ;
- m) Five teachers not below the rank of Professor to be nominated by the Vice-Chancellor ;
- n) Head of the college of Agriculture, Calcutta University ;
- o) A representative of Viswa-Bharati not below the rank of the Professor ;

- p) A representative of Bose Institute, Calcutta, not below the rank of a Professor ;
 - q) Four eminent Scientists to be nominated by the Executive Council ;
 - r) Two Progressive Farms to be nominated by the Executive Council ;
 - s) the Director of Research, ex-officio ;
- 2) The Vice-Chancellor shall be the ex-officio Chairman and the Director of Research shall be the ex-officio Secretary of the Council.
 - 3) The term of office of the members other than the ex-officio members shall be three years and they shall be eligible to serve more than one term.
6. The Research Council shall, within its own sphere,
- a) frame such guidelines as may be considered necessary for the purpose of discharging duties and responsibilities subject to the approval of the Executive Council ;
 - b) advise the Executive Council in regard to the research policy and allocation of funds after taking into consideration the requirements of each department of the University ;

Powers
and
duties.

- c) arrange annual evaluation of research project in progress and report to the Executive Council.
- Extension Education Council. 7. The Extension Education Council shall formulate the policies for extension education activities to be carried out in co-operation with the concerned government departments and Institutions.
- Constitution. 8. The Extension Education Council shall consist of the following members :
- The Vice-Chancellor, ex-officio ;
 - the Deans of the Faculties, ex-officio ;
 - the Dean of Post-Graduate Studies, ex-offices ;
 - the Director of Research, ex-officio ;
 - the Director of Agriculture, Government of West Bengal, Ex-officio ;
 - the Director of Animal Husbandry, Govt. of West Bengal, ex-officio ;
 - the Director of Veterinary Services, Government of West Bengal, ex-officio ;
 - the Milk Commissioner, Government of West Bengal, ex-officio ;
 - the Director of Fisheries, Government of West Bengal, ex-officio ;

- the Chief conservator of Forests, Government of West Bengal, ex-officio ;
 - the Officer-in-charge, Regional Research Centre I.C.A.R., Kalyani ;
 - Head of the Departments, ex-officio ;
 - Five teachers not below the rank of Professor to be nominated by the Vice-Chancellor ;
 - Zonal Co-ordinator, Lab. to land ;
 - One nominee of the Directorate of Extension, Ministry of Agriculture, Government of India.
 - Four Experts on Extension Education to be nominated by the Executive Council ;
 - Two progressive Farmers to be nominated by the Executive Council ;
 - the Director of Extension, ex-officio ;
- The Vice-Chancellor shall be the ex-officio Chairman and the Director of Extension shall be the ex-officio Secretary of the Council.
 - The term of office of the members other than ex officio members shall be three years and they shall be eligible to serve more than one term.
- Powers and duties. 9. The Extension Education Council shall, within its own sphere,—
- frame such guidelines as may be considered

necessary for the purpose of discharging its duties and responsibilities subject to the approval of the Executive Council ;

- b) advise the Executive Council in regard to extension education policy and allocation of funds for extension education after taking into consideration the requirements of each Department of the University and
- c) arrange annual evaluation of the extension education projects in progress and report to the Executive Council.

Council of Students' Welfare.

10. The Council of Students' Welfare shall be the policy-making body in regard to the welfare, health, accommodation, conduct and discipline of the students.

Constitution.

11. The Council of Students' Welfare shall consist of the following members :—

- a) The Vice-Chancellor, ex-officio ;
- b) the Deans of the Faculties, ex-officio ;
- c) the Dean of Post-Graduate Studies, ex-officio ;
- d) the Professor-in-charge, North Bengal Campus, ex-officio ;
- e) the Comptroller, ex-officio ;
- f) the Registrar, ex-officio ;

- g) Provosts of Halls and Hostels, ex-officio ;
 - h) the Seniormost Medical Officer, ex-officio ;
 - i) The President and the Secretary of the Students' Union of each Faculty, ex-officio ;
 - j) one representative of students' from each session of each Faculty nominated by the Dean of Faculty concerned ;
 - k) the joint Secretary of the Students' Union at North Bengal Campus, ex-officio ;
 - l) the Secretary and the President of the Teachers' Council of each Faculty, ex-officio ;
 - m) Teacher-in-charge of N.S.S. activities, ex-officio ;
 - n) The Officer-in-charge of Games & Sports, ex-officio ;
 - o) the Dean, Students' Welfare, ex-officio ;
- 2) The Vice-Chancellor shall be the ex-officio Chairman and the Dean, Students' Welfare shall be the ex-officio Secretary of the Council.
- 3) The members nominated under clause (j) of paragraph (1) shall hold office for a period of one year.

Powers and duties.

12. The Council of Students' Welfare shall—
- a) frame guidelines as may be necessary for the purpose of discharging its duties and

responsibilities subject to the approval of the Executive Council ;

- b) formulate policies concerning all aspects of students' welfare ;
- c) advise the Executive Council on all matters regarding—
 - i) the maintenance of discipline among the students of the University. and
 - ii) the improvement of living conditions of students within the Campus ;
- d) implement programmes for promotion of health and welfare of students ;
- e) arrange for period supervision of Halls and Hostels of the students of the University ;
- f) exercise supervision of bodies connected with students' activities, and
- g) form committees (such a sports Committee Health Committee. Discipline Committee, Central Mess Committee, Students' Welfare Committee at North Bengal Campus) and delegate such of its powers to these committees as are considered necessary.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Ordinance relating to Discipline, Penalty and Appeal in respect of the employees of Bidhan Chandra Krishi Viswavidyalaya.

In exercise of the power conferred by sub-section (2) of section 52 read with Section 39 A, of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Beng. Act XLIX of 1974), I, the first Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under clause (b) of sub-section 4) of section 52 of the Act, hereby cause to be framed, with the approval of the Chancellor and with the assistance of the Committee consisting of members nominated by the State Government, the following Ordinance relating to discipline, penalty and appeal in respect of the employees of Bidhan Chandra Krishi Viswavidyalaya.

Part—I

PRELIMINARY

Short title,
application
and
commence-
ment.

1. 1) This Ordinance shall be called the Bidhan Chandra Krishi Viswavidyalaya (Discipline, Penalty and Appeal) Ordinance.
- 2) It shall apply to all employees of Bidhan

Chandra Krishi Viswavidyalaya.

- 3) It shall come into force with immediate effect.

Definitions. 2. Unless the context otherwise requires :

- i) words and expressions used in this Ordinance shall be interpreted as having the same meanings as they have in the Act ;
- ii) "the Act" means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal, Act XLIX of 1974) ;
- iii) "employee" means any teacher, officer, (other than the Vice-Chancellor) or non-teaching employee including a field worker who is employed whole time and paid from the consolidated fund of the University ;
- iv) "appointing authority" means—
 - a) the authority empowered to make appointment to the post which the employee for the time being hold, or
 - b) the authority empowered to make appointments to the service of which the employee for the time being is a member ; or
 - c) the authority empowered to make appointments to the grade of the service in which the employee is for the time being included ; or

- d) the authority which appointed the employee to such post, Service or grade, as the case may be, whichever authority is the highest authority ,
- v) "disciplinary authority", in relation to the imposition of a penalty on an employee, means an authority competent under this Ordinance to impose on him that penalty ;
- vi) "inquiring authority" means a person appointed by the disciplinary authority to inquire into the charges of misconduct or misbehaviour against an employee ;
- vii) "appellate authority" means the Tribunal constituted under Sub-Section (1) of Section 33C of the Act ;
- viii) "misconduct" means any of the following acts committed by an employee :
 - a) wilful disobedience or neglect to execute any lawful orders or instructions ;
 - b) wilful commission of any breach of trust or dereliction of duty of office, viz. habitual late attendance at or earlier departure from the place of duty, frequent absence from duty/headquarters without permission, preventing others from performance of duties, misuse or wrongful use of University property/money causing material or financial

loss to the University ;

- c) demanding, accepting or receiving either personally or through another person any gift, gratuity, reward or remuneration except in accordance with such rules as may be prescribed by the University ;
- d) indulging, in any unlawful activities like resorting to strike/cease work without sufficient advance notice, use of violence or threat of violence at the place of duty or elsewhere within the campus of the University in connection with service affairs, instigating or pressing others to abstain from duty or pressing superior authorities or bodies with demands except in writing through proper channel ; provided that such petitions should indicate the claims and grivances in clear terms and be directly related to the interest of the petitioners or the members of the Association/Organisation concerned when the petitions are submitted by representatives of the Association/Organisation ;
- e) resorting to activities which undermine or are likely to undermine the prestige of the University or are detrimental or likely to be detrimental to the interest of the University;

- f) causing disturbance to the harmony and cohesion of the corporate life of the University ;
- g) communicating directly or indirectly without authorisation by the Vice-Chancellor or the contents of any official document or any official information to any person or to the press ;
- h) commission of any offence under the Indian Penal Code, 1860 or the Criminal Procedure Code, 1973 or any other law leading to detention in custody for more than 48 hours and/or conviction by a Criminal Court ;

Part—II

Penalty.

- 3. Any of the following penalties may, for good and sufficient reasons, be imposed upon an employee :
 - i) censure ;
 - ii) withholding of increments or promotions ;
 - iii) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders ;
 - iv) reduction to a lower stage in the time scale of pay for a specified period with further direction as to whether or not the employee

will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay ;

- v) reduction to a lower time-scale of pay, grade, post or service which shall ordinarily be a bar to the promotion of the employee to the time scale of pay, grade, post or service from which he was reduced with or without further directions regarding conditions of restoration to the grade or post or Service from which the employee was reduced and his seniority and pay on such restoration to that grade, post or Service ;
- vi) compulsory retirement ;
- vii) removal from service which shall not be a disqualification for future employment in the University ;
- viii) dismissal from service which shall ordinarily be a disqualification for future employment in the University ;

Explanation I. The termination of employment of—

- a) a person appointed on probation during or at the end of the period of probation (in accordance with the terms of appointment) ; or

- b) a temporary employee on the expiry of the period of his appointment ; or
- c) a person engaged on contract in accordance with the terms of his contract ; or
- d) a seasonal employee at the end of the season for which he is employee, expressly or impliedly is not removal or dismissal from service.

II. Stoppage of increment of an employee at an efficiency bar in the time-scale of his pay on the ground of his unfitness to cross the bar or stoppage of an increment during the extended period of probation shall not amount to withholding of increments within the meaning of this Ordinance.

III. Non-promotion, whether in a substantive or in an officiating capacity, of an employee after consideration of his case, to a service, grade or post for promotion to which he is eligible, shall not amount to penalty within the meaning of this Ordinance.

IV. Replacement of the services of a person borrowed from the Government of India or any other State Government or a local or other authority at the disposal of the authority which had lent his services shall not

amount to a penalty within the meaning of this Ordinance,

Suspension.

4. 1) The appointing authority or any authority to which it is subordinate or any authority empowered by the Executive Council in that behalf may place an employee under suspension—

- a) where disciplinary proceedings or a departmental inquiry against him is contemplated or is pending ; or
- b) where, in the opinion of the authority aforesaid, he has engaged himself in activities prejudicial to the interest of the University ; or
- c) where a case against him in respect of any criminal offence is under investigation or trial ;

Provided that where the order of suspension is made by an authority lower than the appointing authority, such authority shall forthwith report to the appointing authority the circumstances under which the orders were made.

2) An employee who is detained in custody for a period exceeding 48 hours under any law providing for preventive detention or as a result of proceedings either on a criminal

charge or otherwise, shall be deemed to have been suspended, by an order of the appointing authority with effect from the date of his detention and shall remain under suspension until further orders. As employee who is undergoing a sentence of imprisonment shall be dealt with in the same manner pending a decision on the disciplinary action to be taken against him.

3) An employee against whom proceedings have commenced on a criminal charge but who is not actually detained in custody may be placed under suspension under clause (c) of sub-section (1) by an order made by any of the authorities mentioned hereinbefore. If the criminal charge is related to the official position of the employee or involves any moral turpitude on his part, suspension shall be ordered, unless there are exceptional reasons for not adopting such a course.

4. a) Where a penalty of dismissal, removal or compulsory retirement from service imposed on an employee under suspension, is set aside in appeal, the orders of his suspension shall be deemed to have continued on and from the date of the orders imposing such

penalty till the date of orders setting aside the penalty.

- b) Where a penalty of dismissal, removal or a compulsory retirement from service or disciplinary proceedings against an employee placed under suspension, is set aside or declared or rendered void in consequence of or by a decision of a court of law and the disciplinary authority, on a consideration of the circumstances of the case, decides to hold a further inquiry against the employee on the allegations on which the penalty was originally imposed or the disciplinary proceedings were originally started, the employee shall be deemed to have again been placed under suspension with effect from the date following the date of the court's order, as aforesaid, till the date of orders on completion of the further inquiry, provided that the court did not specifically direct otherwise.

Orders of suspension issued or deemed to have been issued under this clause shall continue to remain in force until it is modified or revoked by the authority competent to do so.

Subsistence Allowance during suspension.

5. b) An employee under suspension shall be entitled to a subsistence allowance equal to 50% of the pay last drawn by him plus dearness and other allowance, if any, in full which the employee would have drawn but for his suspension.

Provided that where the period of suspension exceeds 12 months, the authority which passed the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first 12 months as follows :

- i) The amount of subsistence allowance may be reduced to a suitable allowance not exceeding 50% of the subsistence allowance admissible during the period of the first 12 months, if, in the opinion of the said authority, the period of suspension has been prolonged due to the fault of the employee under suspension.

No payment shall be made unless the employee furnishes a certificate that he is not engaged elsewhere or in any business, profession or vocation for the period for which the subsistence allowance is drawn.

- 2) An employee under suspension shall not be

entitled to any leave during the period of suspension.

- 3) When an employee under suspension is reinstated in service and exonerated from the charges, he shall be entitled to full pay, leave and other service benefits for the entire period of suspension

Procedure
for
imposing
penalties.

6. 1) No order imposing any of the penalties specified in section 3 shall be made except after an inquiry held in the manner provided in this Ordinance
- 2) The disciplinary authority shall draw up or cause to be drawn up—
 - i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge ;
 - ii) a statement of imputations of misconduct or misbehaviour in support of each article of charge which shall contain—
 - a) a statement of relevant facts including any admission or confession made by the employee, and
 - b) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.
- 3) The disciplinary authority shall deliver or

cause to be delivered to the employee a copy of the articles of charge and the statement of imputations of misconduct or misbehaviour prepared under clause (ii) of Sub-Section (2) and shall require the employee to submit to the inquiring authority within such time as may be specified a written statement of his defence and to state whether he desires to be heard in person.

4. The disciplinary authority shall in all cases for the purpose of inquiry appoint an inquiring authority and forward to it—
 - a) copies of the articles of charge and the statement of imputations of misconduct or misbehaviour ;
 - b) copies of the statements of witnesses, if any,
 - c) evidence proving the delivery of relevant documents to the employee.
5. Where the disciplinary authority appoints an inquiring authority for holding an inquiry into the articles of charge, it may, by an order, appoint an employee or a legal practitioner, to be known as the "Presenting Officer" to present on his behalf the case in support of the articles of charge.

6. The employee shall appear in person before the inquiring authority on 1 such day and at such time within ten working days from the date of receipt by him of the articles of charge and the statement of imputations of misconduct or misbehaviour as the inquiring authority may, by a notice in writing, specify in this behalf or within such further time not exceeding ten days as the inquiring authority may allow. He may take the assistance of any other employee to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the presenting Officer appointed by the disciplinary authority is a legal practitioner, or the disciplinary authority, having regard to the circumstances, of the case, permits him to do so.
7. If the employee who has not admitted any of the articles of charge in his written statement of defence appears before the inquiring authority, such authority shall ask him whether he is guilty or has any defence to make. If he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon. The inquiring authority shall return a

finding of guilt in respect of those articles of charge to which the employee pleads guilty. If the employee fails to appear within the specified time or refuses or omits to plead or claims to be tried, the inquiring authority shall require the disciplinary authority or his representative to produce the evidence by which he proposes to prove the articles of charge and shall adjourn the case to a later date not exceeding 30 days, after recording an order that the employee may, for the purpose of preparing his defence—

- a) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, the documents specified in the list referred to in clause (ii) of Sub-Section (2) ;
- b) submit a list of witnesses to be examined on his behalf ;
- c) give a notice within 10 days of the order or within such further time not exceeding ten days as the inquiring authority may allow asking for production of any documents in the possession of the government but not mentioned in the list mentioned in Sub-Section (2).

8. The inquiring authority shall, on receipt of the notice for production of documents from the employee examine it and forward the same or a copy thereof to the authority in whose custody or possession the documents are kept, with a requisition for production of the same by the such date as may be specified in the requisition :

Provided that if the inquiring authority is satisfied, for reasons to be recorded in writing, that production of all or any of the documents is, in its opinion, not relevant to the case, it may refuse to requisition the documents under intimation to the employee.

9. On receipt of the requisition referred to in Sub-Section (8), every authority having custody or possession of the requisitioned documents shall produce the same before the inquiring authority :

Provided that if the said authority is satisfied for reasons to be recorded in writing, that the production of all or any of such documents would be against the interest of the University, it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicate the information to the

employee and withdraw the requisition made by it for production of such documents.

10. After completion of inquiry, the inquiring authority shall prepare a report containing—

- a) the articles of charge and the statement of misconduct or misbehaviour ;
- b) the defence of the employee in respect of each articles of charge ;
- c) an assessment of the evidence in respect of each article of charge ;
- d) the finding on each article of charge and the reasons therefore.

11. i) the disciplinary authority shall consider the record of the inquiry and record its findings on each charge ;

- ii) the disciplinary authority may, for reasons to be recorded in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall, thereupon, proceed to hold further inquiry as far as possible according to the provisions laid down in this Ordinance.

12. If the disciplinary authority, having regard to its findings on the charges, is of the opinion that any of the penalties specified in

section 3 should be imposed, it shall pass appropriate orders on the case.

Appeal.

7. 1) An employee aggrieved by an order imposing upon him any penalty or penalties mentioned in this Ordinance shall be entitled to prefer in his own name within 90 days from the date of receipt of such order, an appeal for revision or reconsideration before the appellate authority.
- 2) The appeal shall be addressed to the authority to whom the appeal lies, a copy being simultaneously forwarded by the appellant to the authority which made the order applied against. It shall contain all material statements and arguments on which the appellant relies and shall not contain any disrespectful and improper language.
- 3) The authority which made the order appealed against shall, on receipt of a copy of the appeal, forward the same with its comments thereon together with relevant records to the appellate authority without avoidable delay and without waiting for any direction from the appellate authority.
- 4) The decision of the appellate authority shall be final and no further appeal shall lie under any circumstances.

consideration of appeals.

- 8 1) In the case of an appeal against an order of suspensions, the appellate authority shall consider whether, having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.
- 2) In the case of an appeal against an order imposing any of the penalties specified in section 3, the appellate authority shall consider—
 - a) whether the procedure prescribed in this Ordinance has been complied with and if not, whether such non-compliance has resulted in the violation of any of the provisions of the Act or the Statutes or in the failure of justice ;
 - b) whether the findings are justified ; and
 - c) whether the penalty imposed is excessive, adequate, or inadequate and pass orders—
 - i) setting aside, reducing, confirming or enhancing the penalty or
 - ii) remitting the case to the authority which imposed the penalty or any other authority with such direction as it may deem fit in the circumstances of the case : Provided that no order imposing an enhanced penalty

shall be passed unless the appellant is given an opportunity of making a representation which he may wish to make against such enhanced penalty.

- 3) The authority which passed the order appealed against shall give effect to the findings of the appellant authority and while doing so, shall make available to the employee a copy of such findings.

Schedule.

9. A list of appointing, disciplinary and appellate authorities is appended to the Ordinance as Schedule 1.

SCHEDULE-I

List of appointing, disciplinary and appellate authority in respect of the employees of Bidhan Chandra Krishi Viswavidyalaya.

Description of Service 1	Appointing Authority 2	Authority empowered to impose penalties 3	Penalties that can be imposed under Section 3 4	Appellate Authority 5
1. Teachers in the rank of Professor and Reader	Vice-Chancellor (with the approval of the Executive Council)	Vice-Chancellor	All	Tribunal constituted under Section 33C of the Act.
2. Teachers in the rank of Lecturer	Vice-Chancellor (with the approval of the Executive Council)	Vice-Chancellor	All	—do—
3. Officers	Vice-Chancellor (with the approval of the Executive Council in the case of Librarian and with approval of the Executive Council and the Chancellor in the case of others)	Vice-Chancellor	All	—do—

1	2	3	4	5
All non-teaching staff other than officers.	(1) Dean of the Faculty concerned for all non-teaching staff of the Faculty other than security staff (excepting those of North Bengal Campus)	(1) Dean of the Faculty concerned	All	Tribunal constituted under Section 33C of the Act.
	(2) Director of Research for all non-teaching staff under all Scheme.	(2) Director of Research	All	—do—
	(3) Director of Research for all non-teaching staff under his control.	(3) Director of Extension	All	—do—
	(4) Director of Farms for all non-teaching staff under his control.	(4) Director of Farms	All	—do—
	(5) Registrar for all non-teaching staff under common service and security staff excepting those North Bengal Campus.	(5) Registrar	All	—do—
	(6) Professor-in-Charge, North Bengal Campus, for all non-teaching staff including security staff of North Bengal Campus.	(6) Professor-in-charge North Bengal Campus	All	—do—
	[(1) to (6) with the approval of the Executive Council]			

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

STATUTES RELATING TO THE DESIGNATION, MANNER OF APPOINTMENT AND TERMS & CONDITIONS OF SERVICE OF NON- TEACHING STAFF INCLUDING FIELD WORKERS

In exercise of the power conferred by Sub-Section (2) of Section 52, read with Sub-Section (1) of Section 39 and Clause (2) of Section 38, of Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal Act. XLIX of 1974), I, the first Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under Clause (b) of Sub-Section (4) of Section 52 of the said Act to be the Vice-Chancellor for purposes of the said Section, hereby cause to be framed, with the approval of the Chancellor and with the assistance of the Committee consisting of members nominated by the State Government, the following Statutes as the first Statutes relating to designation, manner of appointment and terms an conditions of service of non-teaching staff including Field Workers :

Part—I

PRELIMINARY

- Short title and commencement
1. 1) These Statutes shall be called the first Statutes relating to designation, manner of appointment and terms and conditions of service of non teaching staff including field workers.
 - 2) They shall come into force with immediate effect.
- Definitions
2. Unless the context otherwise requires—
 - 1) "the Act" means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Ben, Act XLIX of 1974);
 - 2) "Section" means a section of the Act ;
 - 3) "appointing authority" means the Executive Council of the University ;
 - 4) words and expressions used in these Statutes but not defined shall have the same meanings as in the Act.

Part—II

- Categories, grades and scales of pay.
3. The categories number and grades of posts of non-teaching staff including Field Workers in a department/Section shall be such as may be determined by the Executive

Council with the prior approval of the State Government.

- Qualifications
4. Qualifications including professional qualifications and experience for each category/grade of posts shall be determined by the Executive Council from time to time.
- Manner of appointment
5. When a basic grade post is created for the first time or when a vacancy arises therein, the same shall be advertised in at least two leading newspapers of the State, inviting applications, A reference shall also be made to the local Employment Exchange for obtaining names of candidates having requisite qualifications.
- Screening Committee
6. There shall be a Screening Committee to be constituted by the Vice-Chancellor in respect of each category of posts. The Committee shall screen all the applications received in response to the advertisement and the names received from the Employment Exchange, as mentioned in Statutes 5.
- Selection Committee
7. 1) For the selection of candidates for each category of posts, there shall be a Selection Committee to be Constituted by the Vice-Chancellor. The Selection Committee shall arrange for any written test and/or practical aptitude test of all the candidates found eligible by the Screening Committee.

- 2) Out of the candidates appearing in the written and/or practical aptitude tests, five times the number of vacant posts shall be selected in order of merit and asked to appear for an interview by the Selection Committee.
- 3) The Selection Committee shall prepare a panel of candidates on the basis of the combined results of the (i) written test (ii) practical aptitude tests, if any, and (iii) personal interview, and recommend, in order of preference, not more than three against each post. The panel so prepared shall remain in a sealed cover in the custody of the Registrar who shall place it before the Executive Council for its consideration and approval the earliest opportunity.

Period of
validity of
the panel

8. The panel for a post as approved by the Executive Council shall remain valid for a period of one year.

Fixation
of pay

- 9 1) The pay a fresh appointee shall ordinarily be fixed at the initial stage of the pay scale, provided that the Executive Council may, on the recommendation of the Selection Committee, sanction one or more advance increments not exceeding five, to an exceptionally qualified candidate from outside.

- 2) If a candidate is already in the service of this University or any other University or a Central or State Research Institute/Organization or any recognised institute drawing similar pay scale, his initial pay shall be fixed at stage in the graded pay scale after giving protection to the basic pay including special pay or personal pay, if any, drawn by the candidate in his earlier employment, but not allowances of any kind.

Medical
Certificate
of fitness

10. All persons, excepting those on deputation to the Viswavidyalaya or appointed in a temporary vacancy for a period not exceeding six months, shall, on first appointment to a post in the University be examined by one of the Medical Officers of the Viswavidyalaya, who shall furnish a certificate in the form appended hereto about the health or the appointee.

Appoint-
ment in
the pro-
motional
post.

11. 1) Where avenues for promotion to higher posts exist and are created from time to time, the posts shall be filled up promotion from the non teaching staff of the rank next below on the recommendation of Selection Committee to be constituted by the Vice-Chancellor in each case :

Provided that the persons to be considered for promotion have rendered satisfactory

service for requisite number of years in the rank next below as may be determined by the Executive Council

- 2) In such promotional posts where persons with requisite qualifications are not available amongst employees of the rank next below or no such candidate is recommended by the Selection Committee, the Executive Council at its discretion may convert such promotional posts to a lower grade which may then be filled up by direct recruitment in the manner prescribed in these Statutes .

Probation. 12. Except when otherwise provided in the Act or the Statute or in the special terms of an appointment on deputation, all non-teaching staff of the University shall on appointment to any post remain on probation for a period of two years, which may be extended by the Vice-Chancellor on the recommendation of the Head of the Dept. or the Controlling Officer.

Extension of period of probation. 13. If, during the period of probation, the work and conduct of the employee is not satisfactory to the appointing authority, it may dispense with his services or revert him to his former post, if any, or extend the period of probation, provided that the total period

of probation including extension, if any, shall not exceed three years against a permanent vacancy. In the event of termination of the service of an employee, the appointing authority shall give him one month's notice :

Provided that no increment shall be allowed to the employee whose period of probation has been extended till he is confirmed.

Confirmation 14. On the satisfactory completion of the period of probation the appointing authority shall confirm the employee in his post.

Efficiency 15. Where an efficiency bar is prescribed, the increment next above the bar shall be given to an employee with the sanction of the Vice-Chancellor.

Outside Employment 16. An employee shall devote his whole time to the service of the University and shall not engage himself directly in any trade or business whatsoever or in other work which in the opinion of the appointing authority may interfere with the proper discharge of his duties.

Lien 17. 1) An employee, on confirmation against a permanent post, acquires a lien on the post and ceases to hold any lien previously acquired on any other post.

- 2) An employee shall retain his lien of his substantive post while on deputation to a foreign agency for a period of not more than three years unless otherwise decided by the Executive Council. The period of lien spent on deputation in foreign service shall not be counted as qualifying service for the purpose of pension, gratuity or leave, unless contributions to leave salary and pension fund are made by the foreign employer or by the employee himself, but shall be counted for cumulative increment on return.
- Declara-
tion
of age.
18. An employee shall make a declaration of age to the appointing authority at the time of his first entry into service based on his Matriculation/School Final or Higher Secondary Certificate and, in the case of persons without the above mentioned academic qualifications, such other documentary proof as may be acceptable to the Vice-Chancellor upon which the age will be admitted. In the absence of any such documentary proof, the age of the person shall be decided by a Committee to be appointed by the Vice-Chancellor. No revision of such age admitted by the competent authority shall be allowed to be made a later date.

- Record
of service
19. There shall be a personal file for every employee in which all papers, records and other documents relating to his service in the University, shall be placed. The file shall contain, in particular, the Service Book giving a history of his appointment including increments, promotion, reward, punishment and all other special events in his service career. The service book shall also contain a leave account for the employee showing a complete record of all leave, earned or unearned taken by him, other than casual leave,
- Forwar-
ding of
application
for outside
employ-
ment.
20. An employee during the period of his service in the University can apply for a job elsewhere, which is higher in rank than the post held by him subject to the condition that all applications shall be submitted well in advance to the Registrar through proper channel for onward transmission to the organisation concerned.
- Retirement
21. Unless otherwise provided for in the terms of appointment in any particular case, every wholetime non-teaching employee of the University shall retire on completion of 60 years of age.
- Seniority
in service.
22. The category-wise seniority of non-teaching staff including field workers shall be

maintained and determined by the periods of their continuous service in the category :
 Provided that in case of those appointed directly, through open recruitment, interse seniority shall be determined by the order of preference assigned to them by the Executive Council :

Provided further that promotees shall be en bloc senior to direct recruits of the same year and that the relative seniority of promotees shall be determined by the order in which they are selected for promotion.

Residence. 23.

An employee of the University shall be considered for allotment of the University's residential quarters, subject to availability of such quarters. Allotment shall be made by the Vice-Chancellor :

Provided that no employee shall have the right to claim any such residential accommodation ;

Provided further that if an employee does not reside in the residential accommodation allotted to him by the University, he shall not be eligible to any house rent allowance.

Resignation from service.

24. 1) If a temporary employee wishes to resign from service, he shall give one month's notice in writing to the Vice-Chancellor, failing

which, the Vice-Chancellor shall be entitled to recover from him one month's salary or salary for the period by which the notice falls short of one month unless otherwise directed by the Executive Council

- 2) If a permanent employee wishes to resign from service, he shall be required to give three month's notice in writing to the Vice-Chancellor, failing which the Vice-Chancellor shall be entitled to recover from him three months' salary, or for the period by which the notice falls short of three months, unless otherwise directed by the Executive Council.
- 3) An employee before leaving the University service, shall return to the University all books, furniture, etc. issued to him for his use, shall give adjustment of all advances taken by him from the University and shall pay up, in full, all the charges due from him for occupation, if any of the University quarters for residential purposes and obtain clearance from the Registrar.
- 4) In case he fails to do so, the University shall be entitled to recover the amount due from him on account of the items detailed in clause (3), from his last salary and/or from the University contributions to his

provident fund or otherwise.

- 5) An employee, who is in occupation of residential accommodation owned or hired by the University, shall within four months from the date of leaving the service of the University vacate the residence allotted to him and give possession of the same to the University's Works Department or to the Care-taker.

25. A whole-time employee of the University shall be entitled to such service and retirement benefits as may be admissible under the appropriate Statutes/Ordinance/Regulations.

Voluntary
retirement.

26. Notwithstanding anything contained in these Statutes, an employee of the University, on completion of the age of 50 years and 20 years of continuous service in the University, shall have the option of voluntary retirement. The retirement benefits will be on a proportionate basis with reference to his date of voluntary retirement.

**Medical Certificate of health of candidate for
employment under
Bidhan Chandra Krishi Viswavidyalaya**

I hereby certify that I have examined.....
....., a candidate for employment
as.....under Bidhan Chandra
Krishi Viswavidyalaya and cannot discover that
..... has any
disease, constitutional weakness, or bodily infir-
mity except..... I do not*
consider this to be a disqualification for employ-
ment as.....
under the Bidhan Chandra Krishi Viswavidyalaya.
.....age is,
according to his/her own statement..... years
and.....months and
by appearance aboutyears.

Signature of candidate

/Left Thumb and finger
impressions in the case
of a candidate for a
non-teaching post/

Place

Date.....

Signature of Medical Officer
Designation.

*N. B. The underlined words should be struck out
if the candidate is considered disqualified
for University service.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

STATUTES RELATING TO THE POWERS, FUNCTIONS, DUTIES, MANNER OF APPOINT- MENT AND THE TERMS AND CONDITIONS OF SERVICE OF THE OFFICERS OF THE UNIVERSITY OTHER THAN THE VICE- CHANCELLOR AND THE PRO- VICE-CHANCELLOR.

In exercise of the power conferred by sub-section (2) of section 52 of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Ben. Act XLIX of 1974) I, the first Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under clause (b) of sub-section (4) of section 52 of the said Act to be the Vice-Chancellor for purposes of the said section, hereby frame, with the approval of the Chancellor and with the assistance of the Committee consisting of members nominated by the State Government, the following Statutes as the first Statutes relating to the powers, functions, duties, manner of appointment and the terms and conditions of service of the Officers of the University :—

Short
title and
commence-
ment.

1. 1) These Statutes may be called the first Statutes relating to the powers, Functions, duties, manner of appointment and the terms and conditions of service of officers other than the Vice-Chancellor and the Pro-Vice Chancellor of the Bidhan Chandra Krishi Viswavidyalaya.

2. They shall come into force with immediate effect.

Definitions.

2. Unless the context otherwise requires,—
 - i) "the Act" means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal Act XLIX of 1974). ;
 - ii) "appointing authority" means the Executive Council ;
 - iii) "Officers" means all persons other than the Vice-Chancellor and the Pro-Vice-Chancellor, as specified under section 18 of the Act and includes officers declared as such under clause (12) of section 18 ;
 - iv) words and expressions used in Statutes but not defined shall have the same meanings as in the Act.

Part—II

- | | | |
|-----------------------------|----|--|
| Pay and allowance | 3. | The scales of pay and allowances of officers shall be such as may be determined by the Executive Council from time to time with the prior approval of the State Government. |
| Qualifications. | 4. | The qualifications for each category of posts of Officers shall be such as may be laid down by the Executive Council from time to time with the prior approval of the State Government |
| Classification of Officers. | 5. | Unless otherwise decided by the Executive Council, Officers shall belong to the following categories :—
i) Grade I,
ii) Grade II,
iii) Grade III, |
| Procedure of recruitment. | 6. | When the post of an Officer is created or when a vacancy arises therein, the same shall be advertised in at least three leading newspapers of the country.
Provided that if any vacancy in a post arises on account of the expiry of the tenure of appointment of an incumbent to the said post, the said incumbent may be re-appointed for a further term with the approval of the Executive Council without advertising the vacancy : |

Provided further that where two successive advertisements have not elicited good response from well-qualified candidates, the Vice-Chancellor may undertake or may cause to be undertaken negotiations to find out a suitable person for consideration of the Selection Committee referred to in Statutes 8.

Screening Committee.

7. 1) There shall be a Screening Committee for screening the applications of candidates received in response to advertisements and those of contact candidates Except in the case of appointment to the post of Registrar, the Screening Committee shall consist of—
i) The Vice-Chancellor who shall act as the Chairman ;
ii) the Dean of Post-Graduate Studies ;
iii) the Registrar, Member—Secretary.
For appointment to the post of Registrar ; Dean of a Faculty to be nominated by the Vice-Chancellor shall act as the Member—Secretary.
- 2) The Screening Committee shall scrutinise all applications and recommend the names of candidates to be called for interview.

Selection Committee.

8. 1) There shall be a Selection Committee for selection of candidates for a post of Officer consisting of :

- i) the Vice-Chancellor who shall act as the Chairman ;
- ii) three persons, not holding any office of profit under the University and having special knowledge of the discipline connected with the duties to be performed by the Officer, of whom one shall be the nominees of the Chancellor and two shall be the nominees of the Executive Council ;
- iii) the Dean of Post-Graduate Studies.

2) The panels of experts for the Selection Committee shall remain valid for a period of three years.

Quorum. 9. Four members shall form quorum for a meeting of the Selection Committee in which the presence of two expert members shall be obligatory.

Consideration of cases in absentia 10. The Selection Committee may at its discretion, consider the applications of candidates from abroad who have expressed the desire have their cases considered in absentia

Recommendation of Selection Committee. 11. The Selection Committee may recommend for each post a panel of not more than two suitable candidates in order of preference. The panel shall remain in a sealed cover in the custody of the Vice-Chancellor, who shall place it at the earliest opportunity,

before the Executive Council for consideration. If the recommendation of the Selection Committee is not acceptable to the Executive Council, it shall refer the recommendation back to the Selection Committee with reasons for reconsideration and if the Executive Council does not accept the reconsidered recommendation of the Selection Committee, the matter shall be referred with appropriate explanation to the Chancellor whose decision thereon shall be final.

Period of validity of the panel. 12.

The panel of names recommended for a post by the Selection Committee and approved by the Executive Council, shall remain valid for a period of one year with effect from the date of approval of the Executive Council. If the first person in the panel does not join or leaves after joining the post before the expiry of the said one year, the vacancy thus arisen may be filled up by the second person in the panel :

Provided that the procedure laid down in these Statutes shall not apply to purely temporary and ad-hoc appointments, re-appointments and part-time appointments. Such appointments may be made by the Vice-Chancellor in the manner considered proper by him with the approval of the

Executive Council for a period not exceeding 6 months at a time.

Fixation
of pay.

13. 1) The pay of a fresh appointee shall ordinarily be fixed at the initial stage of the pay scale, provided that the Executive Council may, preferably on the recommendation of the Selection Committee, sanction advance increments, not exceeding five, to an exceptionally qualified candidate from outside.
- 2) If a candidate is already in the service of this University or employed in any other University or a Central or State Research Institute/ Organization or in any recognised Institute, drawing a similar pay scale, his initial pay shall be fixed at a stage in the graded pay scale after giving protection of the basic pay including special pay or personal pay, if any, drawn by him

Letter of
appointment.

14. Except in the cases of Government employees on deputation, all officers on first appointment under the University shall be provided with a letter of appointment in accordance with sub-section (7) of section 33 of the Act in the form to be prescribed by the Vice-Chancellor. The letter of appointment shall be signed by the Vice-Chancellor.

Medical
Certificate
of fitness.

15. 1) A person, excepting those on deputation or appointed on a purely temporary and ad-hoc basis, shall, on first appointment to a post of officer, be examined by one of the medical Officers of the University who shall furnish, in the form appended hereto, a certificate about the health of the appointee.
- 2) In case of doubt or on the basis of the report of the Medical Officer, the Vice-Chancellor may constitute a Medical Board to examine the appointee for ascertaining his medical fitness.

Probation.

16. 1) Except when otherwise provided in the Act or the Statutes or in the special terms of appointment on deputation, all officers shall not appointment to any permanent post, remain on probation for a period of two years, which may be extended by the Executive Council by a maximum period of one year after adducing reasons for such extension under intimation to the officer concerned. The Controlling Officer shall send to the Vice-Chancellor a report on the work and conduct of the Officer at least two months before the date of expiry of the probationary period.
- 2) If, during the period of probation, the work and conduct of an officer are not considered

satisfactory by the appointing authority, the Vice-Chancellor may, as required, dispense with his services or revert him to his former post, if any, or extend the period of probation, provided that the total period of probation including extension, if any, shall not exceed three years if the appointment is against a permanent vacancy against which the officer can be confirmed. In the event of termination of service of the Officer concerned, the appointing authority shall give him one month's notice. No increment shall be due to an Officer whose period of probation has been extended till he is confirmed.

Confir-
mation.

17. On the satisfactory completion of the period of probation, the appointing authority shall confirm an officer in the post. For an officer appointed to a temporary post or against a leave/lien vacancy in a permanent post, the question of confirmation shall not arise, unless he is appointed subsequently to a permanent post or the leave/lien vacancy becomes a permanent vacancy.

Out-side
employ-
ment.

18. 1) Except with the previous permission of the Executive Council, no officer shall accept additional employment with or without remuneration. An officer may, however, be

permitted to accept remuneration/allowance for work done on such terms and conditions as may be determined by the Executive Council.

- 2) An Officer shall devote his whole time to the service of the University and shall not, without the express permission of the Executive Council, engage directly or indirectly in any trade or business whatsoever or in any work which, in the opinion of the appointing authority, may interfere with the proper discharge of his duties

Declara-
tion.

19. An Officer shall make a declaration of his age to the appointing authority at the time of his first entry into the service of the University on the basis of his Matriculation/School Final/Secondary/Higher Secondary Certificate or an equivalent Certificate. After the declaration of age and acceptance of the same by the authority, no revision of age shall, in any circumstance, be allowed to be made at a later date.

Registrar
of
officers.

20. The Registrar shall maintain a registrar for Officers in which he shall enter among other information ;
- a) name of every officer ;
 - b) date of first appointment under the University ;

- c) date of birth ;
- d) age on the date of first appointment ; and
- e) date on which he is due to retire on superannuation in accordance with the existing provision.

Record of
service.

21. There shall be a personal file for every officer in which all papers, records and other documents relating to his service in the University shall be placed. The file shall contain, in particular, the service book giving the history of his appointment including increment, promotion reward, punishment and all other special events in his service career. The service book shall also contain a leave account showing a complete record of all leave, earned or otherwise, taken by him other than casual leave.

Retirement.

22. Unless otherwise provided in the terms of appointment in any particular case, every wholetime salaried officer of the University shall retire on completion of 60 years of age

Lien.

23. 1) An Officer,, on confirmation against a permanent post, acquired a lien on the post and ceases to hold any lien previously acquired on any other post.
- 2) The appointing authority may allow an officer to retain his lien on his substantive post

while on deputation to a foreign agency for a period of not more than three years. The period of lien spent on deputation in foreign service shall not be counted as qualifying service for the purpose of pension, gratuity or leave unless contributions to leave salary and pension fund are made by the foreign employer or by the officer himself, but shall be counted for cumulative increment on return.

Resigna-
tion from
service.

24. 1) If a temporary officer wishes to resign from service, he shall give one month's notice in writing to the Vice-Chancellor, failing which the Vice-Chancellor shall be entitled to recover from him one month's salary or salary for the period by which the notice falls short of one month, unless otherwise directed by the Executive Council.
- 2) If a permanent officer wishes to resign from service, he shall be required to give three month's notice in writing to the Vice-Chancellor, failing which the Vice-Chancellor shall be entitled to recover from him three months' salary, or salary for the period by which the notice falls short of three months, unless otherwise directed by the Executive Council.
- 3) An officer shall, before leaving the University

service, return to the University all books, furniture, etc. issued to him for his use, adjust all advances taken by him from the University, pay up, in full, all charges due from him for occupation of University quarters, if any allotted to him for residential purposes and obtain clearance from the concerned authority.

4) In case he fails to do so, the University shall be entitled to recover the amount due from him, on account of the above items, from his last salary and/or from the University's contributions to his provident fund or otherwise.

5) An officer, who is occupying quarters owned or hired by the University, shall, within four months from the date of leaving the service of the University, vacate his quarters and give possession of the same to the University's Works Department or to the Caretaker.

Contributory
Provident
Fund,
Pension,
Gratuity
etc.

25. A whole-time officer of the University shall be entitled to such service and retirement benefits as may be admissible under the appropriate Statutes/Ordinance/Regulations, unless the terms of his appointment provide otherwise.

Leave. 26. A whole-time officer of the University shall be entitled to such leave as may be admissible to him under the leave Regulations of the University, unless the terms of his appointment provided otherwise.

Residence. 27. An officer shall be considered for allotment of University residential quarters, subject to availability of such quarters. Allotment shall be made by the Vice-Chancellor :
Provided that no officer who has received house building advance from the University shall be eligible for allotment of University quarters ;

Provided further that no officer shall have the right to claim any University residential accommodation and that if an officer does not reside in the residential accommodation allotted to him by the University, he shall not be eligible for any House Rent Allowance.

Voluntary Retirement. 28. Notwithstanding anything contained in these Statutes, an officer, on completion of the age of 50 years and 20 years, of continuous service in the University, shall have the option to retire voluntarily. The retirement benefits will be with reference to his date of voluntary retirement

Forwarding of application for employment.

29. An officer can apply for a job outside the University, which is higher in rank than the post held by him or carries higher emoluments subject to the following conditions :
- i) the application shall be submitted through proper channel for onward transmission with the approval of the Vice-Chancellor
 - ii) the application should reach the office of the Registrar at least 15 days before the last date of receipt of the application by the concerned organisation.

Duties, powers, and functions of the Registrar.

30. In addition to the duties, powers and functions mentioned in sub-sections (3) and (4) of section 23 of the Act, the Registrar shall—
- a) initiate and conduct all official correspondence on behalf of the University unless otherwise directed, and be the normal channel of all official correspondence except as may be specified by the Vice-Chancellor;
 - b) receive applications from candidates for employment under the University and for admission to the various academic programmes of the University and issue offers of appointment or admission to the selected candidates, as directed by the Vice-Chancellor ;

- c) make arrangements for the conduct of examinations for various degrees/diplomas and be responsible for due execution of all the processes connected therewith ;
- d) be responsible for registration of students of the University ;
- e) maintain a register of all degrees/diplomas conferred by the University ;
- f) act as the non-member Secretary of the Court and the Executive Council and deal with matters relating to issue of notices, agenda and minutes of the meetings to all concerned ;
- g) exercise general control over the employees of the University and deal with all matters relating to appointment, leave, transfer, retirement etc. and conditions of service of the employees subject to the approval of the Vice-Chancellor ;
- h) draw all bills receivable by the University and give discharge therefrom on behalf of the University ;
- i) sign all plants and written statements, and all other legal documents and instruments on behalf of the University ;
- j) maintain a register of registered graduates ; and

Duties,
powers
and the
functions
of the
Comptroller.

31. In addition to the duties, powers and functions mentioned in sub-sections (3), (4) and (5) of section 24 of the Act, the Comptroller shall—
- k) perform such other duties as may be assigned to him by the Executive Council or the Vice-Chancellor from time to time.
 - a) exercise general supervision and control over University funds and maintain proper accounts of the properties and investments ;
 - b) advise the University in regard to its financial policy through the Vice-Chancellor, the Finance Committee and the Executive Council ;
 - c) be responsible for preparation of the annual budget in consultation with the Deans of Faculties and the departments concerned and for preparation of annual accounts and timely submission of the same to the Finance Committee ;
 - d) subject to the control of the Court, the Executive Council, the Finance Committee and the Vice-Chancellor, be responsible for seeing that all moneys are expended for the purposes for which they have been granted or allotted ;
 - e) save as may be otherwise provided, sign all

- contracts on behalf of the Viswavidyalaya ;
 - f) advise the Vice-Chancellor on financial affairs of the Viswavidyalaya ;
 - g) take all necessary steps for prompt realisation and proper disbursement of grants ;
 - h) arrange for continuous internal audit of the Viswavidyalaya accounts ;
 - i) act as the Member-Secretary of the Finance Committee and issue notices and maintain the minutes of the meetings of the Finance Committee ;
 - j) collect income and fees due to the University ;
 - k) delegate, under intimation to all concerned, any of his duties and functions to any other officers under his general control with the prior approval of the Vice-Chancellor ; and
 - l) perform such other duties as may be assigned to him by the Executive Council, the Finance Committee and the Vice-Chancellor from time to time ;
32. The Librarian shall be under the direct administrative control of the Vice-Chancellor. He shall—
- a) be in charge of the Central Library of the University and all its constituent units and

Duties,
powers
and functions
of the
Librarian.

be responsible for purchase of books, journals, other publications, library equipments and furniture on the recommendations of the Head of Departments or other competent authorities within the limits of Library grants ;

- b) be responsible for the safe custody and proper maintenance of books, furniture, publications and journals in the library ;
- c) be responsible for accession of books, journals and other publications ;
- d) take necessary steps for classifications and cataloguing of books, journals and other publications ;
- e) issue 'readers' cards to all users of the Library ;
- f) report losses of books, journals and library properties to the Library Committee ;
- g) act as Member-Secretary of the Library Committee and submit an annual report with regard to the Central Library and its constituent units in time to the Library Committee ;
- h) see that the library rules/regulations are faithfully observed ;
- i) subject to the prior sanction of the Vice-

Chancellor, withdraw library facilities granted to a reader whenever necessary ;

- j) take steps to stimulate and encourage the use of library facilities by students and staff ;
- k) arrange library hours which will permit maximum library use by both students and faculty-members ;
- l) prepare a monthly library newsletter which will carry a list of all reading materials received since the issue of the preceding newsletter and other library news of interest to students and staff ;
- m) arrange for departments and selected research substations, small collections of books and journals that are almost constantly used by the staff and the post-graduate students as reference ;
- n) delegate, under intimation to all concerned, any of his duties and functions to any other officers under his general control with the prior approval of the Vice-Chancellor ; and
- o) perform such other duties as may be assigned to him from time to time by the Library Committee of the Vice-Chancellor.

Duties,
powers
and
functions
of the
Director
of
Research.

33. In addition to the duties, powers and functions mentioned in sub-section (1) of section 28 of the Act, the Director of Research shall—
- a) co-ordinate all research in the University and its outlying stations in co-operation with the Deans of Faculties and the Heads of Departments and, for this purpose, pass such orders as may be necessary in consultation with the Deans of Faculties ;
 - b) prepare, in consultation with the Dean of the Faculty concerned, the budgetary needs of research of different departments ;
 - c) exercise broad administrative control over
 - (i) research staff, (ii) research funds and
 - (iii) all physical properties, facilities and materials assigned by the University for the pursuit of research programmes ;
 - d) be the principal liaison officer with the Central and State Governments and other grant-giving bodies such as ICAR, CSIR, DST and similar other bodies for the purpose of development of research ;
 - e) act as the Member-Secretary of the Research Council and formulate research policies in consultation with the Deans of Faculties

and the Director of Extension for consideration by the Research Council ;

- f) organise and encourage publications of research papers and scientific journals, initiate publication of research bulletins and encourage research and extension staff to write articles in popular science journals on scientific matters of practical importance ;
- g) prepare an annual report on the research activities of the University for consideration by the Research Council as well as the Vice-Chancellor ;
- h) represent and arrange representation of the University in conferences and meetings dealing with research ;
- i) delegate, under intimation to all concerned, any of his duties and functions to any other officer under his general control with the prior approval of the Vice-Chancellor ; and
- j) perform such other duties as may be assigned to him by the Research Council and that the Vice-Chancellor.

Powers,
duties and
functions
of the
Director of
Extension.

34. In addition to the powers, duties and functions mentioned in sub-sections (3) of section 29 of the Act, the Director of Extension shall—
- a) plan and execute all extension education programmes and activities in co-ordination with the Deans of Faculties, the Director of Research and the Heads of Departments ;
 - b) be responsible for initiation organisation and conduct of extension education programmes of the University and for that purpose, pass such orders as may be necessary in consultation with the Head of Departments ;
 - c) be responsible for bringing about close collaboration with the Departments of Agriculture, Animal Husbandry and Veterinary Services, Forests and Fisheries of the State Government, to ICAR and the Extension Directorate of the Central Government in matters relating to their extension activities and act as the principal liaison officer in respect of extension education ;
 - d) exercise general administrative control over extension education staff, fund allocation for extension education, and all physical

facilities made available by the University for implementation of extension education programmes ;

- e) act as the Member-Secretary of the Extension Education Council and formulate, in consultation with the Deans of Faculties and the Director of Research, extension education programmes and prepare an annual report with regard to extension education and allied activities for consideration by the Extension Education Council ;
- f) guide and supervise the workings of the various sections dealing with information, publications, audiovisual aids, radio, press and other material meant for effective implementation of the extension education programmes of the University ;
- g) represent and arrange representation of the University in conferences and meetings dealing with extension education ;
- h) delegate, under intimation to all concerned, any of his duties and functions to any other officers under his general control with the prior approval of the Vice-Chancellor ;

- i) perform such other duties as may be assigned to him from time to time by Extension Education Council and the Vice-Chancellor;
- 35 In addition to the officers specified in section 18 of the Act, the following are declared to be officers of the University under clause (12) of section 18 of the Act :-
1. Director of Farms ;
 2. University Engineer (Civil),
 3. Deputy Librarian,
 4. Medical Officer, -
 5. Deputy Registrar;
 6. Superintendent of Farms,
 7. Assistant Director of Extension,
 8. Assistant Registrar,
 9. Assistant Comptroller,
 10. Special Officer (Development)
 11. Assistant Librarian,
 12. Estate Officer,
 13. Security Officer.

Powers,
duties and
functions
of the
Director
of Farms.

36. 1) The Director of Farms shall be directly under the overall administrative control of the Vice-Chancellor.
- 2) The following shall be the powers and duties of the Director of Farms :—
- a] he shall be responsible for administration and development of the University farms placed under his charge ;
 - b] he shall work in close collaboration with the Director of Research and the Dean of the Faculty of Agriculture ;
 - c] he shall see that field experiments and research work in the University farms are properly carried out ;
 - d] he shall ensure that the agricultural farms placed under his control are properly run ;
 - e] he shall see that the requirements of the farms are brought to the notice of the Research Council and the Vice-Chancellor in time ;
 - f] he shall ensure that the machinery, equipments and other effects purchased for all allocated to the farms are entered in the stock registers ;

- g] he shall see that the stock registers are kept up-to-date ;
- h] he shall ensure that a proper account is kept of all funds placed at his disposal ;
- i] he shall prepare the Cropping Programme in consultation with the Director of Research, Dean of the Faculty of Agriculture and Heads of departments well in advance and submit the same to the Vice-Chancellor ;
- j] he shall submit an annual report regarding the activities of the farms to the Vice-Chancellor in time ;
- k] he shall be responsible for the maintenance of proper discipline amongst the employees and officers associated with the farms under his control ;
- l] he shall perform such other duties as may assigned to him from time to time by the Vice-Chancellor.

Powers,
duties and
functions
of the
University
(Civil).

37. 1) The University Engineer (Civil) shall be in charge of the Works Department of the University.

2) He shall—

- a] be responsible for maintenance and repair of buildings, roads and other structures of the University and departmental construction of such structures as may be required ;
- b] be responsible for the preparation of estimates as are required for works to be undertaken departmentally and also for the supervision of construction works by outside agencies except when decided otherwise by the University ;
- c] be responsible for proper maintenance of generators, pumps, utility services, fire-fighting equipments and other installations ;
- d] be responsible for the assessment of rental and electric charges for University quarters ;
- e] be responsible for verification of bills pertaining to constructions and custody of drawings of constructions, measurement books, log books, machinery, equipments and other articles and records of the Works Department ; and
- f] perform such other duties as may be assigned to him by the Vice Chancellor from time to time.

Powers,
duties and
functions
of the
Deputy
Librarian.

38. The Deputy Librarian shall be subject to the general control and supervision of the Librarian. He shall assist him in the performance of his duties and functions and shall perform such other duties and functions as may be assigned to him from time to time by the Librarian.

Powers,
duties and
functions
of the
Medical
Officer.

39. 1) The Medical Officer shall be under the direct administrative control of the Vice-Chancellor ;
- 2) The Medical Officer shall—
- a) be in charge of the Health Centre or Medical Inspection Room of the University ;
 - b) be responsible for medical examination and for giving medical advice to the students and the employees of the University during working hours ;
 - c) attend, outside working hours, to cases of accident and sudden serious illness of the students and the employees of the University residing in hostels and quarters respectively ;
 - d) advise on all matters concerning health, hygiene and sanitation within the University Campus ;

- e] delegate, under intimation to all concerned, any of his duties and functions to any other officer under his general control with the prior approval of the Vice-Chancellor ; and

- f] perform such other duties as may be assigned to him by the Vice-Chancellor from time to time.

- 3) The senior among the Medical Officers shall be in charge of the medical units.

Powers,
duties and
functions
of the
Deputy
Registrar

40. The Deputy Registrar shall be subject to the direct control and supervision of the Registrar. He shall assist him in the performance of his duties and functions and perform such other duties and functions as may be assigned to him from time to time or as may be delegated to him by the Registrar.

Powers,
duties and
functions
of the
Superin-
tendent
of Farms

41. The Superintendent of Farms shall be subject to the direct control and supervision of the Director of Farms. He shall render all necessary assistance to the Director of Farms for the smooth running of the Farms.

Powers,
duties and
functions
of the
Assistant
Director
of
Extension.

42. The Assistant Director of Extension shall be subject to the Direct control and supervision of the Director of Extension. He shall assist the Director of Extension in the performance of his duties and functions and shall also perform such other duties and functions as may be assigned to him by the Director of Extension from time to time. He shall also exercise such powers as may be delegated to him by the Director of Extension with the prior approval of the Vice-Chancellor.

Powers,
duties and
functions
of the
Assistant
Registrar.

- 43 The Assistant Registrar shall be subject to the direct control and supervision of the Registrar and, to the extent as may be directed by him, the Assistant Registrar shall assist the Registrar in the performance of his duties and functions. He shall also perform such other duties and function as may be assigned to him by the Registrar from time to time and shall exercise such power as may be delegated to him by the Registrar.

Powers,
duties and
functions
of the
Assistant
Comptro-
ller.

44. The Assistant Comptroller shall be subject to the direct control and supervision of the Comptroller and, to the extent as may be directed by him, the Assistant Comptroller shall assist the Comptroller in the performance of his duties and functions. He shall also perform such other duties and functions as may be assigned to him by the Comptroller from time to time and shall exercise such powers as may be delegated to him by the Comptroller.

Powers,
duties and
functions
of the
Special
Officer
(Develop-
ment).

- 45 1) The Special Officer (Development) shall be subject to the general control and supervision of the Vice-Chancellor.
- 2) He shall—
- a] deal with all development plans and programmes of the University ;
 - b] scrutinise the development proposals of various departments in the light of the over-all plan of the University and submit the same to the Vice-Chancellor for consideration ;
 - c] deal with allocation of funds for ad-hoc research schemes conducted by the teachers/research officers ;

- d] act as the Secretary of the development and Planning Council of the University and prepare notes and reports for its consideration ;
- e] collaborate with the Registrar and the Comptroller ; and
- f] perform such other duties and functions as may be assigned to him by the Vice-Chancellor from time to time.

Powers,
duties and
functions
of the
Assistant
Librarian.

46. The Assistant Librarian shall be subject to the direct control and supervision of the Librarian and, to the extent as may be directed by him, he shall assist the Librarian and the Deputy Librarian in the performance of their duties and functions. He shall also perform such other duties and functions as may be assigned to him by the Librarian/Deputy Librarian from time to time and shall exercise such powers as may be delegated to him by the Librarian.

Powers,
duties and
functions
of the
Estate
Officer

47. The Estate Officer shall be under the direct control and supervision of the Registrar and shall—
- a] work in collaboration with the Special

officer (Development) ;

- b] be responsible for maintaining an up-to-date record of all University properties ;
- c] be in charge of all lands, buildings and other properties of the University ;
- d] be responsible for collection of compensation, rent in respect of immovable properties of the University ;
- e] be responsible for the management and administration of the lands buildings and other immovable properties of the University and of all assets held by the University in trust and endowments ;
- f] be responsible for looking after and attending to all matters relating to acquisition, transfer or letting out of lands and buildings for and on behalf of the University ; and
- g] perform such other duties and functions as may be entrusted to him by the Registrar from time to time.

Powers,
duties and
functions
of the
Security
Officer

48, The Security Officer shall work under the direct supervision and administrative control of the Registrar and shall—

- a] be responsible for the security and safety of all the properties of the University located at the main campus and surrounding areas ;
- b] be in supervisory charge of the Watch and Ward and Caretaking set-up ;
- c] maintain close co-ordinating with the Estate Officer, the Deans of Faculties, the Director of Farms and the University Engineer (Civil) ; and
- d] perform such other duties and functions as may be assigned to him by the Registrar or the Vice-Chancellor from time to time,



FORM

[See Statute 15 (1)]

Medical certificate of health of candidate for employment under the Bidhan Chandra Krishi Viswavidyalaya.

I hereby certify that I have examined.....
....., a candidate for employment
as.....under the Bidhan Chandra
Krishi Viswavidyalaya and cannot discover that
..... has any
disease, constitutional weakness, or bodily infir-
mity except.....I do not*
consider this to be a disqualification for employ-
ment as.....
under the Bidhan Chandra Krishi Viswavidyalaya.
.....age is,
according to his/her own statement..... years
and.....months and
by appearance about.....years.

Signature of candidate

Place.....

Date.....

Signature of Medical Officer

Designation.*

*N. B. The underlined words should be struck out if the candidate is considered disqualified for University service.

**BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA**

**Election to the Court from Non-Teaching staff
Constituency**

FORM NO. 2(N)

Sec Statute 24 (2)

**Statement of particulars to be submitted by a Non-teaching
Staff.**

1. Full Name (in Block
letters, surname first)
with academic :
2. Date of birth :
3. Postal Address
(Permanent & Present) :
4. Present post held :
5. Name of the Department :

6. Date of appointment to
the post :

7. Date of first appointment
to the Viswavidyalaya :

I hereby certify that the entries made in this statement are true to my knowledge and I do not suffer from any disqualification enumerated in clause (5) of Statute 24 for the purpose of being recorded as an elector of Non-teaching staff Constituency of the Viswavidyalaya.

Full Signature :

Date :

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Election to the Court from Non-teaching staff
Constituency

FROM NO 3(N)

See Statute 25 (6)

N O M I N A T I O N P A P E R

I, _____
(Surname Name) (Designation)

(Name of the Department)

do hereby propose _____ as a candidate
for election to the Court from Non-teaching staff Consti-
tuency,

Date..... Signature of Proposer.

I, _____
(Surname Name) (Designation)

(Name of the Department)

do hereby second the above proposal.

Date.....

Signature of Secunder.

I, _____

(Surname Name)

(Designation)

(Name of the Department)

do hereby give my consent to the above proposal.

Date

Signature of Candidate,

N.B. 1) The number of vacancy is.....

2) One nomination paper is to be used for one candidate,

3) Only one candidate is to be proposed for a vacancy,

4) Each nomination paper is to be delivered to the Returning Officer in a closed sealed cover by the proposer in person or despatched by Registered Post with Acknowledgement due so as to reach the Returning Officer on or before..... duringto.....P.M.

*Strike off whichever is not applicable,

- 10) Procedure of election of teachers to the Court shall apply mutatis mutandis in the matter of election of Officers to the Court.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Election to the Court from Officers' Constituency

Form No. 1(0)

Sec Statute 28(1)

Register of names of Officers : Electoral Roll

Sl. No.	Full name	Postal Address	Name of Present	Date	Remarks
		Perma- nent	Prese- nt	the Dep- artment	post of Joining

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Election to the Court from Officers'
Constituency

FORM NO. 2(0)

Sec Statute 28 (2)

Statement of particulars to be submitted by an Officer.

1. Full Name (in Block

letters, surname first)

with academic

:

2. Date of birth :
3. Postal Address
(Permanent & Present) :
4. Present post held :
5. Name of the Department :
6. Note of appointment to
the post :
7. Date of first appointment
to the Viswavidyalaya :

I hereby certify that the entries made in this statement are true to my knowledge and I do not suffer from any disqualification enumerated in clause (5) of Statute 3 for the purpose of being recorded as an elector of Officers' Constituency of the Viswavidyalaya.

Full Signature :

Date :

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Election to the Court from Officers'
Constituency

FROM NO 3 (O)

See Statute 29 (6)

N O M I N A T I O N P A P E R

I, _____
(Surname Name) (Designation)

(Name of the Department)

do hereby propose _____ as a candidate
for election to the Court from Officers' Constituency,

Date..... Signature of Proposer.

I, _____
(Surname Name) (Designation)

(Name of the Department)

do hereby second the above proposal.

Date..... Signature of Secunder.

I, _____
(Surname Name) (Designation)

(Name of the Department)

do hereby give my consent to the above proposal.

Date..... Signature of Candidate,

N.B. 1) The number of vacancy is.....

2) One nomination paper is to be used for one candidate,

3) Only one candidate is to be proposed for a vacancy,

4) Each nomination paper is to be delivered to the Returning Officer in a closed sealed cover by the proposer in person or despatched by Registered Post with Acknowledgement due so as to reach the Returning Officer on or before..... duringto.....P.M.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Statutes relating to manner of appointment, powers and duties of the Head of a department in a Faculty of the University.

In exercise of the power conferred by Sub-section (2) of section 52 of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Ben. Act XLIX of 1974), I, the first Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Vice-Chancellor under clause (b) of sub-section (4) of Section 52 of the said Act, hereby frame, with the approval of the Chancellor and with the assistance of the Committee nominated by the State Government, the following Statutes as the First Statuted relating to the manner of appointment, powers and duties of the Head of a department in a Faculty of the University :—

Part—I

Preliminary

Short title and commencement.

1. (1) These Statutes shall be called the First Statutes relating to the manner of appointment, powers and duties of a Head of a department in a Faculty of the University.

Definitions.

2. Unless the context otherwise requires :

(1) "the Act" means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal Act XLIX of 1974) ;

(2) words and expressions used in the Statutes but not defined shall have the same meanings as in the Act.

3. (1) The Vice-Chancellor in addition to his pay and allowances admissible under the Act, shall be entitled to get free furnished residential accommodation. The grounds of the Vice-Chancellor's lodging shall be maintained by the University.

(2) The Vice-Chancellor shall be provided with a chauffeur-driven car to be maintained

(3) The Vice-Chancellor shall be entitled to the benefits of contributory provident fund, pension, death-cum-retiring gratuity, cash equivalent to

Lodging, contributory provident fund, leave, travelling allowance, medical allowance, etc.

leave salary and such other benefits as may be admissible to University officers under the relevant Statutes Ordinances and Regulations framed from time to time.

(4) The Vice-Chancellor shall be entitled to such leave as may be admissible to University officers under the Regulations of the University.

(5) The Vice-Chancellor shall be entitled to such travelling and other allowance, medical benefits, etc. as may be admissible under the relevant Statutes, Ordinances, Regulations and Rules.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Statutes Relating to the Terms and Conditions of Service of the Vice-Chancellor

In exercise of the power conferred by Sub-Section (2) of Section 52 read with Sub-Section (1) of Section 39 and clause (7) of Section 38, of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal Act XLIX of 1974), I, the First Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under Clause (b) of Sub-Section (4) of Section 52 of the said Act to be the Vice-chancellor for the purposes of the said Section, hereby cause to be framed, with the approval of the Chancellor and with the assistance of the Committee consisting of members nominated by the State Government, the following Statutes as the first Statutes relating to the terms and conditions of service of the Vice-Chancellor

Short title and
Commencement

1. (1) These Statutes shall be called the first Statutes relating to the terms and conditions of service of the Vice-Chancellor.
- (2) They shall come into force with immediate effect.

Definitions.

- (2) They shall come into force with immediate effect.
2. Unless the context otherwise requires,
 - (1) "the Act" means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal Act-XLIX of 1974)
 - (2) "Faculty" means the Faculty of Agriculture and the Faculty of of Veterinary and Animal Sciences ;
 - (3) "teacher" means a person appointed or recognised by the University for the purpose of imparting instruction or conducting and guiding research or extension programmes and includes other scientists conducting research or extension programmes and enjoying payscales equivalent to that of a Lecturer, a Reader or a Professor, as the case may be.
 - (4) Words and expressions used in these Statutes but not defined shall have the same meanings as in the Act.

Part—II

Manner of appointment and tenure.

3. (1) There shall be a Head in every department of a Faculty, who shall be appointed, on a rotational basis and in order of seniority, by the Vice-Chancellor from amongst the teachers of the department concerned in the rank of Professor and Reader.

Provided that where there is no teacher in the rank of Professor or Reader in a department, a teacher in the rank of Lecturer may be appointed by the Vice-Chancellor to be the Head of the department till a teacher in the rank of Reader or Professor is appointed.

- (2) An appointment made under paragraph (1) shall, subject to provision to paragraph (1) for a period of two years.
- (3) The post of the Head of a department will not carry any additional remuneration.

Part—III

Powers and duties

4. (1) The Head of a department shall exercise control over the working of the department.
- (2) He shall be the Chairman of the Board of Studies for the department and a member of the Faculty Council Faculty concerned.
- (3) He shall be responsible to the Dean of the Faculty for organisation and conduct of the integrated programme of teaching, research and extension in the department.
- (4) He shall submit to the Dean of the Faculty/Director of Research/Director of Extension the Budgetary needs of his department as determined by the Board of Studies.
- (5) He shall, in consultation with the Board of Studies, recommend to the Dean of the Faculty/Director of Research Director of extension, the work-load of each member of the staff attached to his department in so far

as teaching research and extension programmes are concerned.

- (6) He shall send to the Dean of the Faculty and the Directors of Research and Extension proposals for development of of his department.
- (7) He shall assume responsibility for the University property and facilities assigned to his department.
- (8) He shall ensure that the monthly requirements of funds for the department are brought to the notice of the Vice-Chancellor in advance through the Dean of the Faculty/Director of Research/Director of Extension and the Comptroller.
- (9) He shall ensure that all equipments and other effects allocated to the department are maintained in a proper condition.
- (10) He shall ensure that proper discipline is maintained in the department.

- (11) He shall ensure that a proper account is kept of the funds placed at his disposal.
- (12) He shall perform such other duties as may be assigned to him by the Dean of the Faculty/ Director of Research and the Vice-Chancellor.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Statutes Relating to Medical Benefits To University Employees :

In exercise of the power conferred by Sub-Section (2) of Section 52 of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal Act XLIX of 1974), I, the first Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under Clause (b) of Sub-Section 52 of the said Act, hereby frame, with the approval of the Chancellor and with the assistance of the Committee nominated by the State Govt., the following Statutes as the First Statutes relating to medical benefits to University employees.

Part—1

Preliminary

Short title and commencement.

1. (1) These Statutes may be called the First Statutes relating to medical benefits to University employees.
- (2) They shall come into force with immediate effect.

Definitions

2. Unless the context otherwise requires,—
 - (1) the "Act" means the BCKV Act, 1974 (West Bengal Act XLIX of 1974);
 - (2) "authorised medical attendant" means a medical officer in the service of and authorised for the purposes of these Statutes by University ;
 - (3) "medical attendance" means attendance in the University M. I. Unit or at the residence of a University employee or in the chamber of the authorised medical attendant and includes
 - (i) Such pathological, bacteriological, radiological or other methods of diagnostic examination as are available in hospitals and are considered necessary by the authorised medical attendant ; and
 - (ii) consultation with such medical officer in the service of the University when any accident occurs or such specialist as the authorised medical

attendant certifies in writing to be necessary to such extent and in such manner as the medical officer or specialist may, in consultation with the authorised medical attendant, determine ;

- (4) "member of family" means wife /husband, dependent, minor children and dependent parents ;
- (5) "official duty" means the actual official work for the time being assigned to a University employee ;
- (6) "treatments" means the use of all medical and surgical facilities available in the hospital in which a University employee is treated, and includes—
 - (i) the employment of such pathological, bacteriological, radiological or other methods as are considered necessary by the authorised medical attendant ;
 - (ii) the supply of such medicines, vaccines sera or other therapeutic substances as are ordinarily available in hospitals ;

(iii) reimbursement of the cost of such medicines, vaccines, sera or other therapeutic substances not ordinarily so available as the authorised medical attendant may certify in writing to be essential for the recovery, or for the prevention of serious deterioration in the condition of the University employees ;

(iv) providing such accommodation as is ordinarily provided in the hospital to which a University employee is admitted and is suited to his status ;

(v) reimbursement of the cost of such nursing as is ordinarily provided to inpatients by the hospital to which a University employee is admitted ;

(vi) reimbursement of the cost of such special attendance as the authorised medical officer may certify in writing to be essential for the recovery or for the prevention of serious deterioration in the condition of the University employee ;

- (7) words and expressions used in these Statutes but not defined shall have the same meanings as in the Act.
3. Normally the employees of the University and the members of their families will be entitled to free medical advice from a Medical Officer of the Univ.
4. (1) All University employees shall be entitled to "medical attendance" by the authorised medical attendant in case they are injured or otherwise sick as a result of any accident in which they may be involved in the performance of their official duties, whether within or outside the State of West Bengal'

Provided that if for any reason the services of the authorised medical attendant, a medical officer of the University are not available, a University employee shall be entitled to medical attendance by a registered medical practitioner and the

- attending medical practitioner shall be deemed to be the authorised medical attendant within the meaning of these Statutes until the services of the authorised medical attendant are available. If the services of the authorised medical attendant are not available during the whole course of "treatment", the attending medical practitioner shall be deemed to be the authorised medical attendant during the whole course of treatment within the meaning of these Statutes.
5. Subject to the conditions specified in these Statutes, a University employee involved in an accident, whether within or without the State of West Bengal, in the performance of his official duties, shall be entitled to treatment in the nearest available hospital which can, in the opinion of the authorised medical attendant, provide the requisite treatment.

Provided that other factors remaining equal, a State hospital shall be preferred in the matter of treatment of a University employee.

6. In case a University employee is involved in an accident outside the State of West Bengal and no suitable accommodation is available for him in a hospital, he may receive treatment at his residence or in the chamber of the authorised medical attendant.
7. If the authorised medical attendant is of the opinion that wing to the absence or remoteness of suitable hospital accommodation or the severity of the illness a University employee cannot be given treatment in a hospital, he may receive treatment at his residence or in the chamber of the authorised medical attendant.
8. For transport of a sick employee of the University, a University vehicle, if available, may be provided on payment of fuel

cost plus some extra amount to cover O.T.A. of the driver, if necessary. For transport of sick/dead members of the families of University employees, the I.T.D.C. rate will be charged for if University vehicles are provided. All such payments shall normally be paid in advance tailing which deduction from the salary of the employee concerned shall be made.

9. All claims for re-imbursement of the cost incurred by an employee of the University on account of his treatment in a hospital or at his residence or in the chamber of the authorised medical attendant and admissible under these Statutes shall be accompanied by a certificate in writing by the authorised medical attendant, stating—
 - (a) if the employee is treated in a hospital
 - (i) the total cost incurred by the employee on account of the treatment with necessary details ;

- (ii) the cost admissible under the Statutes, or
- (b) If the employee has received treatment at his residence or in the chamber of the authorised medical attendant, the total cost of treatment excluding the fees paid to private medical practitioners, if any, which would not be re-imbursed.
10. In any question/dispute arises as to whether any service is included in medical attendance or treatment or over the interpretation of claims, it shall be referred to the Vice-Chancellor and the decision of the Vice-Chancellor shall be final.
11. All claims preferred under the provisions of these Statutes shall be supported by receipts and vouchers countersigned by the authorised medical attendant.
12. In all cases in which the benefit of these Statutes is claimed, the admissibility of the claims shall be determined by the University on the facts of each case in the light of the circumstances of the case as per orders of Vice-Chancellor.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Statutes Relating to Convocation

In exercise of the power conferred by sub-section (2) of section 52 of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Bengal. Act XLIX of 1974), I, the First Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under clause (b) of sub-section (4) of section 52 of the said Act, hereby frame, with the approval of the Chancellor and with the assistance of the Committee nominated by the State Government, the following Statutes as the First Statutes relating to Convocation of the University.

Part—I

Preliminary

Short title and commencement.

1. (1) These Statutes shall be called the first Statutes relating to Convocation of the University.

(2) They shall come into force with immediate effect.

Definitions.

2. Unless the context otherwise requires,—

- (1) "The Act" means the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 ;
- (2) Words and expressions used in these Statutes but not defined shall have the same meanings as in the Act.

Part—II

General Provisions

Holding of
Convocation.

3. (1) Convocations of the University shall be held on such date (s) at such time (s) and place (s) as the Vice-Chancellor may fix in this behalf with the prior approval of the Chancellor.

Provided that a Convocation shall preferably be held every year and ordinarily in the month of February.

- (2) Not less than fifteen days' notice shall be given for holding a Convocation.

Academic Proce-
sion.

4. (1) The Academic Procession shall be constituted with the following personnel :
 - (a) Registrar,

- (b) Members of the Court (in pairs) other than the Vice-Chancellor and the Chancellor,
 - (c) Vice-Chancellor,
 - (d) Chief Guest, and
 - (e) Chancellor.
- (2) Members of the Academic Procession shall ordinarily wear white Dhoti and Kurta and the robe prescribed by the University in this regard.
 - (3) Members of the Academic procession shall, at the commencement of a session of a Convocation, proceed to the dias in the order indicated in paragraph (1) and take seats reserved for them. At the end of a Convocation, whether on adjournment or on conclusion, members of the Academic procession shall leave the dias in the reverse order.
 - (4) When the Academic procession enters or leaves the venue, as the case may be, at the beginning or end of a Session of a

Convocation, all members of the audience shall rise from their seats and remain standing until the members of the Academic procession have taken their seats on the dais or the procession has left the venue, as the case may be.

Dress.

5. Recipients of degrees, diplomas, certificates and medals at a Convocation shall wear white Kurta and Dhoti with orbe, prescribed by the Viswavidyalaya. The ladies shall wear white saree with maroon border and maroon blouse with the prescribed robe. No recipient will, unless he/she is so dressed, be presented.

Records.

6. After conferment of degrees, records relating to the names of the recipients of degrees will be placed before the Chancellor/Vice-Chancellor for signature.

Admission to Convocation.

7. No person, other than officials, shall be admitted to a convocation unless he has an invitation card or an 'Admit' card issued to him by the Registrar.

Opening and Closings.

8.

There will be opening and closing songs at a convocation.

Absence of specified presenting officers from sessions of a Convocation.

9.

In the absence of the Dean, post-graduate studies or the Dean of Any Faculty from a session of a convocation, his function, at the said session, shall be performed by the Registrar.

Fee for attending Convocation and using robe.

10.

A refundable deposit of Rs. 20/- will be taken for use of the robe from each recipients of degrees, etc.

conferring Degrees, medals titles, diplomas certificates or other academic distinctions at Convocation.

11.

Part—III

Degrees of the Viswavidyalaya including honorary degrees shall be conferred and such titles, diplomas, certificates or other academic distinctions & medals as may be specified in this behalf by the Court, shall be awarded to the recipients adjouged to be eligible, at a Convocation of the University.

Order of conferment of Degrees, etc.

12.

Ordinarily degrees shall be conferred and titles, medals, post-graduate diplomas and certificates awarded to those

present at a convocation in the following order :

- (a) Honorary degrees, special Medals and titles in the order determined by the Vice-Chancellor ;
- (b) Doctoral degrees, Masters 'degree and Bachelors' degrees, diplomas and Certificates in alphabetical order of the Faculty ;
- (c) Medals other than special medals.

Explanation—In these Statutes "Special Medal" means a medal specified by the Court to be awarded at a Convocation but does not include a medal to be awarded on the results of an examination or other competition.

Opening & closing
of Convocation.

13. (1) The Chancellor or, in his absence, the Vice-Chancellor presiding over a Convocation shall, for the purpose of opening the Convocation declare when all the participants in the convocations are properly seated, "I declare the Convocation

open", and add, "Let the candidates stand forward", and for the purpose of closing the Convocation declare, "I declare the convocation closed".

- (2) If a Convocation lasts for more than one session, the Chancellor or, in his absence, the Vice-Chancellor presiding over it, shall say, at the end of each session other than the final session, "I declare this Convocation adjourned until ...".
- (3) After the Convocation is declared open, the candidates shall stand up and the Vice-Chancellor will exhort them as follows :
Do you promise that, if admitted to the Degrees for which you are severally candidates and for which you have been chosen, you will, in your daily life and conversation, conduct yourselves as become members of this Viswavidyalaya ?

Question :

Answer :

Question :

I do promise.

Do you promise that to the utmost of your opportunity and

ability you will support and promote the cause of sound learning ?

Answer :

I do promise.

Question :

Do you promise that you will uphold and advance social order and the well-being of your fellowmen ?

Answer :

I do promise.

The Vice-Chancellor will then say, "Let the candidates be presented".

Honorary Degrees.

14. (1) For the purpose of conferment of honorary degrees the recipients of such degrees shall be presented by the Vice-Chancellor, to the Chancellor or, in the absence of the Chancellor, by the Registrar to the Vice-Chancellor.
- (2) The officer so presenting the recipient of an honorary degree shall address the Chair and say, "Sir, I present to you and pray that he may, as decided by the Court, be conferred the degree of honoriescausa" and may, in his discretion, and

such statements as he may think fit regarding the achievements of the recipient which have led to his being chosen for the high honour.

- (3) The Chancellor or the Vice-Chancellor, as the case may be, shall thereupon say. "By virtue of the authority vested in me as Chancellor/Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya, I confer upon you the degree of honiris causa". He may, in his discretion, add such statements as he may think fit regarding the achievements of the recipient which have led to his being chosen for the High honour. The recipient of the honorary degree shall, thereupon, proceed to the Chancellor to receive the degree from him.

Special medal.

- 15 (1) Following the conferment of honorary degree (s), special medal (s) shall be awarded by the Chancellor to those to be thus honoured.
- (2) In presenting the recipient of

a special medal, the Vice-Chancellor shall briefly indicate the basis of the award, using appropriate words of his choice. The recipient of the special medal shall, thereupon, proceed to the Chancellor to receive the medal from him.

Doctoral Degree &
Masters Degree

16. (1) Candidates for the Doctor's and post-graduate degrees, shall be presented Faculty-wise by the Dean, post-graduate Studies.

(2) The Dean, Post-graduate Studies shall address the Chair and say, "Sir, I present to you these candidates and pray that they may, as decided by the Court, be admitted to the Degrees of Ph.D./M.Sc. (Ag) /M.V.Sc.". The names of the candidates will then be read out by him

(3) The candidates to be admitted to the above-named degrees shall severally advance as their names are read out and present themselves before the

Chancellor/Vice-Chancellor to accept the Degrees.

(4) When all the candidates for the degrees mentioned above have been presented, the Chancellor/Vice-Chancellor will say to the candidates who will remain standing :

"By virtue of the authority vested in me as Chancellor/Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya, I admit you to the degree of Ph.D/M.Sc. (Ag)/M.V.Sc. of this Viswavidyalaya and charge you throughout your life to prove worthy of this degree."

(5) The Dean, post-graduate Studies will then present the recipients of Certificates of merit, diplomas and prizes.

(6) Names of the recipients will be read out, who shall advance severally and present themselves before the Chancellor/Vice-Chancellor who will say :

"By virtue of the authority vested in me as Chancellor/Vice-

Chancellor of the Bidhan Chandra Krishi Viswavidyalaya, I award the Certificate of merit Diploma/prize of this Viswavidyalaya and charge you ... you throughout your life to prove worthy of this certificate of merit/diploma/prize."

- Bachelor's degree. 17. (1) Candidates for the Bachelor's degree shall be presented to the Chancellor, Faculty-wise, by the Dean of the Faculty concerned. The Dean of the Faculty concerned will say, "Sir, I present to you these candidates and pray that they may, as decided by the Court, be admitted to the Degree of B.Sc. (Ag.) Hons./B.V.Sc. & A.H./B.Sc. (D.T)". The names of the candidates will then be read out. The candidates shall stand and remain standing until the names of all candidates are read out and they have been presented for the degrees.
- (2) When all the candidates for the same degree have been presented, the Chancellor/Vice-

Chancellor will say to the candidates who will remain, "By virtue of the authority vested in me as Chancellor/Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya, I admit you to the degree of B. Sc. (Ag.)/B.V. Sc. & A.H./B. Sc. (D. T.) of this Viswavidyalaya and charge you throughout your life to prove worthy of this degree."

- (3) Dean of the Faculty concerned will then present recipients of Certificates of merit, medals and prizes. Names of the recipients will be read out, who will advance severally and present themselves before the Chancellor/Vice-Chancellor, who will say, "By virtue of the authority vested in me as Chancellor/Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya, I award the certificate of merit/medal/prize of this Viswavidyalaya and charge you throughout your life to prove worthy of this

Government of West Bengal

Agriculture Department

Education Branch

No. 16433-Edn/9M(U)-22/82

From :- Shri B. Ray, Deputy Secretary.

To :- The Vice-Chancellor Bidhan Chandra Krishi
Viswavidyalaya, Mohanpur, Nadia.

Dated, Calcutta, the 25th August, 1982.

Sir,

In continuation of this Department letter No. 13003 dated 13-8-82, I am directed to forward herewith a copy of the Statutes on the marginally noted items, as approved by the Chancellor, for favour of your information and taking necessary action.

Yours faithfully

Sd/- B. Ray.

Deputy Secretary.

Vice-Chancellor's
report.

18. After distribution of degrees, etc., the Vice-Chancellor will present his report and read it out.

Guest-speaker and
Convocation
address.

19. After conclusion of his speech, the Vice-Chancellor will request the Chief Guest to deliver his Convocation address and the Chief Guest will deliver his Convocation address.

Chancellor's
address.

20. After the speech of the Chief Guest, the Chancellor, if he is present, will deliver his address before declaring the Convocation closed. In the absence of the Chancellor, the Vice-Chancellor, shall declare the Convocation closed.

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CHAPTER IV

STATUTES RELATING TO THE REGISTER OF NAMES OF THE STUDENTS AND THE PROCEDURE OF ELECTION OF STUDENTS TO COURT.

PART I

THE REGISTER OF NAMES OF STUDENTS

Maintenance
of Register
of names of
students

22. (1) The Registering Authority shall maintain a Register in Form No. 1 (S) of the names of the students belonging to each Faculty as defined in clause (15) of section 2 (hereinafter in this Chapter referred to as "the Register of regular students").

(2) As soon as may be after a person has got himself admitted into undergraduate or post-graduate course of the

Viswavidyalaya, he shall be required to forward to the Registrar, through the Dean of the Faculty concerned, a statement in Form No. 2 (S) containing all relevant particulars about himself. The Dean of the Faculty concerned shall certify therein that the particulars entered in the statement by the student are correct according to his office records.

(3) The Registering Authority scrutinise every statement received by him under clause (2) and prepare the Register of names of regular students' constituency.

(4) If any student dies or leaves the Viswavidyalaya the Dean of the Faculty concerned shall report the fact to the Vice-Chancellor, on whose direction the Registering Authority shall strike off his name from the Register of regular students.

(5) The Registering Authority shall take the order of the Vice-Chancellor for preparation of the Register of names of regular students to be indicated

by the letter, 'R' in the remarks column of Form No. 1 (S).

(6) A student's name shall not be included in the Register of regular students or if included shall be struck off from the Register of regular students under the direction of the Vice-Chancellor, if he is found to be in default of payment of tuition fees, for one month or more and other dues payable by him to the Viswavidyalaya at the time notice for election is issued.

(7) If a student desires to challenge the decision of the Vice-Chancellor, he may file an appeal to the Election Tribunal in duplicate, setting forth the grounds thereof. The Election Tribunal shall consider the appeal and give its decision which shall be final, and the

PART II

ELECTION TO THE COURT

Register of regular students shall be amended accordingly, if necessary.

(8) Three copies of the Register of regular students prepared in accordance with the provisions of this chapter shall be authenticated by the Vice-Chancellor. One copy of the Register of regular students shall be kept in the safe custody of the Vice-Chancellor, while a copy each shall be kept with the Registering Authority and the Dean of the Faculty concerned.

(9) The list of members of the Executive committee of the Students' Union pertaining to each Faculty, as authenticated after being amended, corrected or revised from time to time, in accordance with the direction of the Vice-Chancellor, shall be the electoral roll for election to the Court, and no entry therein shall be challenged except in accordance with the provisions of these Statutes.

The Vice-Chancellor to call upon the students constituency to elect :
procedure of election to the Court.

23. (1) Whenever an election is required to be held in pursuance of clause (iii) (W) of sub-Section (2) of section 3 for the purpose of constituting the Court or filling any casual or other vacancy therein except where otherwise stated, the Vice-Chancellor shall call upon the constituency to elect a member or members, as the case may be, within a period of ninety days from the date of occurrence of vacancy, and fix the last date for filling nominations, the date for scrutiny of nominations, the date or dates on which the poll shall be taken.

(2) Every regular student whose name is entered in the Register of regular students

P A R T II
ELECTION TO THE COURT

The Vice-Chancellor to call upon the students constituency to elect : procedure of election to the Court.

23. (1) Whenever an election is required to be held in pursuance of clause (iii) (W) of sub-Section (2) of section 3 for the purpose of constituting the Court or filling any casual or other vacancy therein except where otherwise stated, the Vice-Chancellor shall call upon the constituency to elect a member or members, as the case may be, within a period of ninety days from the date of occurrence of vacancy, and fix the last date for filling nominations, the date for scrutiny of nominations, the date or dates on which the poll shall be taken.

(2) Every regular student whose name is entered in the Register of regular students

shall under the provisions of the Act be entitled to contest the election for membership of the Court but not to vote unless he is a member of the Executive Committee of the students' Union pertaining to the Faculty concerned.

(3) A copy of the electoral roll shall be displayed on the Notice Boards of the Office of the Returning Officer of the Dean of the Faculty and of the Students' Union of the Faculty concerned at least thirty days in advance of election.

(4) When the Vice-Chancellor has called upon the constituency to elect a member or members, the Returning Officer shall cause a notice to be displayed on the Notice Boards of the office of the Returning Officer, or the Dean of Faculty and of the Students' Union of the Faculty concerned showing the member(s), if

any, and call on the regular students to submit nominations within the date fixed for the purpose.

(5) Any regular student of the Viswavidyalaya, may be nominated as a candidate if his name is included in the Register of regular students provided he is not suffering from any of the disqualifications enumerated in clause (6) of statute 22 :

(6) Every nomination paper in Form No. 3 (S) shall be signed by a proposer and a seconder who must themselves be electors and shall bear the written and signed consent of the candidate nominated for election. Nomination paper shall be delivered to the Returning Officer in closed and sealed cover in person or despatched by registered post, with acknowledgement due by the proposer so as to reach

the Returning Officer within the date and time mentioned in the notice. The Returning Officer shall give a serial number to every such cover delivered to him, and hand over a receipt to the person delivering the cover.

(7) any candidate may withdraw his candidature by a notice in writing in Form No. 5 (S), every such notice shall be signed by the candidate and shall reach the Returning Officer within the notified date and time after the date of scrutiny of nominations. The Returning Officer shall hand over a receipt to the person delivering the notice of withdrawal.

(8) (a) The poll shall be taken by secret personal ballot.

(b) Ballot papers in Form No. 4 (S) to be used at the election shall be serially numbered and the names of the contesting

candidates shall be mentioned on each ballot paper in alphabetical order according to surnames.

(9) When the counting of votes has been completed the Returning Officer shall forthwith declare the candidate/candidates who has/have polled the largest number of valid votes to be duly elected. When two or more candidates receive an equal number of votes and they cannot all be declared elected, the Returning Officer shall decide the election by drawing lots.

Provided that in the election to the Court, if the first candidate securing the largest number of votes is an undergraduate student, the next candidate to be declared successful shall be a post-graduate student securing the largest number of vote and vice versa.

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

ELECTION TO THE COURT/EXECUTIVE
COUNCIL FROM NO. 1 (S)

See Statute 22 (1)

Register of names of students, Undergraduate/
Post-graduate

Sl. No	Full Name	Postal Address		Department & Faculty	Date of admission in to the course	Remarks
		Permanent	Present			

★ R stands for regular students.

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

STATEMENT OF PARTICULARS OF STUDENT
FORM NO. 2 (S)

See Statute 22 (2)

1. Full Name (in block letters) : _____
(Surname first)
2. Date of birth : _____
3. Postal address : _____
4. Course & Year : _____
5. Date of first entry in the Viswavidyalaya : _____
6. Date of admission into the course (Undergraduate/Post-graduate) : _____

7. Department &

Faculty : _____

8. Remarks :

I hereby certify that the entries made in this statement are true to my knowledge and I do not suffer from any disqualifications enumerated in clause (6) of Statute 3 of these Statutes for the purpose of being recorded as a regular student of the Viswavidyalaya,

Full Singature

of the student

Date :

I certify that the particulars entered in the statement by the above student are correct according to office records.

Signature of the Dean of the Faculty.

(48)

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

ELECTION TO THE COURT
FROM THE STUDENTS

FORM NO. 3 (S)

See Statute 23 (6)

I, _____ do hereby
(Surname) (Name) (Year of the Courses)
propose to nominate _____

as a candidate for election to the Court from the students' Constituency.

Date.....

Signature of proposer.

I, _____ do hereby
(Surname) (Name) (Year of the Course)
second the above proposal.

Date.....

Signature of Seconder.

(49)

I, _____ do hereby
 (Surname) (Name) (Year of the Course)
 give my consent to the above proposal.

Date Signature of Candidate

N. B. (1) The number of vacancies is.....

(2) One nomination paper is to be used
 one candidate.

(3) Only one candidate is to be proposed
 for a vacancy.

(4) Each nomination paper is to be de-
 livered to the Returning Officer in a closed
 and sealed cover by the Proposer in person
 or despatched by Registered Post on or
 before.....

duringto..... P.M.

BIDHAN CHANDRA KRISHI
 VISWAVIDYALAYA

STUDENTS' CONSTITUENCY

Form No. 4 (S)

See Statute 23(8) (b)

BALLOT PAPER

Counterfoil

Serial No.

Name of Elector.....

Serial No. of Elector in the
 Elector Roll.....

BIDHAN CHANDRA KRISHI
 VISWAVIDYALAYA

STUDENTS' CONSTITUENCY

Form No. 4 (S)

See Statute 23 (8) (b)

BALLOT PAPER

Serial No.

Signature of the Returning
 Officer

N. B. Vide instructions Overleaf

INSTRUCTION

1. The number of vacancy to be filled is _____

2. Use ink to cast your vote by placing one X mark opposite the name of the candidate of your choice on the ballot paper in the space provided.

3. One and only one vote is to be cast in favour of a candidate.

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA
ELECTION TO THE COURT FROM
STUDENTS CONSTITUENCY

FORM NO. 5 (S)

See Statutes 23 (7)

Sir,

I, _____
a candidate nominated for the Students' Constituency do hereby give notice that I withdraw my candidature.

Date
Place :
Signature of Candidate

This notice of withdrawal was delivered to me at my office at _____ on _____ by the candidate.

Signature of Returning Officer

CHAPTER V

STATUTES RELATING TO THE REGISTER OF THE NAMES OF NON-TEACHING STAFF AND THE PRO- CEDURE OF ELECTION OF ONE NON-TEACHING STAFF OF THE COURT.

PART I

THE REGISTER OF THE NAMES OF THE NON- TEACHING STAFF

Maintenance-
of Register of
the names
of the non-
teaching staff

24. (1) The Registering Authority shall maintain a Register in Form No. I (N) of the names of the non-teaching staff as defined in section 2 (hereinafter in this Chapter referred to as "the Register of non-teaching staff").

(2) As soon as a person is appointed as a member of the non-teaching staff of the Viswavidyalaya and has assumed his duties as such, he shall be required to forward to the Registrar a statement in Form

No. (2) (N) after entering therein relevant particulars about himself. He shall also certify therein that the particulars entered in the statement are true to his knowledge.

(3) The Registering authority shall scrutinise every statement received by him under Clause (2) and shall take the order of the Vice-Chancellor regarding the inclusion in the Register of non-teaching staff of the name of the person concerned.

(4) Whenever it appears to the Vice-Chancellor that there are grounds for not including the name of a member of the non-teaching staff in the Register or for striking off the name of such a member of non-teaching staff already included in the Register of non-teaching staff, the member of the non-teaching staff concerned shall be informed by a notice specifying

the grounds therefor. The member of the non-teaching staff may make his representation to the Vice-Chancellor in writing within fifteen days from the date of issue of the notice. The Vice-Chancellor shall take into consideration any such representation by the member of the non-teaching staff and all other available facts before passing an order. If it is decided not to include the name of the member of the non-teaching staff in the Register of non-teaching staff or to strike off the name from the said Register, the Registering Authority shall act accordingly. The decision not to include or to strike off the name shall invariably be communicated forthwith by the Registrar to the member of the non-teaching staff concerned.

(5) The name of the member of the non-teaching staff shall

not be included in the Register or if included shall be struck off from the Register, under the orders of the Vice-Chancellor as provided in clause (4) of Statute 24, if he is :—

- a) on lien service elsewhere ,
or
- b) on deputation in this Viswavidyalaya , or
- c) appointed on ad-hoc basis
or appointed on daily paid basis , or
- d) declared by a competent Court to be of unsound mind , or
- e) undischarged insolvent , or
- f) convicted by a Court of law for an offence which involves moral turpitude.

6) If a member of the non-teaching staff desires to challenge the decision of the Vice-Chancellor he may file an appeal in

duplicate setting for the grounds for such appeal to the Election Tribunal. The Election Tribunal shall consider the appeal and give its decision which shall be final.

7) Two copies of the Register prepare in accordance with the provision of this chapter shall be authenticated by the Vice-chancellor. One copy of the Register shall be kept in the safe custody of the Vice Chancellor while the other shall be kept with the Registrar.

8) The Register of the non-teaching staff shall be available at the office of the Registrar for personal inspection by all members of the non-teaching staff of the Viswavidyalaya for varification of entries concerning them, thirty days prior to issue of notice of election during such hours of the day as may be notified by the Registrar.

9) If any member of the non-teaching staff dies or ceases to hold office the Registrar shall report the fact to the Vice-Chancellor on whose direction the Registering Authority shall strike off his name from the Register of non-teaching staff.

10) The Register as authenticated after being amended, corrected or revised from time to time in accordance to the provisions of this Chapter shall be the Electoral Roll for election to the Court and no entry therein shall be challenged except in accordance with the provisions of these Statutes and the Act.

PART II

ELECTION TO THE COURT

The Vice-Chancellor to call upon the non-teaching staff Constituency to elect : procedure of election to the Court

25. 1) Whenever an election is required to be held in pursuance of the provision of the Act, whether for the purpose of constituting the Court or filling casual or other vacancy therein, except where otherwise stated, the Vice-Chancellor shall call upon the constituency to elect a member within a period of ninety days from the date of occurrence of the vacancy and fix the last date for filling nominations, the date for scrutiny of nomination, the date for withdrawal of nominations and the date or dates on which the poll, if any, shall be taken.

(2) Every member of the non-teaching staff whose name is entered in the Register, which is the Electoral Roll of non-teaching staff constituency un-

der clause (10) of Statute 26 shall be entitled to vote at the election of member of the Court from the constituency under the provisions of the Act.

(3) When the Vice-Chancellor has called upon the constituency to elect a member the Returning Officer shall cause a notice to be issued to the electors showing the name of the vacating member and call on the electors to submit nominations within the date fixed for the purpose.

(4) Any member of non-teaching staff may nominated as a candidate if his name is included in the electoral roll of the constituency and if he is not suffering from any of the disqualifications enumerated in clause (5) of Statute 24.

5) Every elector shall have the option of nominating candidates in separate nomination forms,

but the number of candidates so nominated by him shall not exceed the number of vacancies.

6) Every nomination paper in Form No. 5 (N) shall be signed by a proposer and a seconder who must be electors and shall bear the written and signed consent of the candidate nominated for election. Nomination papers shall be delivered to the Returning Officer in closed and sealed covers in person or despatched by registered post with acknowledgement due by the proposer so as to reach the Returning Officer within the date and time mentioned in the notice. The Returning Officer shall give a serial number to every such cover delivered to him, and hand over a receipt to the person delivering a cover in person.

7) a) The poll shall be taken by secret personal ballot.

b) Ballot papers in Form No. 4 (N) to be issued at the election shall be serially numbered and the names of the contesting candidates shall be mentioned on each ballot paper in the alphabetical order according to surnames.

8) When the counting of votes has been completed the Returning Officer shall forthwith declare the candidate who has polled the largest number of valid votes to be duly elected.

9) When two or more candidates receive an equal number of votes the Returning Officer shall decide the election by drawing lots.

10) Procedure of election of teachers to the Court shall apply mutatis mutandis in the matter of election of non-teaching staff to the Court.

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

Election to the Court from Non-Teaching Staff
Constituency

FORM NO. 1(N)

See Statute 24 (1)

Register of names of non-teaching staff :
Electoral Roll.

Serial No.	Full Name	Postal Permanent.	Address	Name of the Department	Present Post	Date of Joining	Remarks

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

Election to the Court from Non-Teaching Staff
Constituency

FORM NO. 2(N)

See Statute 24 (2)

Statement of particulars to be submitted by a
Non-teaching Staff

1. Full Name (in Block letters, Surname first) with academic : _____
2. Date of birth : _____
3. Postal Address (Permanent & Present) : _____
4. Present post held : _____
5. Name of the Departments : _____

6. Date of appointment to the post : _____

7. Date of first appointment to the
Viswavidyalaya : _____

I hereby certify that the entries made in this statement are true to my knowledge and I do not suffer from any disqualification enumerated in clause (5) of Statute 24 for the purpose of being recorded as an elector of Non-teaching staff Constituency of the Viswavidyalaya.

Full signature:

Date :

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Election to the Court from Non-teaching Staff
Constituency

FORM NO. 3 (N)

See Statute 25 (6)

NOMINATION PAPER

I, _____
(Surname Name) (Designation)

(Name of the the Department)

do hereby propose _____ as a
candidate for election to the Court Non-teaching Staff Constituency.

Date:

Signature of Proposer.

I, _____

(Surname Name)

(Designation)

(Name of the Department)

do hereby second the above proposal.

Date

Signature of Seconder

I, _____

(Surname Name)

(Designation)

(Name of the Department)

do hereby give my consent to the above proposal.

Date

Signature of Candidate

N.B. 1) The number of vacancy is

2) One nomination paper is to be used for one candidate.

3) Only one candidate is to be proposed for a vacancy.

4) Each nomination paper is to be delivered to the Returning Officer in a closed sealed cover by the proposer in person or despatched by Registered Post with Acknowledgement due so as to reach the Returning Officer on or before.....during to..... P.M.

Strike off whichever is not applicable.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA

Form No. 4 (N)	Form No. 4 (N)
<u>See Statute 25 (27) (b)</u>	<u>See Statute 25 (7) (b)</u>
Non-teaching staff	Non-teaching staff
Constituency	Constituency
BALLOT PAPER :	BALLOT PAPER :
Counterfoil	Counterfoil
Serial No.	Serial No.
Name of Elector	Name(s) of the Candidate (s) Column for x mark

Serial No. of Elector	_____
in the Electoral Roll	_____
.....	_____

Signature of the Re-
turning Officer.

N. B. Vide instruction overleaf

INSTRUCTION

1. The number of vacancy to be filled is.....
2. Use ink to cast your vote by placing one x mark opposite the name of the candidate of your choice on the ballot paper in the space provided.
3. One and only one vote is to be cast in favour of a candidate.

CHAPTER VI

STATUTES RELATING TO THE REGISTER OF THE NAMES OF FIELD WORKERS AND THE PROCEDURE OF ELECTION OF ONE FIELD WORKER TO THE COURT.

PART I

THE REGISTER OF THE NAME OF THE FIELD WORKERS

Maintenance
of Register
of the names
of the field
workers

26. (1) The Registering Authority shall maintain a Register in Form No. 1 (F) of the names of the field workers as defined in section 2 and clause (2) of Statute 2 (hereinafter in this Chapter referred to as "The Register of field workers").

(2) As soon as a person is appointed or recognised as field worker of the Viswavidyalaya and has assumed his duties as such, he shall be required to forward to the Registrar statement in Form No. 2 (F) after entering therein all rele-

vant particulars about himself. The field worker shall also certify therein that the particulars entered in the statement are true to his knowledge.

(3) The Registering Authority shall scrutinise every statement received by him under clause (2) and shall take the order of the Vice-Chancellor regarding the inclusion in the Register of the name of the Field worker concerned.

(4) Whenever it appears to the Vice-Chancellor that there are grounds for not including the name of a field worker in the Register or for striking off the name of a field worker already included in the Register, the field worker concerned shall be informed by a notice specifying the grounds therefore. The field worker may make his representation in writing to the Vice-Chancellor within fif-

teen days from the date of issue of the notice. The Vice-Chancellor shall take into consideration any such representation by the field worker and all other available facts before passing an order. If it is decided to include the name of the field worker in the Register of field workers or to strike off the name from the said Register, the Registering Authority shall act accordingly. The decision not to include or to strike off the name shall invariably be communicated forthwith by the Registrar to the field worker concerned.

(5) A field worker's name shall not be included in the Register of field workers or if included shall be struck off the Register, under the orders of the Vice-Chancellor as provided in clause (4), if he is

a) on lien service elsewhere

or

b) on deputation in this Viswavidyalaya, or

c) appointed on ad-hoc basis or on daily wage basis : or

d) declared by a competent Court to be of unsound mind, or

e) undischarged insolvent, or

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

6) If a field worker desires to challenge the decision of the Vice-Chancellor he may file an appeal in duplicate setting forth the grounds, for such appeal to the Election Tribunal. The Election Tribunal shall consider the appeal and give its decision which shall be final.

7) Two copies of the Register of field workers prepared under this Chapter shall be authenticated by the Vice-Chancellor. One copy of the Register shall be kept in the safe.

custody of the Vice-Chancellor, while the other shall be kept with the Register.

8) The Register of field workers shall be available at the office of the Registrar for personal inspection by all field workers of the Viswavidyalaya for verification of entries concerning them, thirty days prior to issue of notice of election during such hours of the day as may be notified by the Registrar.

9) If any field worker dies or ceases to hold Office the Registrar shall report the fact to the Vice-Chancellor, or whose direction, the Registering Authority shall strike off his name from the Register of field workers.

10) The Register as authenticated after being amended, corrected or revised from time to time in accordance with the

aforesaid provisions shall be the electoral roll for the field workers' constituency to the Court and no entry therein shall be challenged except in accordance with the provisions of the statute and the Act.

P A R T I I

ELECTION TO THE COURT

The Vice-Chancellor to call upon the field workers' to elect, procedure of election to the Court.

27. (1) Whenever an election is required to be held in pursuance of the provisions in the Act, whether for the purpose of constituting the Court or filling casual or other vacancy therein, except where otherwise stated, the Vice-Chancellor shall call upon the constituency to elect a member within a period of ninety days from the date of occurrence of the vacancy and fix the last date for filling nominations, the date for scrutiny of nominations, the date for withdrawal of no-

minations and the date or dates on which the poll, if any, shall be taken.

(2) Every field worker whose name is entered in the Register of field workers, which is the Electoral Roll of field workers, constituency under clause (10) of statute 26 shall be entitled to vote at the election of one member of the Court from the constituency under the provisions of the Act.

(3) When the Vice-Chancellor has called upon the constituency to elect a member the Returning Officer shall cause a notice to be issued to the electors showing the number vacancy together with the name of the vacating member, if any, and call upon the electors to submit nominations within the date fixed for the purpose.

(4) Any field worker may be nominated as a candidate if his name is included in the electoral roll of the constituency and if he is not suffering from any of the disqualifications enumerated in clause (5) of statute 26.

(5) Every elector shall have the option of nominating candidates in separate nomination forms, but the number of candidates so nominated by him shall not exceed the number of vacancies.

(6) Every nomination paper in Form No. 3(F) shall be signed by a proposer and a seconder who must be electors and shall bear the written and signed consent of the candidate nominated for such election. Nomination papers shall be delivered to the Returning Officer in closed and sealed cover in person or despatched by registered

post with acknowledgement due by the proposer so as to reach the Returning Officer within the date and time mentioned in the notice. The Returning Officer shall give a serial number to every cover delivered to him and hand over a receipt to the person delivering the cover.

(7) (a) The poll shall be taken by secret personal ballot.

(b) Ballot papers in Form No. 4 (F) to be issued at an election shall be serially numbered and the names of the contesting candidates shall be mentioned on each ballot paper in the alphabetical order according to surnames

(8) When the counting of votes has been completed the Returning Officer shall forthwith declare the candidate who polled

the largest number of valid votes to be duly elected.

(9) When two or more candidates receive an equal number of votes, the Returning Officer shall decide the election by drawing lots.

(10) Procedure of election of teachers to the Court shall apply mutatis mutandis in the in the matter of election of field workers to the Court.

6. Date of appointment
to the post : _____

7. Date of first appoint-
ment to the Viswavi-
dyalaya : _____

I hereby certify that the entries made in this statement are true to my knowledge and I do not suffer from any disqualification enumerated in clause (5) of Statute 26 for the purpose of being recorded as an elector of field workers' constituency of the Viswavidyalaya.

Full Signature ,

Date ,

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

Election to the Court from Field workers'
Constituency

FORM NO. 3 (F)

See Statute 27 (6)

NOMINATION PAPER

I, _____
(Surname) (Name) (Designation)

(Name of the Farm & Department)

do hereby propose _____
as a candidate for election to the Court from
Field Workers' Constituency

Date Signature of proposer

I, _____
(Surname) (Name) (Designation)

(Name of the Farm & Department)

do hereby second the above proposal.

Date Signature of Seconder

I, _____
(Surname Name) (Designation)

(Name of the Farm & Department)

do hereby give my consent to the above proposal.

Date Signature of Candidate

N.B. (1) The number of vacancy is

(2) One nomination paper is to be used for one candidate.

(3) Only one candidate is to be proposed for a vacancy.

(4) Each nomination paper is to be delivered the Returning Officer in a closed sealed cover by the proposer in person or depatched by Registered Post with acknowledgement due so as to reach the Returning Officer on or before during
to P.M.

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

Form No 4 (F)
See Statute 27(7) (b)
Field Workers'

Constituency
BALLOT PAPER :
Counterfoil

Serial No.

Name of the Elector ..

Serial No. of Elector
in the

Electoral Roll

Form No. 4 (F)
See Statute 27 (7) (b)
Field Worker's

constituency
BALLOT PAPER :
COUNTERFOIL

Serial No.

Name(s) of the candidate (s)	Column for x mark
.....
.....
.....
.....

Signature of the Re-
turning Officer.

N. B. Vide instruction overleaf

INSTRUCTION

1. The number of vacancy to be filled is.....
2. Use ink to cast your vote by placing one x mark opposite the name of the candidate of your choice on the ballot paper in the space provided.
3. One and only one vote is to be cast in favour of a candidate.

CHAPTER VII

STATUTES RELATING TO THE REGISTER OF THE NAMES OF THE OFFICERS AND THE PROCEDURE OF ELECTION OF THE ONE OFFICER TO THE COURT.

PART I

THE REGISTER OF THE NAMES OF THE OFFICE

Maintenance
of Register
of the names
of the
Officer.

28 (1) The Registering authority shall maintain a Register in Form No. 1 (O) of the names of the officers specified in section 18 hereinafter in this Chapter referred to as "the Register of Officers".

(2) As soon as a person is appointed as an Officer of the Viswavidyalaya and has assumed his duties as such, he shall be required to forward to the Registrar a statement in Form No. 2(R) after entering

therein all relevant particulars about himself. The Officer shall also certify therein that the particulars entered in the statement are true to his knowledge.

(3) The Registering authority shall scrutinise every statement received by him under clause(2) and shall take the order of the Vice-Chancellor regarding the inclusion in the Register of the name of the Officer concerned.

(4) Whenever it appears to the Vice-Chancellor that there are grounds for not including the name of an Officer in the Register or for striking off the names of an Officer already included in the Register, the Officer concerned shall be informed by a notice specifying the grounds therefor. The Officer may make his representation in writing within fifteen days from the date of issue of the notice.

The Vice-Chancellor shall take into consideration any such representation by the Officer and all other available facts before passing an order. If it is decided not to include the name of the Officer in the Register or to strike off the name from the said Register, the Registering authority shall act accordingly. The decision not to include or to strike off the name shall invariably be communicated forthwith by the Registrar to the Officer concerned.

(5) An Officer's name shall not be included in the Register or if included shall be struck off the Register, under the orders of the Vice-Chancellor as provided in clause (4), if he is—

- a) on lien service elsewhere ,
or
- b) on deputation in this Viswavidyalaya, or

c) appointed as a part-time or honorary officer.

6) If an Officer desires to challenge the decision of the Vice-Chancellor he may file an appeal in duplicate setting forth therein the grounds for such appeal, to the Election Tribunal. The Election Tribunal shall consider the appeal and give its decision which shall be final.

7) Two copies of the Register prepared under this Chapter shall be authenticated by the Vice-Chancellor. One copy of the Register shall be kept in the safe custody of the Vice-Chancellor while the other shall be kept with the Registrar.

8) The Register of Officers shall be available at the office of the Registrar for personal inspection by all officer of the Viswavidyalaya for verification

of entries concerning them thirty days prior to issue of notice of election during such hours of the day as may be notified by the Registrar.

8) The Register of Officers shall be available at the office of the Registrar for personal inspection by all officers of the Viswavidyalaya for verification of entries concerning them thirty days prior to issue of notice of election during such hours of the day as may be notified by the Registrar.

9) If any Officer dies or ceases to hold office the Registrar shall report the fact to the Vice-Chancellor on whose direction, the Registering Authority shall strike off his name of the Register.

10) The Register as authenticated after being amended, corrected or revised from time to

time in accordance with the aforesaid provisions shall be the electoral roll for election to the Court and no entry therein shall be challenged except in accordance with the provisions of these Statute and Act.

PART II ELECTION TO THE COURT

The Vice-Chancellor to call upon the Officers' Constituency, procedure of election to the Court.

29. (1) Whenever an election is required to be held in pursuance of the provisions of Clause (iii) (z) of sub-section (2) of section 3, whether for the purpose of constituting the Court or filling any casual or other vacancy therein, except where otherwise stated, the Vice-Chancellor shall call upon the constituency to elect a member within a period of ninety days from the date of occurrence of such vacancy and fix

the last date for filling nominations, the date for scrutiny of nominations, the date for withdrawan of nominations and the date or dates on which the poll, if any, shall be taken.

(2) Every Officer whose name is entered in the Register of Officers, which is the Electoral Roll of Officers' Constituency under clause (10) of Statute 28 shall be entitled to vote at the election of a member to the Court from the Constituency under the provisions of the Act.

(3) When the Vice-Chancellor has called upon the constituency to elect a member the Returning Officer shall cause a notice to be issued to the Electors showing the name of vacating member and call upon the electors to submit nominations within the date fixed for the purpose.

(4) Any Officer may be nominated as a candidate if his name is included in the electoral roll of the constituency and if he is not suffering from any of the disqualifications enumerated in clause (5) of Statute 28.

(5) Every election shall have the option of nominating one and only one candidate.

(6) Every nomination paper in Form No, 3(0) shall be signed by a proposer and a seconder who must be electors and shall bear the written and signed consent of candidate nominated for such election. Nomination papers shall be delivered to the Returning Officer in closed and sealed covers in person or despatched by registered post with acknowledge due by the proposer so as to reach the Returning Officer

within the time mentioned in the notice. The Returning Officer shall give a serial number to every such cover delivered to him, and hand over a receipt to the person delivering the cover.

(7) (a) The poll shall be taken by secret personal ballot:

b) ballot paper in form No. 4 (0) to be issued at the election shall be serially numbered and the names of the contesting candidates shall be mentioned on each ballot paper in the alphabetical order according to surname.

(8) When the counting of vote has been completed the Returning Officer shall forthwith declare the candidate who has polled the largest number of valid votes to be duly elected.

(9) When two or more candidates receive an equal number of votes, the Returning Officer shall decide the election by drawing lots.

(10) Procedure of election of teachers to the Court shall apply mutatis mutandis in the matter of election of Officers to the Court.

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

Election to the Court from Officers' Constituency

Form No. 1 (0)

See Statute 28(1)

Register of names of Officers : Electoral Roll

Sl. No.	Full name	Postal Address		Name of the Department	Present Post	Date of joining	Remarks.
		Perma	Present				
		nent					

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

Election to the Court from Officers' Constituency

FORM NO. 2(0)

See Statute 28(2)

Statement of Particulars to be submitted by an
Officer

1. Full name (in Block
letter, surname first)
with academic : _____
2. Date of birth : _____
3. Postal Address
(Permanent & pre-
sent : _____
4. Present post held : _____
5. Name of the De-
partment : _____

6. Date of appointment to the Viswavidyalaya : _____

7. Date of first appointment to the Viswavidyalaya : _____

I hereby certify that the entries made in this statement are true to my knowledge and I do not suffer from any disqualification enumerated in clause (5) of Statute 3 for the purpose of being recorded as an elector of Officer's Constituency of the Viswavidyalaya.

Full Signature

Date

**BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA**

Election to the Court from Officers' Constituency

FORM No. 3(0)

See Statute 29(6)

NOMINATION PAPER

I,
(Surname) (Name) Designation)

.....
(Name of the Department)

do hereby propose as a
candidate for election to the Court from Officers'
Constituency.

Date
Signature of Proposer

I,
(Surname) (Name) (Designation)

.....
(Name of the Department)

do hereby second the above proposal.

Date
Signature of Seconder

I,
(Surname) (Name) (Designation)

.....
(Name of the Department)

do hereby give my consent to the above proposal.

Date.....

Signature of candidate

N.B. (1) The number of vacancy is

(2) One nomination paper is to be used for one candidate

(3) Only one candidate is to be proposed for a vacancy

(4) Each nomination paper is to be delivered to the Returning Officer in a closed sealed cover by the proposer in person or despatched by Registered Post with Acknowledgement due so as to reach the Returning Officer on or before during toP.M.

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

Form No. 4 0)

Form No. 4 (0)

See Statue 29 (7 (b)

See Statute 29 (7) b)

Officers' Constituency

Officers' Constituency

BALLOT PAPEP:

BALLOT PAPER:

CONTERFOIAL

COUNTERFOIL

Serial No.

Serial No.

Name Elector.....

Name (s) of the
Candidate (s)

Column for X
mark

Serial No. of Elector
in the Electoral Roll

Signature of the Return-
ing Officer.

N.B.—Vide instruction overleaf

INSTRUCTION

1. The number of vacancy to be filled is
2. Use ink to cast your vote by placing one X mark opposite the name of the candidate of your choice on the ballot paper in the space provided.
3. One and only vote is to be cast in favour of a candidate.

CHAPTER VIII

STATUTES RELATING TO THE REGISTER OF THE NAMES OF GRADUATES AND THE PROCEDURE OF ELECTION OF GRADUATES TO THE COURT.

PART I

THE REGISTER OF THE NAMES OF GRADUATES

Maintenance
of Register
of the names
of Graduates

30. The Registering Authority shall maintain in his custody a Register of the names along with addresses of all graduates of the Viswavidyalaya registered in Form No. 1(G) and on payment of a fee of one rupee under Clause (13 a 1) of section 2 (hereinafter in this Chapter referred to as "the Register of Graduates").

Registration
of Graduates

31. A person who has graduated himself from the Viswavidyalaya

at least three years prior to the date of election of member to the Court and has not currently enrolled as a student of the Viswavidyalaya, under Masters' degree programme may, on application made in this behalf to the Registrar in Form No 1(C) along with a fee of rupee one only, have his name registered as a graduate.

Period of
registration

32.(1) The period of registration of a graduate registered under Statute 31 shall commence on and from the date on which the application for registration along with the registration fee is submitted by him and shall extend up to 31st March next.

Provided that a graduate registered under statute 31 shall be allowed to pay annually the registration fee shall be allowed to compound all arrears of registration fee.

istration fees and if he makes the payment before 31st March of any particulars year, the period of registration shall be deemed to be continuous 31st March following.

(2) Any graduate who wishes to registered himself for the first time as a graduate of the Viswavidyalaya shall pay a fee of Re. 1/- (Rupee one) to the Viswavidyalaya cash counter and apply Form No. 1 (G with the receipt for such payment to the Registrar at least ninety days prior to the date of election of the Court which shall entitle him to have his name entered in the register. The annual fee for renewal of such registration shall be Re.1/- (Rupee one) only.

Scrutiny of application for registration.

33. On receipt of the application the Registering Authority shall scrutinise the application

Correction of Register of Graduate

Eligibility for participation in election.

and if he finds that the applicant is duly qualified to be registered and owes no money to the Viswavidyalaya, shall cause the name of the applicant to be entered in the Register.

34. The Register maintained for the purpose of registered graduates shall be corrected every year by the end of May and brought up-to-date.

35. A graduate who gets himself registered shall be eligible to participate in the election of members to the Court from the Registered Graduates' Constituency :

Provided that for the first election to the Court registration at least ninety days proceeding the date of election shall entitle one to participate in the election.

Cessation of
registration

36. 1) If the Vice-Chancellor on enquiry is satisfied that a graduate in the Register is deceased he shall give it such publicity and in such manner as he deems fit and after a lapse of ninety days from such publicity pass an order to remove the name of such deceased graduate from the Register.

(2) If at any time after registration as a registered graduate any person for any reason is deprived in any manner of his degree or degrees which entitled him to registration as such, he shall cease to be a registered graduate of the Viswavidyalaya.

37 (1) A registered graduate shall have the following Privileges :—

(a) He shall be eligible to stand for election to the Court from

the Registered Graduates' constituency.

(b) He shall be entitled to propose, second and/or elect members to the Court in accordance with the provisions of the Act and of these Statutes.

(2) Two copies of the Register prepared under this Chapter shall be authenticated by the Vice-chancellor in the month of June every year.

Provided that for the first election to the Court such authentication shall be done by the Vice-Chancellor at least sixty days before the date of election. One copy of the authenticated Register shall be kept in the safe custody of the Vice-Chancellor while the other shall kept with the Registering Authority.

(3) The Vice-Chancellor may, at any time, direct the Registering Authority to amend or correct any entry in the authenticated Register in order to rectify any clerical or other error or defect therein provided that material change is made.

(4) The authenticated Register shall be kept up-to-date by making necessary amendments under the direction the Vice-Chancellor given from time to time.

(5) The Register as authenticated, after being amended corrected or revised from time to time in accordance with the aforesaid provisions shall be the Electoral Roll of the Registered Graduates' Constituency for election to the Court and no entry therein shall, be chal-

enged except in accordance with the provisions of these Statutes.

(6) No election held shall be challenged on the ground that any amendment revision, objection or appeal in respect of the Register of Graduates or of any entry therein was pending at the time of such election.

(7) Whenever it appears to the Vice-Chancellor that there are grounds for not including the name of a graduate in the Register or for a striking off the name of the graduate already included in the Register, the graduate concerned shall be informed by a notice specifying the grounds therefor. The graduate concerned may make his representation in writing to the Vice-Chancellor within fifteen days from the date of issue of

the notice. The Vice-Chancellor shall take into consideration any such representation and all other available facts before passing an order. If it is decided not to include the name of a graduate in the Register or to strike off any name from it, the Registering Authority shall act accordingly. The decisions not to include or to strike off the name(s) shall invariably be communicated forthwith by the Registrar to the graduate concerned.

(8) A graduate's name shall not be included in the Register, or if included, shall be struck off the Register, under the orders of the Vice-Chancellor as provided in clause (7) if he is found—

(a) to have been declared by a competent Court of law to be of unsound mind, or

(b) to be an undischarged insolvent, or

(c) to have been convicted by a Court of law for an offence which involves moral turpitude.

(9) If a registered graduate desires to challenge the decision of the Vice-Chancellor, he may file an appeal in duplicate, setting forth the grounds, for such appeal to the Election tribunal so as to reach him not later than seven days after such decision. The Election Tribunal shall consider the appeal and give its decision which shall be final and the Register shall be amended, if necessary, to give effect to such decision.

PART—II

ELECTION TO THE COURT

The Vice-Chancellor to call upon the Graduates' Constituency to elect :
procedure of

38(1). Whenever an election is required to be held in pursuance of sub-clause (aa) of clause (iii) of sub-section (2) of section 3, whether for the purpose of constituting the Court

election to the Court.

or of filling any casual or other vacancy therein, except where otherwise states the Vice-Chancellor shall call upon the constituency to elect a member of members, as the case may be, within a period of sixty days from the date of occurrence of such vacancy and fix the last date for filling of nominations, the date for scrutiny of nominations, the date for withdrawal of nominations and the date or dates on which the poll, if any, shall be taken.

(2) Every graduate whose name is entered in the Register which is the Electoral Roll of Registered Graduates' Constituency shall be entitled to vote at the election of members to the Court from the constituency under the provisions of the Act.

(3) When the Vice-Chancellor has called upon the Registered

Graduates' Constituency to elect a member or members the Returning Officer shall cause a notice to be issued to electors and a copy of the notice to be published in five of the leading newspapers in the country mentioning the number of vacancies together with the names of vacating members, if any, and call upon the electors to submit nominations within the date fixed for the purpose.

(4)(a) A registered graduate may be nominated as a candidate if his name is included in the Electoral Roll of the constituency and if he is not suffering from any of the disqualifications enumerated in clause (s) of Statute 37.

(b) Every elector shall have the option of nominating candidates in separate nomination forms but the number of can-

didates so nominated by him shall not exceed the number of vacancies.

c) Every nomination paper shall be signed by a proposer and a seconder who must be electors and shall bear the written and signed consent of the candidate nominated for election.

(5) Nominations shall be filed in Form No. 3 (G).

(6) Procedure of election of teachers to the Court shall apply mutatis mutandis in the matter of election of registered graduate s) to the Court :

Provided that the benefit of postal ballot may also be allowed to such registered graduate as may apply for the same to the Returning Officer at least fifteen days in advance of the election.

Procedure for election by postal ballot

39.(1) The Returning Officer shall despatch by post the following materials to such electors as may apply for postal ballot :

(i) a ballot paper in Form No. 6 (G) which shall contain the names of the candidates together with their addresses arranged in alphabetical order according to surname. The ballot paper shall also bear on it the Returning Officer's initial and the date of posting :

(ii) a numbered declaration paper in Form No. 5 (G) ,

(iii) a ballot paper cover (smaller size) ,

(iv) a numbered cover (bigger size) addressed to the Returning Officer , and

(v) a letter of intimation in Form No. 2(G) stating the

number of vacancies to be filled, the date, hour and venue fixed for the poll and the counting of votes.

(2)(a) The ballot papers shall be despatched by registered post to the address entered against the name of the electoral in the Electoral Roll at least fourteen days before the date of poll.

(b) The elector shall after filing in the declaration in Form No.(G) and the ballot paper in accordance with the directions given in the letter of intimation, enclose the ballot paper in the smaller cover and seal it, put it together with the declaration in Form No. 5(G) in the bigger cover addressed to the Returning Officer and despatch the bigger cover by registered post, so as to reach the Returning

Officer, not later than the day and the hours fixed for the purpose.

(c) The covers shall be rejected, if, having been sent by registered post, do not reach the Returning Officer within the time fixed, or has not been deposited in the ballot box during the time fixed, In each case of rejection the word "Rejected" shall be endorsed on the cover.

(d) On the day and at the hour appointed for the scrutiny and the counting of votes the covers not so rejected shall be arranged serially according to the numbers entered on them and counted. The covers, other than those rejected, shall be opened and the declarations and ballot paper covers examined.

The ballot paper cover shall be opened and the ballot papers taken out and mixed together with other ballot papers cast in the presence of the Returning Officer. The ballot papers shall then be scrutinised and the valid votes secured by each candidate counted.

(e) Candidate or his duly authorised agent, who must be an elector, may be present at the time of scrutiny and the counting of votes.

(f) The election shall not be invalid by reason of any during transmission of any notice or the ballot paper.

Declaration
of result.

40 When the counting of votes has been completed, the Returning Officer shall forthwith declare the candidate or candidates, in whose favour the largest number of valid votes has

(122)

been cast, to be duly elected. When two or more candidates receive an equal number of votes and all of them cannot be declared elected, the Returning Officer shall decide the election by drawing lots.

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

FORM NO. 1(G)

See Statutes 30 and 31

Serial No.

Registered Graduate No.

Application form for enrolment of Registered
Graduates

To,

The Register

Bidhan Chandra Krishi Viswavidyalaya

(123)

Sir,

I, _____
(Name in block letters)

Son of _____
(in block letters)

Write to request you to enrol me as a Registered Graduate of the Bidhan Chandra Krishi Viswavidyalaya under the provisions of Clause (iii) (aa) of sub-section (2) of section 3 of the Bidhan Chandra Krishi Viswavidyalaya Act. The required particulars are given below :

Date 19 Signature

Full address

.....

Bachelors' Degree
Masters' Degree
Doctors' Degree

1. My present occupation is

2. I send herewith in cash my money order (M.C. receipt should be attached with application) / by postal order/the registration fee of Re. 1/- prescribed in that behalf/Re. 1/for renewal of registration for a year.

**BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA**

Registration fee for Registered Graduate

**CERTIFICATE OF VERIFICATION OF
FEE BY CASH SECTION**

See Statute 32 (2)

The Registration fee / Registration renewal
fee of Rs (Rupees.....)

Name of Examination passed	Year	Roll No.	Faculty
-------------------------------	------	----------	---------

.....) for the year(s) has been received vide Receipt No.....
Dated19 .

Cashier

TO BE FILLED IN BY THE EXAMINATION SECTION

Certified that the statement regarding the examination passed by the applicant in the Viswavidyalaya is correct/ ** not correct.

** If not correct the discrepancies be indicated.

Superintendent
Examination Section

The application is eligible for enrolment renewal as registered graduate.

Registering Authority

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

FORM No. 2(G)
See Statute 39 (1) (U)
Letter of Intimation

ELECTION OF MEMBERS TO THE COURT
FROM THE REGISTERED
GRADUATES' CONSTITUENCY, 19.....

Dear Sir/Madam,

1. The persons whose name are printed on the ballot paper sent herewith have been nominated as candidates for election to the Court. If you desire to vote at this election I would request that :

a) You will record your vote by placing a X mark on the ballot paper opposite the name (or names) of the candidate (or candidates) for whom you wish to vote :

* Any other mark will invalidate the ballot.

b) You shall not give more than one vote to one candidate.

c) You will sign the declaration in the Form of Attestation sent with the ballot paper, duly attested by a teacher / officer of the University who shall attest only your signature but not your vote which you should not record in his presence,

d) You will then place the Ballot paper in the envelope sent with this letter and close it and enclose the envelope in the cover addressed to me and return the cover by registered post or by messenger so as to reach me before p.m. on the day of 19..... You may, however, personally deposit the cover in the Ballot Box kept in my office for purpose within the appointed time.

2. A ballot paper shall be invalid if :

- i) not accompanied by counterfoil ; or
- ii) the cross mark (x) is not within the space provided ; / or
- iii) any other marking is used ; or
- iv) more than the required number of votes is cast ; or

v) defected or torn ; or

vi) marked with any official mark or seal, or

vii) there is any declaration of identity.

3. Your number on Electoral Roll for the Constituency of is

4. You should insert this number in the declaration in the Form of Attestation (Form No. 5)

Polling date, time and venue

No. of vacancies.

Name

Address

Yours faithfully,

Returning Officer

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

FORM No. 3 (G)

NOMINATION PAPER

See Statute 38(5)

ELECTION OF MEMBERS TO THE COURT
FROM THE REGISTERED GRADUATES
CONSTITUENCY, 19

1. Name (in block
letters) and address
in full of the candidate :

2. Serial No. of the can-
didate in the Electoral
Roll of the Consti-
tuency :

3. Name and address
in full of the proposer :

4. Serial No. of the pro-
poser in the Electoral
Roll of the Consti-
tuency :

5. Signature of the Pro-
poser and date :

6. Name and address
in full of the Seconder :

7. Serial No. of the Se-
conder in the Electro-
ral Roll of the Consti-
tuency. :

8. Signature of the Se-
conder and date :

I hereby declare that I consent to this nomi-
nation.

Signature of the
Candidate

Date.....

N.B. 1) The number of vacancy is.....

2) A registered graduate whose name is not included in the Electoral Roll is not qualified to stand as a Candidate or to act as a Proposer or seconder.

3) Only one candidate is to be proposed for a Vacancy.

4) One nomination paper is to used for one candidate only.

5) Each nomination paper is to be delivered to the Returning Officer in a sealed cover by the Proposer in person or by Registered Post with Acknowledgement Due so as to reach the Returning Officer on or beforeduring p m.

**BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA**

FORM No. 4(G)

NOTICE OF WITHDRAWAL

To

The Returning Officer,
Bidhan Chandra Krishi Viswavidyalaya.

Sir,

I, _____ a candidate
nominated for election from the Registered Graduate Constituency do hereby give notice that I withdraw my candidature.

(Signature of the Candidate)

Date.....

Place.....

Serial No

This notice of withdrawl was delivered to
me at my office on at
O'clock.

(Signature of the Returning
Officer)

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

FORM No. 5 (G)

Sec Statute 30(i) (ii) and 2 (b)

FORM OF ATTESTATION

Serial No. of Ballot Paper

I hereby declare that I am the person whose
name appears as elector No. on the

Electoral Roll for the Registered Graduate Con-
stituency of and that I have not
voted in this Constituency in any other manner.

(Signature of Elector)

Address

Signed in presence by.....
Who is known to me to my satisfaction by.....
has been identified

(Signature of the attesting
person)

Name
(in block letters)

Designation

Address

Date.....

**BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA**

FORM NO. 6(G)
See Statute 39 1) (i)

REGISTERED GRADUATES	REGISTERED GRADUATES
CONSTITUENCY	CONSTITUENCY
BALLOT PAPER :	BALLOT PAPER :
Counterfoil	Counterfoil

Serial No

Name of the Elector.....

Serial No

Name of the
Candidate (s)

Column for
cross X mark

Serial No. of Elector in the
Electoral Roll.....

(Signature of the Returning
Officer)

N.B. Vide instructions overleaf.

**The Bidhan Chandra Krishi
Viswavidyalaya**

FIRST STATUTES — 1982.

In exercise of the power conferred by sub-section (2) of Section 52 of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (West Ben. Act XLIX of 1974) and in supersession of all previous Statutes of the Bidhan Chandra Krishi Viswavidyalaya on the subjects made in exercise of the powers conferred by section 39 of the Bidhan Chandra Krishi Viswavidyalaya Act, 1974, I, the First Vice-Chancellor of the Bidhan Chandra Krishi Viswavidyalaya appointed by the Chancellor under sub-section (1) of section 52 of the said Act hereby frame, with the approval of the Chancellor and with the assistance of the Committee nominated by the State Government, the following Statutes as the First Statutes of the Bidhan Chandra Krishi Viswavidyalaya under the said Act :—

CHAPTER I PRELIMINARY

- | | |
|-------------------------------|---|
| Short title and commencement. | 1. 1) These Statutes may be called the First Statutes, 1982.
2) They shall come into force with immediate effect. |
| Definitions | 2. 1) Unless the context otherwise requires, "the Act" means Bidhan Chandra Krishi Viswavidyalaya Act, 1974 (west Ben. Act XLIX of 1974) ;
2) "field woker" means a person appointed as such by the Viswavidyalaya and includes the following categorie's of persons who are recognised by the University as field workers : Skilled Labour, Power Tiller-operator, Cattle Keeper, Stock Man, Mali, Animal Keeper, Pump Operator, Tractor Cleaner, Tractor Driver ;
3) "Register" means a book where the names and relevant particulars in respect of teachers, students, officers, field workers and |
- (2)

registered graduates are recorded ;

- 4) "Regular student" means a student who is not in default of payment of prescribed tuition fees and other dues of the Viswavidyalaya till such date as may be notified by the Viswavidyalaya in this behalf ;
- 5) "section" means a section of the Act ;
- 6) Words and expression used in these Statutes shall be interpreted to have the same meaning as they have in the Act.

CHAPTER II

CONSTITUTION AND PLACE OF OFFICE OF THE ELECTION TRIBUNAL

- | | |
|-----------------------------------|--|
| Constitution of Election Tribunal | 3. 1) The Election Tribunal referred to in sub-section (1) of Section 16A shall consist of a member of the West Bengal Higher Judicial Service posted in the District of Nadia and nominated by the District Judge, Nadia. |
|-----------------------------------|--|

- 2) An Officer of Bidhan Chandra Krishi Viswavidyalaya to be nominated by the Vice-Chancellor shall be nonmember Secretary.
- Place of Office of the Election Tribunal 4. The Office of the Election Tribunal shall be at Krishnagar, in the District of Nadia.

CHAPTER—III

STATUTES RELATING TO THE REGISTER OF THE NAMES OF THE TEACHERS AND THE PROCEDURE OF ELECTION OF THE TEACHERS TO THE COURT.

PART—I

GENERAL PROVISIONS

- Registering Authority and the Register. 5. 1) Unless the Vice-Chancellor directs otherwise, the Registrar shall be the Registering Authority. The Registering Authority shall maintain the Register of names of the members of each constituency in alphabetical order according to surnames. The Register shall be authenticated by the Vice-Chancellor.
- 2) The Vice-Chancellor may, at any time, direct the Registering

Authority to amend or correct any entry in the authenticated Register in order to rectify any clerical or other error or defect therein provided that no material change is involved.

- 3) When the Election Tribunal in appeal or the Vice-Chancellor decides to include in, or exclude from, the Register the name of a person, the Registering Authority shall carry out the instruction.
- 4) All amendments and/or corrections in both copies of the Register made from time to time shall be endorsed by the Registering Authority and authenticated by the Vice-Chancellor provided that no amendment and/or correction shall be made after issue of notice for election.
- 5) The Vice-Chancellor may, if he considers necessary for reasons to be recorded in writing, at any time direct the Registering Authority to revise the Register and the

provisions made in these Statutes shall be followed for such revision. As soon as the Vice-Chancellor has authenticated two copies of the Register as revised, the Register in force prior to this revision shall be deemed to have been superseded.

- 6) No election held shall be challenged on the ground that any amendment, revision, objection or appeal in respect of the Register or Electoral Roll or of any entry therein was pending at the time of such election.

Electoral Roll. 6. A copy of the Electoral Roll for each constituency shall be displayed on the Notice Board of the Office of the Registering Authority of the Viswavidyalaya at least thirty days in advance of such election.

Returning Officer. 7. For the purpose of every election, the Registrar or such other person as the Vice-Chancellor may appoint in this behalf, shall be

the Returning Officer. The Returning Officer shall be responsible for the proper conduct of every election and shall perform the duties assigned to him under these Statutes.

Scrutiny of nomination papers.

8. 1) The Returning Officer shall fix a time on the appointed date for scrutiny of nomination papers and inform the electors accordingly by a notice displayed on the Notice Board of the Office of the Returning Officer.
- 2) The Returning Officer shall open the covers on the appointed day and time in the presence of the Scrutiny Committee constituted by the Vice-Chancellor with such members as are neither the candidates nor the proposer nor the secondar, and the electors as may be present and prepare a list of valid nominations.
- 3) The Returning Officer shall declare a nomination paper to be

invalid and reject it if—

- a) it has not been signed by the proposer, the seconder and the candidate ;
- b) the candidate is suffering from any of the disqualifications enumerated in these Statutes ; or
- c) it has been delivered in a manner which contravenes any of the provisions of these Statutes.
- 4) The Returning Officer shall accept every valid nomination paper and reject those which are found invalid under clause (3).

Withdrawal of
candidature.

9. Any candidate may withdraw his candidature by a notice in writing in form no. 5 (T). Every such notice shall be signed by the candidate and shall reach the Returning Officer within the notified date and time. The Returning Officer shall handover a receipt to the person delivering a notice of withdrawal.

Conduction
of election.

10. In an election,
 - 1) (a) If the number of contesting candidates is equal to the number of seats to be filled, the Returning Officer shall declare all such candidates to have been duly elected or
 - (b) if the number of contesting candidates is less than the number of seats to be filled, the Returning Officer shall declare all the contesting candidates to have been dully elected and the Vice-Chancellor shall thereafter call upon the constituency to elect a person(s) to fill the remaining seat(s) ; or
 - (c) if the number of contesting candidates exceeds thenumber of seats to be filled, the Returning Officer shall, after three days from the last date for the receipt of withdrawal of nominations, if any, prepare or cause to be prepared, a list of valid nominations

and notify and display the same on the Notice Board in the Office of the Returning Officer stating the Polling hours on the appointed date(s) and the location of the polling station(s) ;

(d) an elector who has been allotted to a particular polling station shall be entitled to vote at that polling station only and at no other polling station ;

(e) the Returning Officer may, with the approval of the Vice-Chancellor, appoint a Presiding Officer for a polling station from amongst the Officers as specified in section 18 and also from amongst the Supervisory Staff as may be required to assist the Presiding Officer.

- 2) (a) An elector who desires to cast his vote(s) shall personally appear at the polling station and request the Presiding Officer to issue a ballot paper to him. On

receipt of the ballot paper he shall mark X against the name (s) of the person(s) for whom he wishes to cast his vote(s) and drop the same into the ballot box. While receiving a ballot paper an elector shall sign a record book specifically kept to record the names of persons to whom ballot papers have been issued.

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

*SUPERVISORY STAFF means a person holding the post of Superintendent in the Viswavidyalaya Office and any other employees enjoying the same scale of pay as that of the Superintendent.

(c) a candidate, or his duly authorised agent who shall also be an elector, may be present at the polling station or at the place of counting of votes on behalf of the

candidate with the prior permission of the presiding Officer or the Returning Officer, as the case may be,

(d) immediately after the closing of the poll the ballot box shall be suitably packed and sealed by the Presiding Officer and sent to the Returning Officer. A candidate, if he so desires, or his duly authorised agent may be present at the time of such sealing and affix his own seal also on the ballot box.

Scrutiny and Counting of ballot papers.

1) (a) The Returning Officer shall fix a date, time and place for the counting of votes, which should be notified to the contesting candidates on the date and at the time and place so fixed for the counting of votes, the Returning Officer shall open each ballot box and count the ballot papers contained therein.

(b) The Returning Officer shall proceed to scrutinise the ballot

papers one by one and shall reject every ballot paper or vote which he finds to be invalid. He shall record in a statement the total number of votes polled by each contesting candidate.

(c) A ballot paper shall be invalid if—

- (i) it does not bear the signature of the Returning Officer ; or
- (ii) no vote is recorded by placing mark X against the name(s) of the candidate(s) for whom the voter wishes to cast his vote(s) ; or
- (iii) the number of votes recorded thereon exceeds the number of vacancies to be filled ; or
- (iv) the identity of the voter is disclosed on the ballot paper ; or
- (v) it violate any other provisions of these Statutes.

(d) When a mark has been so made on a ballot paper as to render it doubtful in whose

favour the vote has been cast, the ballot paper shall be rejected as invalid, if one member only is to be elected ; and if more members than one are to be elected, only the vote recorded by such doubtful mark shall be rejected as invalid while every other validly marked vote on the ballot paper shall be counted.

(e) The decision of the Returning Officer as to the validity of a ballot paper or a vote shall be final subject to the decision, if any, given under Statutes 18 and 19.

2) The following persons shall be allowed by the Returning Officer to be present at the time of Counting of the votes :

(a) the Vice-Chancellor ;

(b) ordinarily five persons from amongst the Officers and Supervisory Staff, authorised in writing in this behalf by the Vice-Chancellor, who may assist the Return-

ning Officer at any stage of processing the election and counting of votes ;

(c) every contesting candidates or in his absence, an agent who must be an elector authorised in writing by the contesting candidate in this behalf.

Declaration of 12,
results :

(1) The Returning Officer, after declaring the results of election, shall forthwith them to the Chancellor and Vice-Chancellor, and then communicate the same to the Head of each department of the Faculties and other Heads of the non-teaching departments.

(2) After declaring the results of the election the Returning Officer shall keep the valid and the invalid ballot papers in separate sealed covers. He shall endorse on each such cover a description of its contents, the particulars of the election, the name of the constituency and date of counting. He shall keep all such

sealed covers in safe custody for a Period of three months after the date of counting or, if any dispute arises regarding the election, until the final decision on such dispute. All such covers shall be destroyed after the expiry of the aforesaid period(s).

The Vice-Chancellor to determine Forms.

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

Anticipatory election.

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

Effect of election in anticipatory election.

15. An election to fill a vacancy shall take effect, in the case of an anticipatory election, from the date of occurrence of vacancy or from the date of declaration of the result of the election, which-

When election not to be invalid.

16.

ever is later, Such date shall be deemed to be the date of election of the member elected.

No election shall be invalid merely by reason of—

(i) any vacancy existing among the persons entitled to vote at such election,

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

Notice, etc. Posted under certificate of posting shall be deemed to be duly despatched.

17.

Any notice, intimation or information required to be despatched to any person under these Statutes shall be deemed to have been duly done when the same has been posted under a certificate of posting.

Objection relating to election.

18. (1) Every objection relating to an election held shall be made in writing to the Returning Officer before the declaration of the result thereof and shall be dealt with by the Returning Officer. The Returning Officer's decision thereon shall be final, subject of the provisions of clauses (2) and (3) Statute 19.

Appeal to Election Tribunal.

- (2) Every objection relating to an election which is made after the declaration of the results thereof shall be made in writing to the Election Tribunal through the Secretary of the Election Tribunal, so as to reach him not later than seven days after such declaration.

Provided that unless the Election Tribunal has directed otherwise, a member who has been declared by the Returning Officer to have been duly elected shall enter his office and perform his duties as such members, not with standing

any objection which may have been preferred under clause (1) of this Statute.

- (3) If an objection preferred under clause (2) raises a question covered by sub-section(1) of section 16A it shall be referred to the Election Tribunal for decision. Every other objection preferred under clause (2) shall be decided by the Vice-Chancellor.

Vice-Chancellor 19.
to give direction in certain cases.

In any election, in respect of matters not expressly provided for in these Statutes, the Vice-Chancellor may give such directions not inconsistent with the provisions of the Act or these Statutes or any Law for the time being in force, as he may consider necessary for the proper holding of the election. Subject to the provisions of clause (3) of Statute 18 such direction shall be given effect to.

PART II
THE REGISTER OF THE NAMES OF THE TEACHERS

Maintenance of 20.
Register of the
names of the
teachers.

(1) The Registering Authority shall maintain a Register in Form No. 1 (T) of the names of the teachers as defined in clause(16) of section 2 (hereinafter in this Chapter referred to as "the Register of teachers)".

(2) As soon as a person is appointed as a teacher of the Viswavidyalaya and has assumed his duties as such, he shall be required to forward the Registering Authority a statement in Form No. 2(T) after entering therein all relevant particulars about himself. The teacher shall also certify therein that the particulars entered in the statement are true to his knowledge.

(3) The Registering Authority shall scrutinise every statement received by it under clause (2) and shall take the order of the Vice-Chancellor regarding the inclusion

(20)

in the Register of the name of the person concerned.

(4) Whenever it appears to the Vice-Chancellor that there are grounds for not including the name of a teacher in the Register or for striking off the name of a teacher already included in the Register of teachers, the teacher concerned shall be informed by a notice specifying the grounds therefor. The teacher may make his representation in writing within fifteen days from the date of issue of the notice. The Vice-Chancellor shall take into consideration any such representation by the teacher and all other available facts before passing an order. If it is decided not to include the name of the teacher in the Register of teachers or to strike off the name from the Register, the Registering Authority shall act accordingly. The decision not to include or to strike off the name

(21)

shall invariably be communicated forthwith by the Registering Authority to the teacher concerned

(5) A teacher's name shall not be included in the Register or if included, shall be struck off the Register of teachers, under the orders of the Vice-Chancellor as provided in clause (4), if he is—

- (a) appointed as part-time, honorary or visiting teacher ;
- (b) on lien service elsewhere ;
- (c) on deputation in this Viswavidyalaya.

(6) If a teacher desires to challenge the decision of the Vice-Chancellor, he may file an appeal, in duplicate, setting forth the grounds, to the Election Tribunal. The Election Tribunal shall consider the appeal and give its decision which shall be final.

(7) Two copies of the Register of

teachers prepared in accordance with the provisions of this Chapter shall be authenticated by the Vice-Chancellor. One copy of the Register shall be kept in the safe custody of the Vice-Chancellor while the other shall be kept with the Register.

(8) The Register of teachers shall be available at the office of the Registrar for personal inspection by all teachers of Viswavidyalaya for verification of entries concerning them thirty days prior to issue of notice for election during such hours of the day as may be notified by the Registrar.

(9) If any teacher dies or ceases to hold office, the Dean of Faculty concerned shall report the fact to the Vice-Chancellor, on whose direction the Registering Authority shall strike off his name from the Register of teachers.

(10) The Register as authenticated

after being amended, corrected or revised from time to time in accordance with the provisions of Part I of this Chapter shall be the Electoral Roll for election to the Court and to the Executive Council and no entry therein shall be challenged except in accordance with the provisions of these Statutes and the act.

PART III

ELECTION TO THE COURT

The Vice-Chancellor to call upon the Teachers' constituency to elect : procedure of election to the Court

21. (1) Whenever an election is required to be held in pursuance of clause (iii) (v) of sub-section (2) of section 3 and clause (c) (xi) and (xii) of sub-section (2) of section 10, whether for the purpose of constitution of the Court or for filling any casual or other vacancy therein, except where otherwise stated, the Vice-Chancellor shall call upon the constituency to elect a member or

(24)

members, as the case may be, within a period of ninety days from the date of occurrence of vacancy and fix the last date for filling nominations/the date for the scrutiny of nominations/the date for withdrawal of nominations and the date or dates on which the poll shall be taken.

- (2) Every teacher whose name is entered in the Register of Teachers, which is the Electoral Roll of Teachers' constituency under clause (10) of Statute 20, shall be entitled to vote at the election of members of the Court from the constituency under the provisions of the Act.

- (3) When the Vice-Chancellor has called upon the constituency to elect a member or members, the Returning officer shall cause a notice to be issued to electors showing the number or vacancies together with the

(25)

names of vacating members and call upon the electors to submit nominations within the date fixed for the purpose.

(4) Any teacher may be nominated as candidate if his name is included in the electoral roll of the constituency and if he is not suffering from any of the disqualifications enumerated in clause (5) of statute 20.

(5) Every elector shall have the option of nominating candidates in separate nomination forms but the number of candidates so nominated by him shall not exceed the number of vacancies.

(6) Every nomination paper in Form No. 3 (T) shall be signed by a proposer and a seconder who must be electors and shall bear the written and signed consent of the candidate nominated for election. No-

mination papers shall be delivered by the proposers to the Returning Officer in closed and sealed covers in person or despatched by registered post with acknowledgement due, so as to reach the Returning Officer within the date and time mentioned in the notice. The Returning Officer shall give a serial number to every such cover delivered to him and hand over a certificate of receipt to the person delivering the cover,

7. a) The poll shall be taken by secret personal ballot.

b) Ballot papers in Form No. 4 (T) to be used at an election shall be serially numbered and the names of the contesting candidates shall be mentioned on each ballot paper in alphabetical order according to surnames.

8. When the counting of votes has been completed the Returning Officer shall forthwith declare the candidate/candidates who has/have polled the largest number of valid votes to be duly elected : Provided that in the election to the Court under clause (iii) (v) of subsection (2) of section 3 after declaring the first candidate from the ranks concerned securing the largest number of votes in a Faculty, the second candidate to be declared elected shall be one securing the largest number of votes but belonging to the Faculty other than the one to which the first declared candidate belong. When two or more candidate receive an equal number of votes and they cannot all be declared elected the Returning Officer shall decide the election by drawing lots.

**BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA**

**ELECTION TO THE *COURT/EXECUTIVE
COUNCIL FROM TEACHER' CONSTITUENCY**

FORM NO. 1 (T)

See Statute 20 (1)

Register of names of the Teachers : Electoral Roll

Sl. No	Full name	Postal	Address	Faculty	Department	Present post	Date of joining to the post	Remarks
		Permanent	Present					

* Strike off whichever is not applicable.

BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA

ELECTION TO THE STRIKE OFF WHICHEVER
IS NOT APPLICABLE COURT/EXECUTIVE
COUNCIL FROM TEACHER' CONSTITUENCY

FORM NO. 2 (T)

See Statute 20 (2)

Statement of Particulars to be submitted by a
Teacher.

1. Full name (in block
letters, : _____
Surname first) with
academic degrees _____
2. Date of birth : _____
3. Postal Address : _____
(Permanent &
Present) _____
4. Present post held : _____

(30)

5. Department &
Faculty : _____

6. Date of appoint-
ment to the post : _____

7. Date of first appo-
intment in the
Viswavidyalaya _____

I hereby certify that the entries made in
this statement are true to my knowledge and that
I do not suffer from any disqualifications enumer-
ated in clause (5) of Statute 3 for the purpose of
being recorded as an elector of the Teachers'
Constituency of the Viswavidyalaya.

Signature

Date

(31)

BIDHAN CHANDRA KRISHI VISWAVIDYALAY
ELECTION TO THE COURT/EXECUTIVE COUNCIL
FROM TEACHERS' CONSTITUENCY.

FORM NO. 3 (T)

Sec Statute 21

NOMINATION PAPER

I, _____
(Surname) (Name) (Designation)
do hereby
(Deptt. or Faculty)
propose _____ as a candidate
for election to the Court/Executive Council strike
off whichever is not applicable from Teachers'
Constituency.

Date..... Signature of proposer

I, _____
(Surname) (Name) (Designation)

_____ do hereby second
(Deptt. or Faculty)
the above proposal.

Date..... Signature of Seconder

I, _____
(Surname) (Name) (Designation)
do hereby give my
(Deptt. or Faculty)
consent to the above proposal.

Date Signature of the Candidate

- N: B. 1) The number of vacancies is.....
- 2) One-nomination paper is to be used for one candidate.
- 3) Only one candidate is to be proposed for a vacancy.
- 4) Each nomination paper is to be delivered to the Returning Officer in a closed and sealed cover by the proposer.

in person or despatched by registered post with Acknowledgement Due so as to reach the Returning Officer on or before.

..... during to PM.

BIDHAN CHANDRA KRISHI VISWAVIDYALAYA TEACHERS' CONSTITUENCY. FORM NO. 4 (T) Sec Statute 21 (7) (b) BALLOT PAPPER Counterfoil	BIDHAN CHANDRA KRISHI VISWAVIDYALAYA TEACHERS' CONSTITUENCY FORM NO. 4 (T) Sec Statute 21 (7) (b) BALLOT PAPER												
Serial No.	Serial No.												
Name of the Elector :...													
Serial No. of Elector in the Electoral Roll ..	<table border="1"> <thead> <tr> <th>Name of the Candidate (S)</th> <th>Column for X mark</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name of the Candidate (S)	Column for X mark										
Name of the Candidate (S)	Column for X mark												

Signature of the Returning Officer

N.B. Vide instructions overleaf.

INSTRUCTION

1. The number of vacancy to be filled is.....
2. Use ink to cast your vote by placing one X mark opposite the name of the candidate of your choice on the ballot paper in the space provided.
3. One and only one vote is to be cast in favour of a candidate.

BIDHAN CHANDRA KRISHI

VISWAVIDYALAYA

ELECTION TO THE STRIKE OFF WHICHEVER
IS NOT APPLICABLE COURT/EXECUTIVE
COUNCIL FROM TEACHER' CONSTITUENCY

FORM NO. 5 (T)

(See Statute 9)

Notice for withdrawal of candidature

Sir,

I, _____ a candidate
nominated for the above constituency do hereby
give notice that I withdraw my candidature.

Date :

Place :

Signature of candidate

This notice of withdrawal was delivered to
me at my office at _____ on
by the candidate.

Signature of Returning Officer.

(36)

INSTRUCTIONS

1. Use ink to cast your vote by placing one cross mark X on the ballot paper in the space provided opposite the name of the candidate of your choice.

2. The ballot paper after filling in should be placed in the smaller cover which should than be sealed.

3. The counterfoil should be completed and signed by you and then attached externally to the smaller cover containing the ballot paper.

4. The smaller cover with the counterfoil attached to it externally together with declaration in Form No. 5 should be placed in the bigger cover.

5. The bigger cover which is already addressed to the Returning Officer by name should then

(137)

be sealed and posted by registered post with Acknowledgement Due or by messenger so as to reach the Returning Officer before 5 p. m. on the day of You may, however, personally deposit the cover in the ballot box kept in the Registrar's office for the purpose within the appointed time.

6. a) An elector voting in the Constituency shall obtain the attestation of his signature on the separate form sent with the ballot paper by one of the following persons.

- i) A member of the Court
- ii. A member of the Executive Council:
- iii) An Officer of the Central/State Govt.
- iv) A Head of the Institution Organisation in which the elector is employed.

CHAPTER IX STATUTES RELATING TO EXECUTIVE COUNCIL

PART—I

ELECTION TO THE EXECUTIVE COUNCIL FROM TEACHER MEMBERS OF THE COURT

Procedure of
Election from
Teacher mem-
bers of the C-
ourt.

41.(1) As early as possible, ordinarily within fifteen days after declaration of the result for election to the Court, the Returning Officer shall arrange for election of one teachers from amongst the teachers elected to the Courts to the Executive Council under sub-clause (Xi) of clause (c) of sub-section (2) of section 10 .

(2) The procedure of such election shall be as follows:-

(a) The Returning Officer shall, on receipt of an order of the Vice-Chancellor, convene a joint meeting of such teachers

as are members of the Court with at least seven days' notice specifying therein the date, time and venue of the meeting for the purpose of electing one member to the Executive Council from amongst themselves.

(b) If such a meeting is adjourned for any valid reason the adjourned meeting shall be held on such date and at such time and place as may be fixed in this behalf by the Vic-Chancellor.

(c) At the joint meeting for such election candidate(s) for election shall be submitted in writing to the Returning Officer by such teachers as are members of the Court.

(d) When only one candidature is submitted, the Returning Officer shall announce the name of the candidate as duly elected. If more than one ca-

ndidature is received, the members willing to vote shall each record on the voting paper to distributed by the Returning Officer, his vote by putting X against the name for one candidate for whom he wishes to cast his vote.

e) when the voting is completed the Returning Officer shall cause the voting paper to be collected and the vote to be counted.

f) The candidate securing the largest number of vote shall be declare to be duly elected.

g) In case of tie, the result shall be decided by Returning Officer by drawing lots in the presence of all the voters present.

h) Dispute, if any, in respect of candidature, eligibility nomination, voting or counting of votes relating to election, shall be referred to the Election Tribunal and its decision thereon shall be final.

P A R T I I
ELECTION OF TWO TEACHER TO THE EX-
ECUTIVE COUNCIL BY THE TEACHERS
OF THE FACULTIES

Procedure of
 Election by
 Teachers of
 the Faculties

42. Two teachers, of whom one shall be in the rank of professor, from each faculty shall also be elected to the Executive Council jointly by the teachers of the Faculties under sub-clause (xii) of clause (c) of sub-section (2) of section 10 and in the matter of such election the procedure as enunciated in part-I of Chapter III of these Statutes, shall, mutatis mutandis apply.

P A R T I I I
ELECTION TO THE EXECUTIVE COUNCIL
FROM THE STUDENT MEMBERS OF THE
COURT.

Procedure of
 election to the
 Executive
 Council.

43. (1) In case of election one postgraduate student from the student member of the Court as member of the Executive Council under sub-clause (c) of sub-section (2) of section 10, the Returning Officer shall, on receipt of an order of the Vice-

Chancellor, convene a joint meeting of the student member of the Court for which at least seven days' notice shall be given specifying therein the date, time and venue of the meeting for the purpose of such election.

(2) If such a meeting is adjourned for a valid reason the adjourned meeting shall be held on such date and at such time and place as may be fixed in this behalf by the Vice-Chancellor.

3) At the joint meeting for such election the candidature (s) for election shall be submitted in writing to the Returning Officer by such student as are member of the Court.

4) When only one candidate is submit to the Returning Officer, he shall announce the name of the candidate as elected. If more than one candidature is received, the mem-

ber willing to vote shall each record on the voting paper to be distributed by the Returning Officer his vote by writing the name of the candidate of his choice.

5) When the voting is completed, the Returning Officer shall cause the voting paper to be collected and the vote counted.

6) The candidate securing the largest number of vote shall be declared as duly elected.

7) In case of tie, the result shall be decided by the Returning Officer by drawing lots in the presence of all the voters present.

8) Dispute, if any, in respect of candidature, voting or counting of votes relating to election, shall be referred to Election Tribunal and its decision thereon shall be final

9) All other procedure relating to Register of the name of the Student and election of student to the Court shall **mutati mutandis** apply as indicated in Part I of Chapter III of these Chapters.

PART IV

ELECTION OF ONE MEMBER TO THE EXECUTIVE COUNCIL BY SUCH OFFICER, NON-TEACHING STAFF ALL FIELD WORKER AS ARE MEMBERS OF THE COURT FROM AMONGST THEMSELEVS

Election to Executive Council from amongst members of Officers, nonteaching staff and field workers of the Court

45. (1) As early as possible ordinarily within fifteen days after declaration of results of election to the Court the Returning Officer shall arrange for election of one member of the non-teaching staff from amongst the officers, non-teaching staff and field workers as are members of the Court, to the

Executive Council as per provisions of the act.

(2) The procedure of such election shall be as follows :—

(a) The Returning Officer shall, on receipt of an order of the Vice-Chancellor, convene a joint meeting of such officers, non-teaching staff and field workers as are members of the Court with at least seven days notice specifying therein the date, time and venue of the meeting for the purpose of electing one member of the non-teaching staff to the Executive Council from amongst themselves.

CHAPTER X

STATUTES RELATING TO THE PROCEDURE OF ELECTION OF THE DEANS OF THE FACULTIES AND THE TENURE OF THEIR OFFICE

ELECTION OF DEAN

PART I

Procedure of election of Dean.

45.(i) The Registrar shall, on receipt of the Vice-Chancellor, convene a meeting separately for each of the Faculty Councils for Postgraduate and Undergraduate Student with at least fifteen days' notice specifying therein the date, time and venue of the meeting for the purpose of electing the Dean of the Faculty concerned.

(2) If such a meeting is adjourned meeting shall be held on such time and place as may be fixed in this behalf by the Vice-Chancellor.

(3) Every member of the Faculty Council for post-graduate and Under-graduate Studies is an elector and shall have the option of nominating candidate from amongst the Professors of the Faculty concerned but the number of candidate so nominated by him shall not be more than one.

(4) Every nomination paper in Form No 1 (D) shall be signed by a proposer and a seconder who must be elected and shall bear the written and signed consent of the candidate nominated for election.

(5) Nomination paper shall be submitted to the Returning Officer at least three days before the date of meeting called under clause (1).

(6) (a) The Vice Chancellor shall announce at the meeting the name(s) of the duly no-

minated candidate(s). When only one candidature is submitted the Vice Chancellor shall announce the name of the candidate as elected. If more than one candidature is received, the electors present shall record on the voting paper to be distributed by the Returning Officer the name of only one candidate of his choice.

(b) After the voting has been completed the Vice-Chancellor shall cause the voting papers to be collected and the votes to be counted by Returning Officer.

(c) The candidate securing the largest number of votes shall be declared to be duly elected by the Returning Officer.

(d) In case of tie, the result shall be decided by the vice-

Chancellor be drawing lots in the presence of all the electors who may like to be present.

e) Dispute, if any, in respect of candidature, eligibility of nomination, voting or counting or counting of votes relating to election, shall be referred to the Election Tribunal and its decision thereon shall be final.

(f) All other procedure relating to election of teachers to the Court shall apply mutatis mutandis in relation to election of Dean.

Tenure of Office of Dean.

46.(1) The tenure of office of Dean shall be for a period of three years from the date of election.

(2) When a vacancy occurs in the office of the Dean by reason of death, resignation or retirement, the procedure of filling up the vacancy shall be same as indicated in Statute 45.

Officiating arrangement

(3) Due to temporary absence of the Dean on leave or due to any other reasons, the Vice-Chancellor may authorise a Professor of the Faculty concerned as Dean and discharge all his duties. When such temporary absence exceeds four months, the Vice-Chancellor shall take the approval of the Chancellor for such officiating arrangement.

Duties and functions

(47) In addition to the powers and duties mentioned in subsection (2) of section 36 and as provided under the relevant Statutes, Ordinances, and Regulations and Rules, a Dean of a Faculty of Post-graduate and under graduate Studies shall.

i) subject to the overall control and supervision of the Vice-Chancellor, be the chief executive and academic head of the Faculty concerned ,

ii) be responsible for the due observance of the Statutes, Ordinances, Regulations and Rules relating to the Faculty and for taking necessary action for implementation of the decision of the Faculty Council for Post-graduate and undergraduate Studies and such other authorities ,

iii) preside over the meeting of the Faculty Council for Post-graduate and undergraduate Studies in the presence of the Vice-Chancellor ,

iv) be responsible to the Vice-Chancellor for the administration of academic programme including the development, evaluation and improvement of curricula and teaching procedure designed to help the students in professional, character and quality leadership ,

v) be directly responsible for the proper organisation and conduct of teaching in the Departments comprising the Faculty and for that purpose shall take such measures as may be necessary in consultation with the Heads of Departments concerned ,

vi) be responsible for coordinating the integrated programme of education, research and extension in collaboration with the Director of Research and Director of Extension,

vii) serve as the channel of communication for all official business of the Faculty with other authorities of the Viswavidyalaya, students and the public ,

viii) prepare the budget of the Faculty in consultation with the Heads of the Departments ,

ix) be responsible to the Vice-Chancellor or maintaining discipline in the Faculty ,

x) be responsible for the preparation and timely submission of Annual Report of the activities of the Faculty concerned.

FORM 1(D)
NOMINATION PAPFR

See Statute 45 (4)

(Here insert relevant form)

BIDHAN CHANDRA KRISHI
VISWAVIDAYYALA

ELECTION OF THE DEANS OE THE
FACULTIES

Form No. 1(D)

See Statute 45 (4)

(154)

I, _____
(Surname) (Name) (Designation)
do hereby propose to nominate as the
Dean of the Faculty of

Date :

(Signature of Proposer)

I, _____
(Surname) (Name) Designation)
do hereby second the above proposal

Date :

(Signature of Seconder)

I, _____
(Surname) (Name) (Designation)
do here give my consent to the above proposal.

Date :

Signature Candidate

(155)

N. B. The number of vacancy is

2. One nomination paper to be used for one candidate

3, Only one candidate is to be proposed for a vacancy.

4. Each nomination paper is to be deliver to the Returning Officer in a closed and seal cover by the proposer in present or despatched by Registered post with Acknowledgement Due so as to reach the Returning Officer on or before _____ during

_____ to _____ P. M.

CHAPTER XI

STATUTES RELATING TO THE REGISTRATION OF NAMES OF TEACHERS AND PROCEDURE OF ELECTION OF TEACHERS TO THE FACULTY COUNCILS FOR POST GRADUATE AND UNDER GRADUATE STUDIES.

Registration of names of teachers, election of teachers and general provisions.

48. The general provisions and procedures relating to the registration of the name of teachers and election of teachers to the Court and the Executive Council shall be applicable **mutatis mutandis** for the purpose of these Statutes.

The Returning Officer to call upon the teachers' constituency to elect.

49. (1) Whenever an election is required to be held in pursuance of clause (vi) on subsection (2) of section 12 of the Act, whether for the purpose of constituting the Faculty Council or for the purpose of filling up any casual or other vacancy therein, except where otherwise stated, the Returning

Officer shall call upon the teachers of the Department to elect member or members, as the case may be, 60 days prior to the date fixed for election or within a period of 90 days from the date of occurrence of the vacancy. The Returning Officer shall fix the last date for filing nomination, with the date scrutiny of names, the date for withdrawal of nomination and the date or dates on which the poll, if necessary, shall be held.

Election
procedure.

50. Three teachers from each Department of the Faculty of when at least one shall be in the rank of Professor, where there is a Professor, shall be elected jointly by all the teachers of the Department concerned under clause (vi) sub-section (2) of section 12 of the Act. In the matter of such election, the procedure as enunciated in the

Statutes relating to procedure of election of teachers to the Executive Council shall be applicable **mutatis mutandis**.

CHAPTER XII

STATUTES RELATING TO CONSTITUTION OF THE STUDENTS' UNION

PART I

GENERAL PROVISIONS

Students
Union.

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

Name and
place of
office

52. (1) The name of a Students' Union shall be indicated by incorporating the name of the Faculty concerned after the words 'Students' Union'. The organisation now existing shall

therefore bear the name "Students' Union, Faculty of Agriculture" and Students' Union, Faculty of Veterinary and Animal Sciences."

(2) The place office of a Students' Union shall be in the main campus of the Viswavidyalaya at Mohanpur. There shall be a branch office of the Students' Union of the Faculty concerned in the North Bengal Camps of the Viswavidyalaya at Coochbehar.

Members of Executive Committee of Students Union.

53. (1) The Students' Union of each Faculty shall have an Executive Committee to organise the functions of the Union. The General Body of the Students' Union in the main campus and in the North Bengal Campus shall elect the members of the Executive Committee.

(2) The members of the Executive Committee so elected

shall elect the office bearers of the Executive Committee from amongst themselves. The Executive Committee shall carry out the functions according to the constitution of the Students' Union approved by the Executive Council of the Viswavidyalaya.

Term of office of the Executive Committee.

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

Union Fund.

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

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

b) Executive Committee may spend the unspent money (Students' contribution) of the

previous years' Union Fund with the approval of the General Body.

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

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

PART II PROCEDURE

Procedure of
election of
members to the
Executive
Committee

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

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

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

Provided that for every additional twenty students of the class representative is to be

nominated for election in accordance with this Statutes.

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

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

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

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

(h) Immediately after the closing of the poll, the ballot box will be sealed by the Returning officer to in the

presence of the authorised agent referred to in paragraph.

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

i) A ballot paper shall be invalid if it does not bear the signature of the Returning officer, or on vote is recorded by properly placing a cross ('X') against the name of a candidate, or the number of votes recorded thereon exceeds the number of vacancies to be filled. The decision of the Returning officer as to the validity of

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

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k) Any objection relating to an election which is made before declaration of the results thereof shall be made in writing to the Returning Officer. The Returning Officer's decision shall be final, subject to the provisions of paragraph (1).

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

**BIDHAN CHANDRA KRISHI
VISWAVIDYALAYA
ELECTION TO THE STUDENTS' UNION
FROM THE STUDENTS' CONSTITUENCY
FORM NO. 1 (SU)
See Statute 56 (c)**

I, _____
(Surname Name) (Class, Year of the Course)
do hereby propose to nominate
as a candidate for election to the Students' Union
from the students constituency.

Signature of Proposer)

Date :

I, _____
(Surname Name) (Class, Year of the Course)
do hereby second the above proposal.

Signature of Seconder

Date

I, _____
(Surname Name) (Class, Year of the Course)
do hereby give my consent to the above proposal.

Signature of Candidate

Date :

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