6.2.1

THE INSTITUTIONAL **PERSPECTIVE PLAN IS EFFECTIVELY DEPLOYED AND FUNCTIONING OF THE INSTITUTIONAL BODIES IS EFFECTIVE AND EFFICIENT AS VISIBLE FROM POLICIES, ADMINISTRATIVE SETUP, APPOINTMENT, SERVICE RULES, AND PROCEDURES,** ETC.

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PLANS CHALKED OUT BY THE INSTITUTION

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i. Link to Institutional Perspective Plan in College Website

https://www.vijaygarhjrcollege.com/pages.php?pid=f7e6c85504ce6e82442c

770f7c8606f0

ii. Link to Institutional Strategic Plan in College Website

https://www.vijaygarhjrcollege.com/pages.php?pid=bf8229696f7a3bb4700cf ddef19fa23f

iii. . Link to Institutional Future Developmental Plan in College Website

https://www.vijaygarhjrcollege.com/pages.php?pid=82161242827b703e6acf

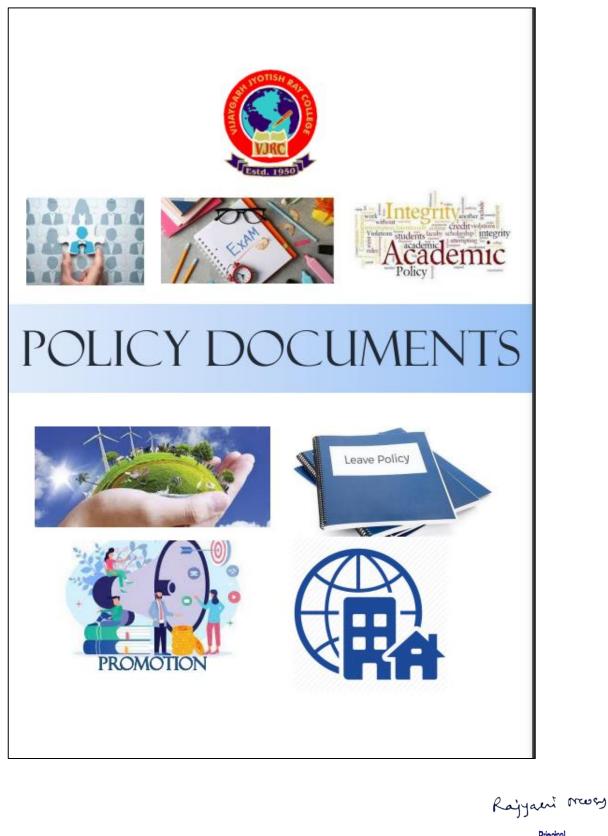
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DIFFERENT POLICIES **FRAMED BY** THE COLLEGE AND THEIR **OUTCOMES**



POLICY DOCUMENT PERTAINING TO DIFFERENT POLICIES UNDERTAKEN BY THE COLLEGE





The policy document of our college aimed to ensure the proper execution of the stated Mission of the college based on the Vision of the college to reflect our long-term goals. To us, students are the most important human resource. Therefore, our motto is the inclusive and holistic development of the students to assist in nation-building. To implement the motto, our institution emphasizes continuous upgradation and maintenance of academic ambiance through well-set, broad-based, and interconnected policies, as framed by the Principal and the college Governing Body through coordinated efforts of different statutory committees and cells under the purview of the IQAC, reflecting participatory management system. Our policy document is broadly guided by THE WEST BENGAL UNIVERSITIES AND COLLEGES (ADMINISTRATION AND REGULATION) ACT, 2017 to provide better administration and to improve the quality of education. Also, analyses of feedback from relevant stakeholders often indicate key areas of policy overhaul. These policies may be categorized as follows-

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1.ACADEMIC POLICY

There is an active Academic Sub-committee comprising all the departmental heads. The committee, after thorough discussion, provides constructive and practical suggestions to assist in academic policy-making, which are as follows-

i)Ensuring regular classroom teaching-learning through greater use of ICT and adhering to well-planned learning modules

ii)Thorough analysis of student progression, and course and program outcomes to identify fast and slow learners

iii)Providing modern academic resources to the teachers and students through continuous upgradation of library services including E-library facility (LMS)

iv)Encouraging students and teachers to participate in seminars, workshops, symposiums etc. to brush up their knowledge base

v)Motivating students for experiential and participative learning through field trips/excursions, project works, debate, quiz, model making, group discussion etc.

vi)Inspiring teachers and students to publish in journals, books, college magazines and e-journals

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1.ACADEMIC POLICY

VII) Encouraging teachers to apply for funded projects Viii)Promoting collaboration/MoUs with other institutions/organizations for student internships, faculty exchange programs etc. to benefit the students

ix) Arranging academic seminars by eminent resource persons to enhance the knowledge base of teachers and students as well

 x) Offering Add-on and certificate courses to students for their better employability through hands-on training and soft-skill/personality development

xi) Ensuring financial assistance to economically weak students from Government and college-allocated funds

xii)Generating a philanthropic fund for awarding meritorious students as a token of appreciation and encouragement

xiii) Ensuring the availability of high-speed internet and other IT facilities to augment the teaching-learning process

xiv) Ensuring cultural upliftment of students by encouraging them to participate in such programs arranged by our college and other colleges

xv) Conducting placement-related awareness programsxvi) Focused effort by the Counselling and mentoring cells to assist/guide students for placement, higher studies, mental health issues etc. as the case may be

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2. EXAMINATION POLICY

Based on the suggestions provided by the Examination sub-committee comprising departmental heads, the following related policies are practiced-

i)Ensuring a transparent examination and evaluation system of class tests, internal assessment, and end-semester examination maintaining rules and regulations of the affiliating university as per the stipulated academic calendar

ii)Proper recording of marks obtained by the students for further analyses of course and program outcomes

iii)Prompt action in case of documented examination-related grievances of students.

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3. ADMISSION POLICY

The Admission sub-committee, comprising departmental heads, in continuous discussions with the Principal, suggests related policies and ensures-

i)Transparent, merit-based, online admission portal maintaining existing state government rules of reservation for SC, ST and OBC candidates to ensure inclusivity inherent in our societal structure

ii)Detailed information of offered courses, allowed subject combinations, admission and other fees, course-wise university-approved intake capacity in different categories, prospectus etc. in the college website

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4. FINANCIAL POLICY

The Admission sub-committee, comprising departmental heads, in continuous discussions with the Principal, suggests related policies and ensures-

i)Transparent, merit-based, online admission portal maintaining existing state government rules of reservation for SC, ST and OBC candidates to ensure inclusivity inherent in our societal structure

ii)Detailed information of offered courses, allowed subject combinations, admission and other fees, course-wise university-approved intake capacity in different categories, prospectus etc. in the college website

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4. FINANCIAL POLICY

iii)Timely disbursement of salary of teaching and non-teaching staff through HRMS

iv)Cashless transactions as far as possible

v)Allocation in the student-aid fund to benefit economically backward students

vi)Allocation in the staff benefit fund to assist teaching and non-teaching staff in emergency need

vii)Expenditure in construction, upgradation/ maintenance, and purchases (equipment, books, IT facilities, etc.) through tendering

viii)E-tendering through the Government tender portal whenever required as per existing government rules

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4. FINANCIAL POLICY

ix)Detailed, widely circulated advertisements on the college website and newspapers to follow transparent tendering protocol

x)Allocation of fund for publishing books and journals by the college to encourage academic contributions of the teachers and students

xi)Allocation of funds for arranging seminars/workshops and participation of teachers in such programs

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5. INFRASTRUCTURE UPGRADATION/ MAINTENANCE POLICY:

i) Ensuring yearly asset audit

ii) Maintenance of college computer centeriii) Computer Laboratories, and ScienceLaboratories by appointed technical assistants.

iv) Maintenance of college library and departmental libraries by librarian and library staff through proper record keeping of book purchases, lending, cleaning etc.

v) 24×7 Security Guard to ensure the safety and security of the college premises.

vi) Appointing Electricians to maintain electrical wiring, and electrical connections to the laboratory equipment and other electrical and electronic goods

vii) Appointing sweepers to maintain college lavatories, classrooms, corridors, staff rooms, office, library, canteen etc. in clean condition Raiyani roots

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5. INFRASTRUCTURE UPGRADATION/ MAINTENANCE POLICY:

viii) Installing fire extinguishers in laboratories, library, and college office

ix) Employing gardeners for upkeeping of plants in the college premises

x) Easy availability of first-aid boxes in college common rooms, laboratories etc.

xi) Regular maintenance of wooden doors, windows, furniture etc. in the college campus

xii) Installation of extensive CCTV surveillance to ensure a peaceful college campus

xiii) Regular checking and repairing/servicing (if needed) of the IT goods, laboratory equipment, internet facility, and software by outside agencies

xiv) Regular maintenance of the college server by an outside agency

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5. INFRASTRUCTURE UPGRADATION/ MAINTENANCE POLICY: d. 1950 xv) Periodical sanitization and pesticide spraying in the college campus to prevent P communicable diseases in the college campus 0 and outside of it L xvii) Regular checking of water purifiers Ι installed in the college campus to ensure clean C and safe drinking water to all. Y xviii) Ensuring clean and hygienic environment and healthy foods in the college canteen D 0 Rajyani mos C Principal Vijaygarh Jyotish Ray College IJ Kolkata-700 032 M E N Т

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6. APPOINTMENT, PROMOTION & LEAVE POLICY

The Principal, in consultation with the college Governing Body, prepares related policies, which are as follows-

i) Maintenance and upgradation of a detailed roaster of vacancies and new post creation for teaching and non-teaching staff as per existing Government rule of reservation

ii) Appointment of Teachers by the GoverningBody following the recommendation of theWest Bengal College Service Commission

iii) Mutual Transfer of teachers by the Governing body recommendation and approval from the Department of Higher Education, Government of West Bengal

iv) Ensuring the Promotion of eligible teachers and librarian under CAS as per the existing rules and regulations of UGC and the Department of Higher Education, Government of West Bengal upon recommendation from the Governing Body

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6. APPOINTMENT, PROMOTION & LEAVE POLICY

 v) Strict document verification of Promotion under CAS by the IQAC coordinator before submission of the documents for approval by the appointed nominee of the Department of Higher Education and subject nominee(s) appointed by the Vice Chancellor of the affiliating university

vii) Strict adherence to leave rule as per existing notification of the Department of Higher Education, Government of West Bengal by the teachers and non-teaching staff and ratification by the Governing Body for EL, CCL, ML etc.

viii) Meticulous and timely updating of service books of teachers and non-teaching staff

ix) Timely processing and submission of documents to ensure retirement benefits of teachers and non-teaching staff

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7. GREEN ENVIRONMENT POLICY

It is one of our best practices and we adhere to the following policies-

i)Green and energy audit for every year

ii)Construction maintaining campus greenery

iii)Energy generation from solar energy systems installed in the college campus

iv)Purchase of energy-efficient electronic and electrical goods to ensure lesser energy consumption

v)Proper disposal of wastes including chemical, biological, and e-waste as per the existing rules and regulations of the State and Central Ministry of Environment

vi)Effective water conservation through rainwater harvesting for reuse and groundwater recharging

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DEPLOYMENT OF THE INSTITUTIONAL POLICIES IS VISIBLE IN THE INSTITUTIONAL DEVELOPMENT REPORT

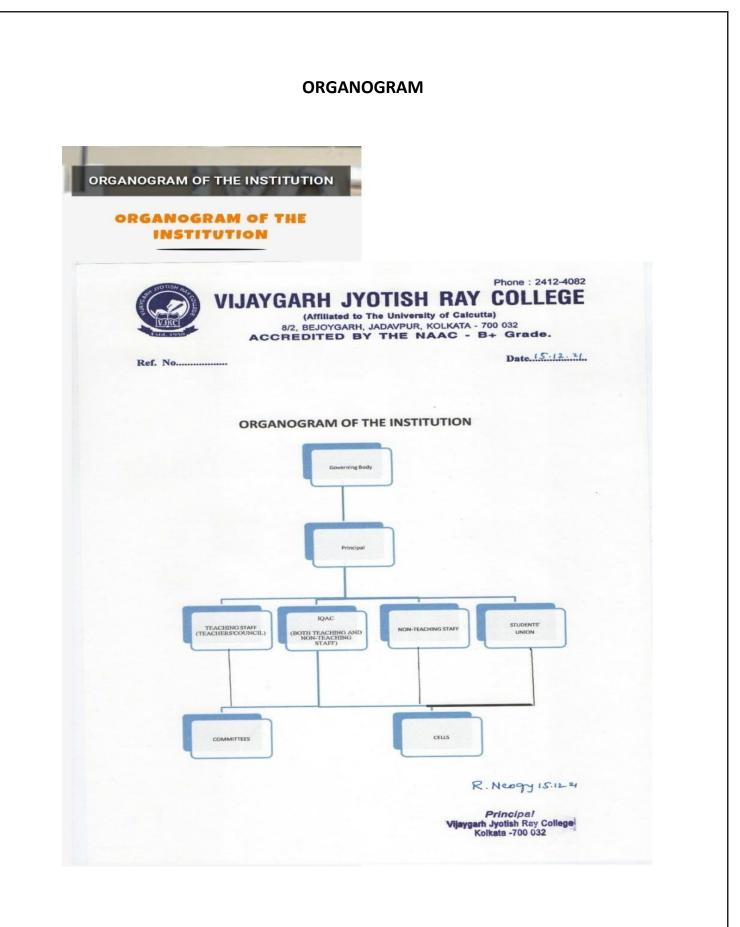
Link to Institutional Development Report in the College Website

https://www.vijaygarhjrcollege.com/pages.php?pid=14bfa6 bb14875e45bba028a21ed38046

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ADMINISTRATIVE SET-UP

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GOVERNING BODY COMPOSITION

President: Sri. Debabrata Majumder, MLA & MIC, Kolkata Municial Corporation

Secretary & Principal: Dr. Rajyasri Neogy

Govt. Nominee: Sri. Tapan Dasgupta, Councillor

University Nominee: Dr. Sujoy Ghosh, Associate Professor,

Department of Zoology, University of Calcutta

Govt. Nominee: Sri. Debnarayan Pal





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University Nominee: Professor. Swapna Banerjee, Dept. of Library and Information Science, University of Calcutta

Teacher's Representative: Dr. Mrinal Birbansi, Assistant Professor, Department of Bengali, Vijaygarh Jyotish Ray College

Teacher's Representative: Dr. Sampa Debnath, Associate Professor, Department of Microbiology, Vijaygarh Jyotish Ray College

Teacher's Representative: Dr. Arnab Kumar Banerjee, Assistant Professor, Department of Journalism & Mass Communication, Vijaygarh Jyotish Ray College

Non Teaching Staff Nominee: Mr. Pradip Bose









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OFFICE ADMINISTRATION

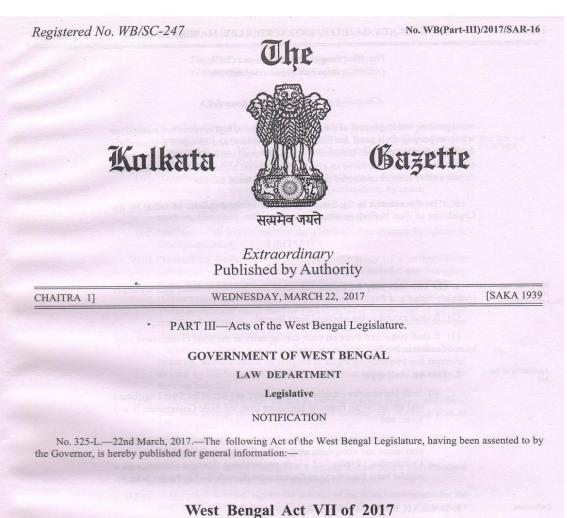
Our Office Staff		
Sri Abhijit Paul	Head Assistant(Accounts) and Cashier, Office	
Sri Basudev Paul	Accountant, Office	
Sri Pradip Bose	Office	
Sri Uttam Kumar Roy	Office	
Smt. Lina Bramha	Staff Room	
Sri Kaushik Samaddar	Library	
Sri Bablu Chowdhury	Physiology	
Sri Satyabrata Banerjee	Maintenance	
Sri Arun Das	Microbiology	
Sri Sushanta Naskar	Microbiology	
Sri Khokon Shil	Botany	
Sri Babul Das	Chemistry	
Sri Satyaranjan Bose	Office	
Sri Balaram Das	Zoology	
Sri Sambhu Thapa	Office	
Sri Gobardhan Chakraborty	Office	

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Our Office Staff		
Sri Anjan Chakraborty	Office	
Sri Sukanta Das	Zoology	
Sri Dilip Karmakar	Microbiology	
Smt. Anima Chakraborty	Physics	
Sri Nityananda Das	Office	
Sri Sushanata Mukherjee	Office	
Sri Debashis Das	Office	
Sri Dipankar Das	Office	
Sri Supratim Das	Maintenance	
Sri Rana Sen	Microbiology	
Smt. Swarnali Chatterjee	Microbiology	
Sri Kaushik Bose	Library	
Smt. Tamashi Dasgupta	Staff Room	
Sri Beharesh Pyne	Chemistry & PA to Principal	

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WEST BENGAL UNIVERSITY AND COLLEGE ADMINISTRATION ACT, 2017



THE WEST BENGAL UNIVERSITIES AND COLLEGES

(ADMINISTRATION AND REGULATION) ACT, 2017. [Passed by the West Bengal Legislature.]

[Assent of the Governor was first published in the Kolkata Gazette, Extraordinary, of the 22nd March, 2017.]

An Act to provide better administration and to improve the quality of education in the State-aided higher education institutions in West Bengal and for such other matters connected therewith and incidental thereto.

WHEREAS, it is considered necessary and expedient to improve the functioning of the State-aided Universities and Government-aided colleges of West Bengal, and to bring about a certain uniformity and standardisation in the rules, practices and procedures of these educational institutions, and to ensure efficient and optimum utilisation of the resources at their disposal, and to clearly define the rights and duties of the various stakeholders as well as address their service and welfare-related issues, and to bring in greater responsibility, transparency and accountability among the

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2 THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017 [Part III

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter I.-Preliminary.-Sections 1-3.)

managements and employees of the said Publicly-funded higher education institutions while respecting their need for institutional autonomy, and to effect a synergistic functioning among the State Government, the State-aided Universities and Governmentaided colleges so as to achieve an efficient and vibrant higher education system, and for such other matters connected therewith and incidental thereto;

CHAPTER I

Preliminary

1. (1) This Act may be called the West Bengal Universities and Colleges

Short title, extent and commencement.

(2) It shall extend to the whole of West Bengal.

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

Application of the Act.

2. This Act shall apply;-

(Administration and Regulation) Act, 2017.

- (i) to all Universities established by or under any Act of the State Legislature and are receiving financial assistance from the State Government in any form; and
- (ii) to all colleges including Colleges run by minorities, subject to specific provisions and exceptions made under this Act, and the provisions of the Constitution of India and which are receiving financial assistance on a regular basis from the State Government through the Pay Packet Scheme.

Definitions

3. In this Act, unless the context otherwise requires;-

- (i) "academic year" comprises of a period throughout which academic instruction is being given to a student in a particular Calendar year;
- (ii) "actual income" in relation to a college, means the income actually realized by a college by way of tuition fees, fines and other charges from the students, by whatever name called;
- (iii) "affiliated" in relation to a college, means affiliated to a University;
- (iv) "Administrator" means an administrator of a college appointed by the State Government or by the affiliating University;
- (v) "appointing authority" shall, for the purpose of this Act mean, the authority empowered to make appointment of any person in any post in any college or in any University in a prescribed manner;
- (vi) "college" means a Government-aided college but shall not include a private or self-financing college;
- (vii) "college authority" means the Governing Body or the Managing Committee or any other body, by whatever name called, charged with the management of the affairs of the college and shall include an Administrator for the purpose of this Act;

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THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter I.-Preliminary.-Section 3.)

- (viii) "Service Commission" means the West Bengal College Service Commission constituted under the West Bengal College Service Commission Act, 2012 and such other Service Commission as may be constituted by the State Government;
- (ix) "Director of Public Instruction" means the Director of Public Instruction, West Bengal, as appointed by the State Government, by order;
- (x) "employee" means the employee of a college or a University including teachers, librarians, officers and non-teaching staffs;
- (xi) "fee" means all fees including tuition fee and other charges, by whatever description called;
- (xii) "Governing Body" means the Governing Body of a college duly constituted as *per* the prescribed procedure, and includes any managing committee or any other body for that purpose;
- (xiii) "Government-aided college" means a college receiving grants from the State Government under the Pay Packet Scheme irrespective of the fact that the administration of such a college is run by a minority, but does not include a Government College;
- (xiv) "Minority college" means a college which is run and administered by a minority, whether based on religion or language, declared and approved as such by the State Government or any other appropriate authority, as the case may be;
- (xv) "Non-teaching employee" means an employee appointed in a sanctioned post of a college or of a University not holding any teaching post or officer's post;
- (xvi) "prescribed" means prescribed by rules, orders, notifications made by the State Government under this Act;
- (xvii) "Principal" means the Principal of a college and includes a Vice-Principal or a Teacher-in-Charge for the purposes of this Act;
- (xviii) "Pay Packet Scheme" means the scheme of the State Government for the purpose of releasing periodical salaries and allowances to the teachers and other employees of a college in such manner as may be prescribed;
- (xix) "State Government" means the Government of West Bengal in the Higher Education, Science and Technology and Biotechnology Department;
- (xx) "Students' Body or Union" means duly-constituted students' body or union, as the case may be, of a college or of a University;
- (xxi) "Teacher of a college" means a Principal, an Assistant Professor, Associate Professor or Professor holding a sanctioned teaching post in a college and includes Librarian and Graduate Laboratory Instructor and such other posts as may be determined by the State Government from time to time;
- (xxii) "Teacher of a University" means an Assistant Professor, Associate Professor, Professor holding a sanctioned teaching post including Librarians in a University and such other posts as may be determined by the State Government from time to time;
- (xxiii) "University" means a University constituted by an Act of State Legislature and receiving regular financial assistance from the State Government;
- (xxiv) "Vice-Principal" means a person, who shall discharge the functions of the Principal in his absence, and to be appointed as such by the State Government from amongst the teachers of the college in such manner and on such terms and conditions, as may be prescribed.

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Principal Vijaygarh Jyotish Ray College Kolkata-700 032

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West Ben. Act XXIX 2012.

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter II.—Administration of Colleges.—Sections 4, 5.)

CHAPTER- II

Administration of Colleges

Governing Body of Colleges. 4. (1) There shall be a Governing Body in every college to be constituted in the manner and procedure provided under the provisions of this Act.

(2) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the constitution, powers and functions of the Governing Bodies for all colleges shall be uniform irrespective of the nature of their promoting or sponsoring bodies:

Provided that the Government-aided colleges run by minorities may adopt their own rules regarding constitution, powers and functions of their Governing Bodies with the approval of the State Government.

(3) Notwithstanding anything contained in any other law for the time being in force, or in any custom or usage to the contrary, the State Government shall have power to, dissolve the Governing Body of a college, other than the college run by minorities, if, in the opinion of the State Government that the Governing Body of such college is unable to perform its functions as per provisions of this Act or the statues of the affiliating University, or the continuance of the Governing Body or any of its members in such Governing Body is detrimental to the interest of the college, and in every such case, the State Government may appoint an Administrator in place of the Governing Body who shall discharge all functions for such period as may be determined by the State Government or until constitution of a new Governing Body, whichever is earlier.

(4) The affiliating University shall, in every such case, take steps to constitute the new Governing Body of such college referred to in sub-section (3) within such time as may be prescribed.

Constitution of the Governing Body.

5. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the Governing Body of every Government-aided College shall consist of the following members, namely:—

 (i) the President shall be a person interested in education, and shall be nominated by the State Government from amongst the members of the Governing Body or from outside:

Provided that the employees or the students of the concerned college shall not be eligible for nomination as President;

- (ii) the Principal or the Vice-Principal or the Teacher-in-Charge, as the case may be, of the concerned college, who shall act as the *ex officio* Secretary to the Governing Body;
- (iii) three whole time regular teachers including librarians and Graduate Laboratory Instructors, to be elected from amongst them;
- (iv) one non-teaching employee to be elected from amongst them;
- (v) two persons to be nominated by the State Government and one person to be nominated by the West Bengal State Council of Higher Education constituted under the West Bengal State Council of Higher Education Act, 2015 respectively;
- (vi) one representative from amongst the donor of the college or from the sponsoring body promoting the establishment of the concerned college;
- (vii) two persons to be nominated by the affiliating University from amongst eminent educationists, of whom at least one shall be a woman;

West Ben. Act X of 2015.

[PART III

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THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter II.—Administration of Colleges.—Sections 6, 7.)

(viii) one student representative, who shall be the General Secretary of the dulyconstituted Students' Body or Union, as the case may be, of the college.

(2) All existing members of the Governing Bodies which were constituted immediately preceding the date of coming into effect of this Act shall continue to be the member of such Governing Body until the normal tenure of the Governing Body expires by efflux of time or unless it is dissolved by the State Government, whichever is earlier.

(3) The tenure of the Governing Body shall be such as may be determined by the State Government from time to time.

(4) Every meeting of the Governing Body shall be convened in the name of the President:

Provided that the President's absence in any meeting of the Governing Body shall not invalidate the proceedings of the Governing Body if any one of the nominees of the State Government is present in such meeting and the quorum has been duly formed:

Provided further that one third of the members shall form a quorum in every meeting of the Governing Body.

(5) Powers and functions of the Governing Body shall be such as may be provided in the statutes of the affiliating University.

Duties of the Principal.

PART III]

6. (1) To improve the functioning of the colleges, the college management shall introduce different measures for ensuring attendance, punctuality and work output, as may be prescribed by the State Government from time to time.

(2) For all employees of the college there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

(3) Every employee of the college, including the Principal, shall submit in a sealed envelope before the Governing Body, with a copy to the State Government, an annual declaration of his assets of movable and immovable properties in such manner as may be prescribed in this behalf.

Funds and accounts of college.

7. (1) There shall be a fund in every college which shall be credited with all money received from tuition fees and other fees and charges as may be determined by the State Government from time to time.

(2) Every college shall maintain proper records of accounts which shall be duly audited internally by a qualified State Government-empanelled Chartered Accountant as defined under section 2 (b) of the Chartered Accountants Act, 1949, in the manner as may be prescribed and shall submit such accounts before the State Government annually within six months of the following Financial Year.

(3) Subject to the provisions of sub-section (2), the State Government shall cause periodic audit of the fund and accounts of every college in such manner as may be prescribed.

(4) If any college fails to comply with any of the provisions of this Act, the State Government may take such action as it may deem necessary and lawful.

(5) If any college, other than the college run by minorities, fails to comply any of the provisions of this Act, the State Government may, by order, supersede the college authority for a certain period and appoint an Administrator to discharge the functions of the college for such time as may be determined by the State Government.

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Principal Vijaygarh Jyotish Ray College Kolkata-700 032

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THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017

[PART III

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter II.—Administration of Colleges.—Sections 8, 9.—Chapter III.— Employees of Colleges—Sections 10, 11.)

8. (1) The State Government may, from time to time, cause inspection of the affairs of the college, other than the college run by minorities, including its administrative and financial activities as and when the State Government considers it necessary.

(2) Such inspection shall ordinarily be made upon prior notice to the college authority.

Students' Body or Union of Colleges.

6

Inspection

9. (1) There shall be a Students' Body or Union, as the case may be, in every college and the General Secretary of such body or union shall be a member of the Governing Body.for a period of one year from the date of his election.

(2) The composition, functions, duties and responsibilities of the Students' Body or the Union, as the case may be, including the manner, procedure and eligibility to participate in the election shall be such as may be prescribed.

CHAPTER III

Employees of Colleges

Appointment of teachers, librarians and non-teaching employees.

10. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, appointment of all teachers, librarians and other employees of every college, except the colleges run by minorities, shall be made by the Governing Body, on the recommendation of the Service Commission.

(2) A recommendation of the Service Commission shall not automatically confer any right upon the candidates for appointment and shall be subject to satisfactory completion of verification of his personal testimonials including proof of age and educational qualifications along with all antecedents and medical examination report from the appropriate authorities.

(3) If any discrepancy is found during verification of a candidate as stated under sub-section (2), his candidature shall be liable to be cancelled.

(4) The terms and conditions of service including the manner and procedure of holding disciplinary proceedings and punishment thereof, of all the employees of the colleges shall be such as may be prescribed.

Transfer of employees of the college.

11. (1) Every teacher, librarian and non-teaching employee of a college, other than colleges run by minorities, may, once in a life time of his service apply for mutual transfer or transfer of his own seeking in any other college within the State in such manner as may be prescribed.

(2) The State Government may, in the interest of public service, place the service of any teacher, librarian or non-teaching employees to another college on transfer.

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PART III]

THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter IV.—Provident Fund.—Section 12.—Chapter V.— Administration of Universities.—Sections 13, 14.)

CHAPTER IV

Provident Fund

Provident Fund.

12. (1) The Provident Fund of all regular employees of a college or University shall be maintained in the State Government Treasury.

(2) Every employee of a college or University shall be provided with a Provident Fund account.

(3) All balances in the Provident Fund held by the college or by the University in any form shall be transferred to the State Government treasury within such time as may be directed by the State Government.

(4) Other rules regulating the financial business of the college or the University shall be such as may be prescribed.

CHAPTER V

Administration of Universities

Administration of Universities. 13. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, wherever it is proposed to nominate a person by the Chancellor in any body or authority of any University or other body corporate, such person shall henceforth be nominated by the Chancellor in consultation with the State Government.

(2) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, no University, without the prior approval of the State Government, shall, after the commencement of this Act,—

- (a) permit any person to work under the University beyond the prescribed age of superannuation except in the manner notified by the State Government;
- (b) dispose of or sell any immovable property of the University;
- (c) declare setting up or conversion of any post of Officer or teacher of the University;
- (d) such other act or acts as may be prescribed by the State Government.

(3) The State Government may, subject to availability of fund, allow the application for creation of teaching, non-teaching and officers' posts in such University on its discretion, after considering the need for staff in the University.

(4) The State Government may, by order, from time to time, revise the scale of pay attached to the post of teachers, officers or non-teaching employees or sanction any new allowance thereof.

(5) The State Government may, by order, regulate the expenditure of a University and may revise such rules from time to time.

Employees of the University.

14. (1) Notwithstanding anything contained in any other law for the time being in force, or in any custom or usage to the contrary, no person can be appointed in any post in the University without satisfactory completion of verification of his personal testimonials including proof of age and educational qualifications along with all antecedents and medical examination report from the appropriate authorities.

(2) If any discrepancy is found during verification of a candidate as stated under sub-section (1), his candidature shall be liable to be cancelled.

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The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter V.—Administration of Universities.—Sections 15, 16.— Chapter VI.—Miscellaneous.—Section 17.)

(3) To improve the functioning of the Universities, the University Authorities shall introduce different work efficiency measures for ensuring attendance, punctuality and work output as may be prescribed by the State Government, from time to time, and a report shall be placed before the appropriate decision-making bodies of the Universities on a regular basis.

(4) For all employees of the University there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

(5) Every employee of the University, including the Vice-Chancellor, or the Pro-Vice-Chancellor, shall submit in a sealed envelope before the Senate or the Court, as the case may be, with a copy to the State Government, an annual declaration of his assets of movable and immovable properties in such manner as may be prescribed in this behalf. *

Inquiry into the affairs of the University.

8

15. (1) The State Government shall have the power to enquire into the affairs of the University, as and when it considers necessary.

(2) Every such inspection shall ordinarily be made with prior notice to the University.

(3) Notwithstanding anything contained in any other law for the time being in force, the Statutes of all State-aided Universities shall be uniform in respect of the powers and functions of the various officers and authorities of the University, the procedure for holding election to various authorities of the University, the procedure for holding meetings of the various bodies and authorities of the University, the procedures and terms and conditions for affiliation of colleges, the rights and duties of employees of the affiliated colleges, the provisions regarding holding of convocation and conferment of Degrees, Diplomas and titles, and such other subjects as may be prescribed from time to time.

Students' Body or Union of the University.

Power to make

16. (1) There shall be a Students' Body or Union, as the case may be, in every University.

(2) The composition, functions, duties and responsibilities of the Students' Body or Union, as the case may be, including the manner, procedure and eligibility to participate in the election shall be such as may be prescribed.

CHAPTER VI

Miscellaneous

17. (1) The State Government shall have power to make rules for the purpose of carrying out the provisions of this Act.

- (2) Without prejudice to the generality of the foregoing provisions of this Act, the State Government shall have power to make rules in relation to:—
 - (i) the terms and conditions of service of all employees of colleges and Universities;
 - (ii) code of conduct and discipline for all the employees of the colleges and Universities;
 - (iii) manner and procedure for holding disciplinary proceedings against employees of the colleges and Universities;
 - (iv) manner and procedure of transfer, including mutual transfer and transfer of his own seeking in respect of all the employees of the colleges, other than the colleges run by minorities;
 - (v) manner and procedure for maintaining funds and accounts of the colleges and Universities including the procedure for maintaining Provident Fund of the employees of the colleges and Universities;
 - (vi) such other subject as the State Government considers necessary for the purposes of this Act.

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	The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.	
	(Chapter VI.—Miscellaneous.—Sections 18-22.)	
	(3) Every rule made under this Act shall, as soon they are made, be laid in the Legislative Assembly while it is in session.	
Powers to give	18. The State Government shall have the power to give directions to any college or	
directions.	in any University in any matter not inconsistent with the provisions of this Act and the college or the University shall be duty bound to comply.	
Power to remove	19. (1) The State Government shall have the power to remove any difficulty as	
difficulties.	may arise in applying the provisions of this Act to any college or University covered under this Act.	
	(2) The decision of the State Government shall, in every case, be final in regard to	
	any dispute in between the State Government and the College or the University in effecting the provisions of this Act.	
Power to relax.	20. The State Government shall have the power to relax any of the provisions of	
	this Act or any rule, notification, order, schemes or by-laws made under this Act in relation to any college or any University in the interest of public service.	
Overriding effect.	21. Notwithstanding anything contained in any other law or in any custom or usage for the time being in force, or in any Statutes, Ordinances, Rules and Regulations	
	made by any authority under any law for the time being in force that is repugnant to	
	the provisions of this Act, the provisions of this Act, to the extent of such repugnancy,	
	shall have overriding effect against any such law, custom, usage, Statutes, Ordinances, Rules and Regulations.	
Savings.	22. Anything done or purported to have been done in pursuance of any law for the	
	time being in force by the State Government immediately preceding the date of coming	
	into effect of this Act, shall have effect to the extent it is not inconsistent with the	
	provisions of this Act, as if this Act had not yet come into effect.	
	AND COLLEGES	
	By order of the Governor.	
	2,	
	MADHUMATI MITRA, Secy. to the Govt. of West Bengal, Law Department.	
Y	Published by Law Department, Government of West Bengal and Printed at Saraswaty Press Ltd.(Government of West Bengal Enterprise), Kolkata 700 056.	

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EXPENDITURE ACT 1976

West Bengal Act XVII of 1976

THE WEST BENGAL UNIVERSITIES (CONTROL OF EXPENDITURE) ACT, 1976.

[1st April; 1976.]

An Act to provide for the control of expenditure in various universities and colleges affiliated to such universities in West Bengal.

WHEREAS it is expedient to provide for the control of expenditure in various universities and colleges affiliated to such universities in West Bengal;

It is hereby enacted in the Twenty-seventh Year of the Republic of India, by the Legislature of West Bengal, as follows:----

1. This Act may be called the West Bengal Universities (Control Shun title, of Expenditure) Act, 1976.

2. In this Act, unless the contex1 otherwise requires,-

Definitions.

- (a) "prescribed" means prescribed by rules made under this Act;
- (b) "revised scale" means any of the scales of pay sanctioned by the Government of West Bengal, Education Department Order No. 372-Edn. (CS)/5P-9/74, dated 7th April, 1975,

which is reproduced in the Schedule to this Act:

Provided chat cite Slate Government may, by notification published in (he *Official Gazette*, amend the Schedule from lime to time and the Schedule so amended shall be deemed lo be part of this Act;

- (c) "Schedule" means the Schedule lo this Aci;
- (d) "teacher" includes a Professor, associate Professor, Reader, Assistant Professor, Lecturer and any other person holding a teaching post and also a person who may be declared Lo be a teacher;
- (e) "university" means any of the universities constituted or established, as the case may be, under sub-section (1) of section 3 of—

(i) the Calcutta University Act, 1966;

(ii) ihc Burdwan University Aci, 1959;

We.si Ben, Act II of West Ben. AcIXXIX of 1959

For Slalemenl or Objects and Reasons, .rcf Ihu Calcium Gnzi'Ue. Hwin/ntilion Pari IV, of the 2nd March, 1976, puge 1156: Tor prodding* nf thc Wesi Bunujl Ixtislutivi; Assembly, see the proceedings of the nice lint: of Ihnl Assembly held on I he 2 2nd M.tneli, 1976.

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APPOINTMENT AND SERVICE RULES

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West Bengal Act XXXVI of 1975'

THE

WEST BENGAL COLLEGE TEACHERS (SECURITY OF SERVICE) ACT, 1975.

Amenueu

West Ben. Act XLIV of 1975.

[1st October, J975.]

An Act to provide far the security of sen-ice of teachers of affiliated, constituent and Government Sponsored Colleges in West Bengal.

Whereas ii is expedient to provide for the security of service of teachers of aFfiliated. constituent and Government Sponsored Colleges in West Bengal;

It is hereby enacted in the Twenty-sixth Year of the Republic of India, by the Legislature of West Bengal, as follows:-

1. (1) This Act may be called the West Bengal College Teachers (Security of Service) Act, 1975. (2) It extends to the whole of West Bengal.

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

- 2. In this Act, unless the context otherwise requires,-
 - (1) "college" means a college or an institution affiliated to a University in accordance with the provisions of the Act constituting such University or the Statutes made thereunder and includes a constituent college or it Government Sponsored College but does not include a Government College;
 - (2) "constituent college" means a college recognised as such by the University but does not include a Government College;
 - (3) "Governing Body", in relation to a college, means the managing committee or any other body charged with the management of the affairs of that college and recognised as such by the University to which such college is affiliated;
 - (4) "Government college" means a college maintained and managed by the State Government;
 - (5) "Government Sponsored College" means a college declared by the State Government as such;

'ForSiaicmeruorObjecis and Reasons, teethe Calcutta Gazelle, Extriminary, Part IV. oflhe28tli November. 1975. This Act came into force on ihe9(h October, 1975 vide noificniion No. 1051-Edn. (CS). dated I he 9(h October. 1975. mblished in the Ctilruriit Gmrrttr. Fxtrittirdinitry. Part 1.

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Definitions

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The VVejf Bengal College Teachers (Security of Service) Act, 1975.

[West Ben. Act

(Sections 3-5.)

- (6) "prescribed" means prescribed by rules made under this Act:
- (7) "Principal" means Lhe head of a college by whatever name called;
- (8) "Statutes", "Ordinances" and "Regulations" means respectively the Statutes, Ordinances and Regulations of the affiliating University;
- (9) "teacher" means Professor, Assistant Professor, Lecturer, Tutor, Demonstrator, Physical Instructor or any other person holding a teaching posL recognised by lhe affiliating University and appointed as such by a college and includes its Principal and Vice-Principal.

3. Appointment to the post of a leacher shall be made by the Governing Body on the recommendation or the University and College Services Commission 10 be constituted by the State Government in the manner prescribed:

Appointment of leather. Provided that pending formation of such Commission such appointment shall be made on the recommendation of a Selection Committee to be constituted for the purpose in the manner prescribed:

Provided further that no recommendation of the University and College Services Commission or the Selection Committee will be necessary with respect to filling up fora period not exceeding six months of any pemianenl or temporary vacancy in lhe post of a leacher:

Provided also lhaL in cases of permanent vacancies or temporary vacancies for a period exceeding six months, if no recommendation of the University and College Services Commission or Selection Committee, as the case may be, is forthcoming, it shall be lawful for the Governing Body of the college to extend, with the prior approval of the University to which such college is affiliated, the period of temporary appointment of a teacher from time to time, so, however, that the total period of such temporary appointment shall not exceed two years.

 Every teacher of a college shall, on his appointment as such, be provided with a Idler of appointment containing such terms and conditions of appointment as may be prescribed.

Probation.

5. (1) A teacher appointed against a permanent vacancy shall be on

probation ordinarily for a period of one year from the date of such appointment and such period of probation may at the discretion of the Governing Body be extended for a further nerind not exceerting nor v<vir

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Principal Vijaygarh Jyotish Ray College Kolkata-700 032

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The West Bengal College Teachers (Security of Service) Act, J975.

(Sections 6-9.)

(2) If at any lime during the period of probation the probationer's work is not considered satisfactory, the probationer shall be discharged by the Governing Body.

(3) On satisfactory completion of the period of probation, a teacher shall be confirmed with effect from the date of his appointment on probation by an order in writing made by the Governing Body and lhe fact of such confirmation shall be communicated to such teacher:

Provided that if on completion of (he period of probation of a teacher no such order of cofirmation is passed and communicated within a period of two months of the completion of the period of probation, the teacher shall be deemed to have been confirmed with effect from the date of his appointment on probation.

6. The services of a temporary teacher shall not be lerminaictl before the expiration of the period for which he was appointed except J Tier serving one month's notice or paying him one month's salary in lieu thereof.

Term malign of siuvioe of temporary leather.

Maintenance □f Service

Register,

7. (I) A Service Register in respect of every teacher of a college shall be maintained by such authority and in such form and shall contain such particulars of service as may be prescribed.

(2) The Service Register so maintained shall, on demand, be shown to the teacher concerned.

 Every teacher shall co-operate with and assist the Principal in Otherduites carrying out such functions as appraising applications for admission, activities and holding University and college examinations including supervision thereof.

9. (I) The following penalties may, for good and sufficient reasons Penalty, and in the manner prescribed, be imposed on a teacher by the Governing

Body of a college, namely:-(i) censure;

(i) censure,

- (ii) recovery of the whole or part of any pecuniary loss caused to the college by negligence or breach of any lawful order of the Governing Body;
- (iii) withholding of increments;
- (iv) suspension;
- (v) compulsory retirement;
- (vi) removal from service which shall not be a disqualification for future omnlnvmpnt-

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Principal Vijaygarh Jyotish Ray College Kolkata-700 032

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XXXVI of 1975.]

The West Bengal College Teachers (Security of

Service) Act, 1975.

[West Ben. Act

(Sections 10, JJ.)

(vii) dismissal from servige which shall ordinarily be a disqualification for Future employment as a teacher.

(2) No order imposing any of the aforesaid penalties shall be made without informing the teacher concerned of ihe charges against him and giving him an opportunity of being heard and except after an inquiry held in the manner prescribed:

Provided thai penal lies specified in clause (vi) or clause (vii) of subsection (1) shall not be imposed on a confirmed teacher except on ground of being persislenly engaged in activities prejudicial to the academic or financial interest of the college or habitual dereliction of duty or physical infirmity likely to interfere with ihe normal discharge of his duties or mental derangement or moral turpitude.

An order of the Governing Body of a college imposing any or the penalties referred to in sub-sec lion (1) of section 9 shall be communicated to the teacher concerned and der shall also be reported to the University to which such college is affiliated,

Communication of order imposing penally.

11.

10.

Suspensio n ofleacher. (I) The Governing Body of a col lege may place a leacher under suspensionfa) where an inquiry against him under sub-section (2) of section 9 is contemplated by the Governing Body or such an inquiry is pending; or (b) where a case against him in respect or any criminal offence involving moral turpitude is under investigation or trial.

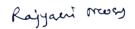
(2) Every order of suspension under sub-section (I) shall be communicated lo the Vice-Chancel lor of the University to which the college is affiliated within a fortnight from the date of such order,

(3) A teacher who is placed under suspension shall be entitled to receive from the Governing Body of ihe college a monthly subsistence allowance—

- (a) during the first six months of the period of suspension at the rate of fifty *percent*, of his total monthly emoluments,
- (b) during Ihe next six months of the period of suspension at the rate of seveniv-five per cent, of his total monthly emoluments, and
- (c) during the balance of the period of suspension at the rale of ninety percent, of his total monthly emoluments.

Explanation.—For the purpose of this sub-section the expression "total monthly emoluments" means the total monthly emoluments which the teacher had been drawing immediately before his suspension.

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The West Bengal College Teachers (Security of Sendee) Act, J975.

XXXVI of 1975.]

(iSections 12-16.)

12. (1) A teacher againsi whom an order imposing any of lhe penalties Appeal, referred lo in subsection (1) of section 9, has been passed, may prefer an appeal within thirty days from the dale of receipt of such order to the University to which the college is affiliated.

(2) The University shall, after giving the leacher and the Governing Body of lhe college an opportunity of being heard, pass such order as ii thinks fit.

13. The University may, by order, delegate the power conferred upon it by section 12 to such authority or officer not below the rank of a Deputy Inspector of Colleges as the University may specify. Pcwer to dc legale.

14. (1) The Slate Government shall, for the purposes of this Act, constitute an Appellate Tribunal consisting of the following members, namely:—

 (a) a Chairman who shal I be a person who holds or has held the office of a Judge not below the rank of a District Judge, and Appellate Tribunal

(b) iwo other members, one of whom at least, shall be an educationist,

(a) the State Government.(b) The Governing Body of a college or a teacher, may prefer an appeal againstan

order passed under sceiion 12. to lhe Appellate Tribunal within a period of thirty days from the date of the order,

(3) The Appellate Tribunal may, on application made in this behalf, call for the records of an appeal from the University if no final order has been passed therein by the University under sub-section (2) of section 12 within a period of one year from the date of Tiling an appeal under sub- section (1) of the said section.

(4) The Appellate Tribunal shall dispose of an appeal referred lo in sub-section (2) or sub-section (3) in such manner as may be prescribed.

25 or 1961. 15, No legal practitioner as defined in the Advocates Act. 1961, shall be allowed to represent either a leacheror the Governing Body of a college in any proceedings under section 12 or section 14, as the case may be: Description 12 or section 14, as the case may be:

Provided that a teacher or any member of the Governing Body of a college who is also a legal practitioner shall be entitled to represent himself or lhe college, as lhe case may be, in such proceedings.

16. The decision of the Appellate Tribunal shall be final and no suit or proceeding shall lie in any civil court in respect of the matters required to be referred in the final. In the snir) Tribunal

Rajyaeni moss

Principal Vijaygarh Jyotish Ray College Kolkata-700 032

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The West Bengal College Teachers (Security of Sen'ice) Act, 1975.

[West Den. Act XXXVI of1975.]

(Sections J7-20.)

17. (I) If any personal injury or death is caused to a icacher in lhe course of ComjK'risa-lion in case ofinjuryor death of a teacher.

discharge of his duties, the Governing Body of the college in which lhe teacher is employed shall be liable to pay compensation the amount of which will be assessed by such authority and in such manner as may be prescribed.

(2) In the ease oFdeath of a Icacher lhe compensation shall be payable lo his legal heirs.

IS, The terms and conditions of service of a icacher employed before the commencement of this Act shall, lo the extent of any inconsistency with lhe provisions of this Act or the rules made thereunder, be deemed to have been modified by lhe said provisions.

19. The provisions of such Acts or Statutes, Ordinances, Regulations or rules made thereunder as are applicable to a leacher other ihan that of a Government Sponsored College, and of such rules and orders made by the State Government as arc applicable to a teacher of a Government Sponsored College, in respect of selection, appointment, promotion, terms and conditions of service including leave and retirement benefits, shall continue to apply except in so far as ihey are not repugnant to the provisions of this Act or rules made thereunder.

'19A. Nothing contained in this Act shall apply in relation to any college established and administered by a minority, whether based on religion orlanguage.

Acl not la apply in relation lo certain colleges. Power to make rules.

Modification of the existing tenns and conditions of service,

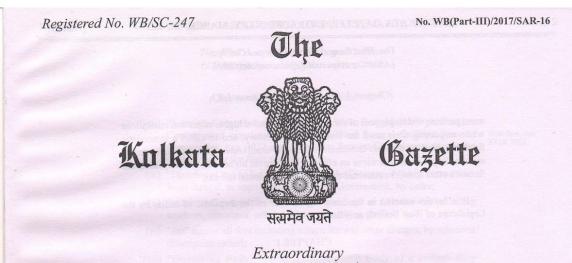
Special provisions.

20. (1) The Slate Government may make rules for carrying out the purposes of this Act.

(2) In particular and without prejudice to the generality of lhe foregoing power, such rules may provide for all or any of the matters which, under any provisions of this Acl are required lo be prescribed or to be provided by rules.

'Scciion 19A was inserted by s. 2 or the West Bengal College Teachers (Securily of Service) (Amendment) Acl, 1975 (West Bun. Acl XL1V of 1975)

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Extraordinary Published by Authority

CHAITRA 1]

WEDNESDAY, MARCH 22, 2017

[SAKA 1939

PART III-Acts of the West Bengal Legislature.

GOVERNMENT OF WEST BENGAL

LAW DEPARTMENT

Legislative

NOTIFICATION

No. 325-L.—22nd March, 2017.—The following Act of the West Bengal Legislature, having been assented to by the Governor, is hereby published for general information:—

West Bengal Act VII of 2017

THE WEST BENGAL UNIVERSITIES AND COLLEGES (ADMINISTRATION AND REGULATION) ACT, 2017.

[Passed by the West Bengal Legislature.]

[Assent of the Governor was first published in the Kolkata Gazette, Extraordinary, of the 22nd March, 2017.]

An Act to provide better administration and to improve the quality of education in the State-aided higher education institutions in West Bengal and for such other matters connected therewith and incidental thereto.

WHEREAS, it is considered necessary and expedient to improve the functioning of the State-aided Universities and Government-aided colleges of West Bengal, and to bring about a certain uniformity and standardisation in the rules, practices and procedures of these educational institutions, and to ensure efficient and optimum utilisation of the resources at their disposal, and to clearly define the rights and duties of the various stakeholders as well as address their service and welfare-related issues, and to bring in greater responsibility, transparency and accountability among the

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2 THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017 [Part III

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter I.-Preliminary.-Sections 1-3.)

managements and employees of the said Publicly-funded higher education institutions while respecting their need for institutional autonomy, and to effect a synergistic functioning among the State Government, the State-aided Universities and Governmentaided colleges so as to achieve an efficient and vibrant higher education system, and for such other matters connected therewith and incidental thereto;

CHAPTER I

Preliminary

1. (1) This Act may be called the West Bengal Universities and Colleges

Short title, extent and commencement.

(2) It shall extend to the whole of West Bengal.

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

Application of the Act.

2. This Act shall apply;-

(Administration and Regulation) Act, 2017.

- (i) to all Universities established by or under any Act of the State Legislature and are receiving financial assistance from the State Government in any form; and
- (ii) to all colleges including Colleges run by minorities, subject to specific provisions and exceptions made under this Act, and the provisions of the Constitution of India and which are receiving financial assistance on a regular basis from the State Government through the Pay Packet Scheme.

Definitions

3. In this Act, unless the context otherwise requires;-

- (i) "academic year" comprises of a period throughout which academic instruction is being given to a student in a particular Calendar year;
- (ii) "actual income" in relation to a college, means the income actually realized by a college by way of tuition fees, fines and other charges from the students, by whatever name called;
- (iii) "affiliated" in relation to a college, means affiliated to a University;
- (iv) "Administrator" means an administrator of a college appointed by the State Government or by the affiliating University;
- (v) "appointing authority" shall, for the purpose of this Act mean, the authority empowered to make appointment of any person in any post in any college or in any University in a prescribed manner;
- (vi) "college" means a Government-aided college but shall not include a private or self-financing college;
- (vii) "college authority" means the Governing Body or the Managing Committee or any other body, by whatever name called, charged with the management of the affairs of the college and shall include an Administrator for the purpose of this Act;

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THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter I.-Preliminary.-Section 3.)

- (viii) "Service Commission" means the West Bengal College Service Commission constituted under the West Bengal College Service Commission Act, 2012 and such other Service Commission as may be constituted by the State Government;
- (ix) "Director of Public Instruction" means the Director of Public Instruction, West Bengal, as appointed by the State Government, by order;
- (x) "employee" means the employee of a college or a University including teachers, librarians, officers and non-teaching staffs;
- (xi) "fee" means all fees including tuition fee and other charges, by whatever description called;
- (xii) "Governing Body" means the Governing Body of a college duly constituted as *per* the prescribed procedure, and includes any managing committee or any other body for that purpose;
- (xiii) "Government-aided college" means a college receiving grants from the State Government under the Pay Packet Scheme irrespective of the fact that the administration of such a college is run by a minority, but does not include a Government College;
- (xiv) "Minority college" means a college which is run and administered by a minority, whether based on religion or language, declared and approved as such by the State Government or any other appropriate authority, as the case may be;
- (xv) "Non-teaching employee" means an employee appointed in a sanctioned post of a college or of a University not holding any teaching post or officer's post;
- (xvi) "prescribed" means prescribed by rules, orders, notifications made by the State Government under this Act;
- (xvii) "Principal" means the Principal of a college and includes a Vice-Principal or a Teacher-in-Charge for the purposes of this Act;
- (xviii) "Pay Packet Scheme" means the scheme of the State Government for the purpose of releasing periodical salaries and allowances to the teachers and other employees of a college in such manner as may be prescribed;
- (xix) "State Government" means the Government of West Bengal in the Higher Education, Science and Technology and Biotechnology Department;
- (xx) "Students' Body or Union" means duly-constituted students' body or union, as the case may be, of a college or of a University;
- (xxi) "Teacher of a college" means a Principal, an Assistant Professor, Associate Professor or Professor holding a sanctioned teaching post in a college and includes Librarian and Graduate Laboratory Instructor and such other posts as may be determined by the State Government from time to time;
- (xxii) "Teacher of a University" means an Assistant Professor, Associate Professor, Professor holding a sanctioned teaching post including Librarians in a University and such other posts as may be determined by the State Government from time to time;
- (xxiii) "University" means a University constituted by an Act of State Legislature and receiving regular financial assistance from the State Government;
- (xxiv) "Vice-Principal" means a person, who shall discharge the functions of the Principal in his absence, and to be appointed as such by the State Government from amongst the teachers of the college in such manner and on such terms and conditions, as may be prescribed.

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Principal Vijaygarh Jyotish Ray College Kolkata-700 032

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West Ben. Act XXIX 2012.

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter II.—Administration of Colleges.—Sections 4, 5.)

CHAPTER- II

Administration of Colleges

Governing Body of Colleges. 4. (1) There shall be a Governing Body in every college to be constituted in the manner and procedure provided under the provisions of this Act.

(2) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the constitution, powers and functions of the Governing Bodies for all colleges shall be uniform irrespective of the nature of their promoting or sponsoring bodies:

Provided that the Government-aided colleges run by minorities may adopt their own rules regarding constitution, powers and functions of their Governing Bodies with the approval of the State Government.

(3) Notwithstanding anything contained in any other law for the time being in force, or in any custom or usage to the contrary, the State Government shall have power to, dissolve the Governing Body of a college, other than the college run by minorities, if, in the opinion of the State Government that the Governing Body of such college is unable to perform its functions as per provisions of this Act or the statues of the affiliating University, or the continuance of the Governing Body or any of its members in such Governing Body is detrimental to the interest of the college, and in every such case, the State Government may appoint an Administrator in place of the Governing Body who shall discharge all functions for such period as may be determined by the State Government or until constitution of a new Governing Body, whichever is earlier.

(4) The affiliating University shall, in every such case, take steps to constitute the new Governing Body of such college referred to in sub-section (3) within such time as may be prescribed.

Constitution of the Governing Body.

5. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, the Governing Body of every Government-aided College shall consist of the following members, namely:—

 (i) the President shall be a person interested in education, and shall be nominated by the State Government from amongst the members of the Governing Body or from outside:

Provided that the employees or the students of the concerned college shall not be eligible for nomination as President;

- (ii) the Principal or the Vice-Principal or the Teacher-in-Charge, as the case may be, of the concerned college, who shall act as the *ex officio* Secretary to the Governing Body;
- (iii) three whole time regular teachers including librarians and Graduate Laboratory Instructors, to be elected from amongst them;
- (iv) one non-teaching employee to be elected from amongst them;
- (v) two persons to be nominated by the State Government and one person to be nominated by the West Bengal State Council of Higher Education constituted under the West Bengal State Council of Higher Education Act, 2015 respectively;
- (vi) one representative from amongst the donor of the college or from the sponsoring body promoting the establishment of the concerned college;
- (vii) two persons to be nominated by the affiliating University from amongst eminent educationists, of whom at least one shall be a woman;

West Ben. Act X of 2015.

[PART III

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THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter II.—Administration of Colleges.—Sections 6, 7.)

(viii) one student representative, who shall be the General Secretary of the dulyconstituted Students' Body or Union, as the case may be, of the college.

(2) All existing members of the Governing Bodies which were constituted immediately preceding the date of coming into effect of this Act shall continue to be the member of such Governing Body until the normal tenure of the Governing Body expires by efflux of time or unless it is dissolved by the State Government, whichever is earlier.

(3) The tenure of the Governing Body shall be such as may be determined by the State Government from time to time.

(4) Every meeting of the Governing Body shall be convened in the name of the President:

Provided that the President's absence in any meeting of the Governing Body shall not invalidate the proceedings of the Governing Body if any one of the nominees of the State Government is present in such meeting and the quorum has been duly formed:

Provided further that one third of the members shall form a quorum in every meeting of the Governing Body.

(5) Powers and functions of the Governing Body shall be such as may be provided in the statutes of the affiliating University.

Duties of the Principal.

PART III]

6. (1) To improve the functioning of the colleges, the college management shall introduce different measures for ensuring attendance, punctuality and work output, as may be prescribed by the State Government from time to time.

(2) For all employees of the college there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

(3) Every employee of the college, including the Principal, shall submit in a sealed envelope before the Governing Body, with a copy to the State Government, an annual declaration of his assets of movable and immovable properties in such manner as may be prescribed in this behalf.

Funds and accounts of college.

7. (1) There shall be a fund in every college which shall be credited with all money received from tuition fees and other fees and charges as may be determined by the State Government from time to time.

(2) Every college shall maintain proper records of accounts which shall be duly audited internally by a qualified State Government-empanelled Chartered Accountant as defined under section 2 (b) of the Chartered Accountants Act, 1949, in the manner as may be prescribed and shall submit such accounts before the State Government annually within six months of the following Financial Year.

(3) Subject to the provisions of sub-section (2), the State Government shall cause periodic audit of the fund and accounts of every college in such manner as may be prescribed.

(4) If any college fails to comply with any of the provisions of this Act, the State Government may take such action as it may deem necessary and lawful.

(5) If any college, other than the college run by minorities, fails to comply any of the provisions of this Act, the State Government may, by order, supersede the college authority for a certain period and appoint an Administrator to discharge the functions of the college for such time as may be determined by the State Government.

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Principal Vijaygarh Jyotish Ray College Kolkata-700 032

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THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017

[PART III

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter II.—Administration of Colleges.—Sections 8, 9.—Chapter III.— Employees of Colleges—Sections 10, 11.)

8. (1) The State Government may, from time to time, cause inspection of the affairs of the college, other than the college run by minorities, including its administrative and financial activities as and when the State Government considers it necessary.

(2) Such inspection shall ordinarily be made upon prior notice to the college authority.

Students' Body or Union of Colleges.

6

Inspection

9. (1) There shall be a Students' Body or Union, as the case may be, in every college and the General Secretary of such body or union shall be a member of the Governing Body.for a period of one year from the date of his election.

(2) The composition, functions, duties and responsibilities of the Students' Body or the Union, as the case may be, including the manner, procedure and eligibility to participate in the election shall be such as may be prescribed.

CHAPTER III

Employees of Colleges

Appointment of teachers, librarians and non-teaching employees.

10. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, appointment of all teachers, librarians and other employees of every college, except the colleges run by minorities, shall be made by the Governing Body, on the recommendation of the Service Commission.

(2) A recommendation of the Service Commission shall not automatically confer any right upon the candidates for appointment and shall be subject to satisfactory completion of verification of his personal testimonials including proof of age and educational qualifications along with all antecedents and medical examination report from the appropriate authorities.

(3) If any discrepancy is found during verification of a candidate as stated under sub-section (2), his candidature shall be liable to be cancelled.

(4) The terms and conditions of service including the manner and procedure of holding disciplinary proceedings and punishment thereof, of all the employees of the colleges shall be such as may be prescribed.

Transfer of employees of the college.

11. (1) Every teacher, librarian and non-teaching employee of a college, other than colleges run by minorities, may, once in a life time of his service apply for mutual transfer or transfer of his own seeking in any other college within the State in such manner as may be prescribed.

(2) The State Government may, in the interest of public service, place the service of any teacher, librarian or non-teaching employees to another college on transfer.

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PART III]

THE KOLKATA GAZETTE, EXTRAORDINARY, MARCH 22, 2017

The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter IV.—Provident Fund.—Section 12.—Chapter V.— Administration of Universities.—Sections 13, 14.)

CHAPTER IV

Provident Fund

Provident Fund.

12. (1) The Provident Fund of all regular employees of a college or University shall be maintained in the State Government Treasury.

(2) Every employee of a college or University shall be provided with a Provident Fund account.

(3) All balances in the Provident Fund held by the college or by the University in any form shall be transferred to the State Government treasury within such time as may be directed by the State Government.

(4) Other rules regulating the financial business of the college or the University shall be such as may be prescribed.

CHAPTER V

Administration of Universities

Administration of Universities. 13. (1) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, wherever it is proposed to nominate a person by the Chancellor in any body or authority of any University or other body corporate, such person shall henceforth be nominated by the Chancellor in consultation with the State Government.

(2) Notwithstanding anything contained in any other law for the time being in force or in any custom or usage to the contrary, no University, without the prior approval of the State Government, shall, after the commencement of this Act,—

- (a) permit any person to work under the University beyond the prescribed age of superannuation except in the manner notified by the State Government;
- (b) dispose of or sell any immovable property of the University;
- (c) declare setting up or conversion of any post of Officer or teacher of the University;
- (d) such other act or acts as may be prescribed by the State Government.

(3) The State Government may, subject to availability of fund, allow the application for creation of teaching, non-teaching and officers' posts in such University on its discretion, after considering the need for staff in the University.

(4) The State Government may, by order, from time to time, revise the scale of pay attached to the post of teachers, officers or non-teaching employees or sanction any new allowance thereof.

(5) The State Government may, by order, regulate the expenditure of a University and may revise such rules from time to time.

Employees of the University.

14. (1) Notwithstanding anything contained in any other law for the time being in force, or in any custom or usage to the contrary, no person can be appointed in any post in the University without satisfactory completion of verification of his personal testimonials including proof of age and educational qualifications along with all antecedents and medical examination report from the appropriate authorities.

(2) If any discrepancy is found during verification of a candidate as stated under sub-section (1), his candidature shall be liable to be cancelled.

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The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.

(Chapter V.—Administration of Universities.—Sections 15, 16.— Chapter VI.—Miscellaneous.—Section 17.)

(3) To improve the functioning of the Universities, the University Authorities shall introduce different work efficiency measures for ensuring attendance, punctuality and work output as may be prescribed by the State Government, from time to time, and a report shall be placed before the appropriate decision-making bodies of the Universities on a regular basis.

(4) For all employees of the University there shall be prepared Annual Confidential Report and Performance Appraisal Report for every year in such manner and to be maintained in such form as may be prescribed by the State Government, from time to time.

(5) Every employee of the University, including the Vice-Chancellor, or the Pro-Vice-Chancellor, shall submit in a sealed envelope before the Senate or the Court, as the case may be, with a copy to the State Government, an annual declaration of his assets of movable and immovable properties in such manner as may be prescribed in this behalf. *

Inquiry into the affairs of the University.

8

15. (1) The State Government shall have the power to enquire into the affairs of the University, as and when it considers necessary.

(2) Every such inspection shall ordinarily be made with prior notice to the University.

(3) Notwithstanding anything contained in any other law for the time being in force, the Statutes of all State-aided Universities shall be uniform in respect of the powers and functions of the various officers and authorities of the University, the procedure for holding election to various authorities of the University, the procedure for holding meetings of the various bodies and authorities of the University, the procedures and terms and conditions for affiliation of colleges, the rights and duties of employees of the affiliated colleges, the provisions regarding holding of convocation and conferment of Degrees, Diplomas and titles, and such other subjects as may be prescribed from time to time.

Students' Body or Union of the University.

Power to make

16. (1) There shall be a Students' Body or Union, as the case may be, in every University.

(2) The composition, functions, duties and responsibilities of the Students' Body or Union, as the case may be, including the manner, procedure and eligibility to participate in the election shall be such as may be prescribed.

CHAPTER VI

Miscellaneous

17. (1) The State Government shall have power to make rules for the purpose of carrying out the provisions of this Act.

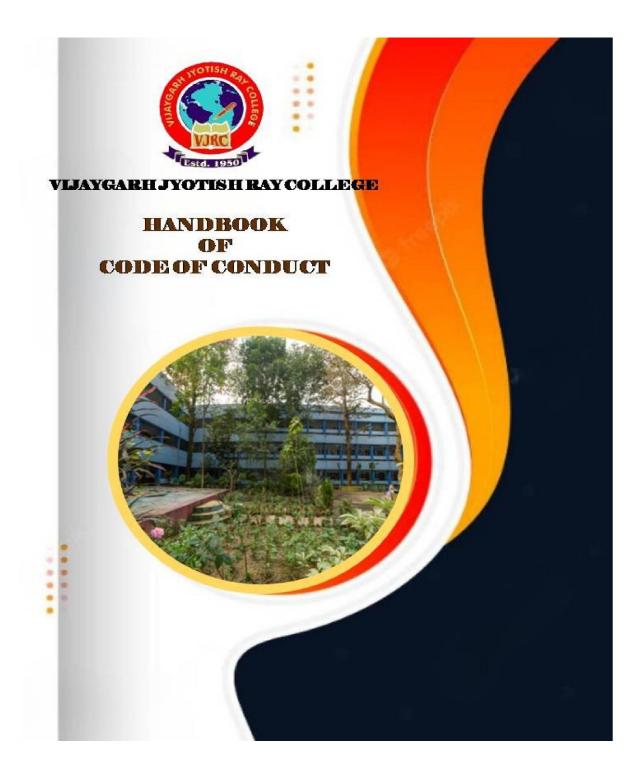
- (2) Without prejudice to the generality of the foregoing provisions of this Act, the State Government shall have power to make rules in relation to:—
 - (i) the terms and conditions of service of all employees of colleges and Universities;
 - (ii) code of conduct and discipline for all the employees of the colleges and Universities;
 - (iii) manner and procedure for holding disciplinary proceedings against employees of the colleges and Universities;
 - (iv) manner and procedure of transfer, including mutual transfer and transfer of his own seeking in respect of all the employees of the colleges, other than the colleges run by minorities;
 - (v) manner and procedure for maintaining funds and accounts of the colleges and Universities including the procedure for maintaining Provident Fund of the employees of the colleges and Universities;
 - (vi) such other subject as the State Government considers necessary for the purposes of this Act.

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	The West Bengal Universities and Colleges (Administration and Regulation) Act, 2017.	
	(Chapter VI.—Miscellaneous.—Sections 18-22.)	
	(3) Every rule made under this Act shall, as soon they are made, be laid in the Legislative Assembly while it is in session.	
Powers to give	18. The State Government shall have the power to give directions to any college or	
directions.	in any University in any matter not inconsistent with the provisions of this Act and the college or the University shall be duty bound to comply.	
Power to remove	19. (1) The State Government shall have the power to remove any difficulty as	
difficulties.	may arise in applying the provisions of this Act to any college or University covered under this Act.	
	(2) The decision of the State Government shall, in every case, be final in regard to	
	any dispute in between the State Government and the College or the University in effecting the provisions of this Act.	
Power to relax.	20. The State Government shall have the power to relax any of the provisions of	
	this Act or any rule, notification, order, schemes or by-laws made under this Act in relation to any college or any University in the interest of public service.	
Overriding effect.	21. Notwithstanding anything contained in any other law or in any custom or usage for the time being in force, or in any Statutes, Ordinances, Rules and Regulations	
	made by any authority under any law for the time being in force that is repugnant to	
	the provisions of this Act, the provisions of this Act, to the extent of such repugnancy,	
	shall have overriding effect against any such law, custom, usage, Statutes, Ordinances, Rules and Regulations.	
Savings.	22. Anything done or purported to have been done in pursuance of any law for the	
	time being in force by the State Government immediately preceding the date of coming	
	into effect of this Act, shall have effect to the extent it is not inconsistent with the	
	provisions of this Act, as if this Act had not yet come into effect.	
	AND COLLEGES	
	By order of the Governor.	
	2,	
	MADHUMATI MITRA, Secy. to the Govt. of West Bengal, Law Department.	
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CODE OF CONDUCT FRAMED BY COLLEGE



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PREFACE

The code of conduct of Vijaygarh Jyotish Ray College, the standard procedure, function, rules and regulation on formed by the authority time to time over and above the normal services related rules and laws. The authority i.e GB and the HOI defines the jurisdiction of the institution and also the jurisdiction of all direct stake holders, i.e employee (both teaching and non-teaching) and students for smooth functioning of the institution. No one including HOI is above one law. All need to follow the code of conduct as defined and set by the institution. The general code of conduct is as follow:

- 1. No one should violate sexual harassment policy, anti-ragging policy.
- 2. No one should damage the property of the institution.
- 3. No one should be involved in any anti institute activity which may damage the reputation of the institution.
- 4. No discrimination is allowed.
- 5. Everyone should try to maintain a friendly, peaceful and congenial environment.
- 6. Every student shouldshow respect and love to everyone.
- 7. Everyone shall be careful about maintaining the green environment in the college campus
- 8. Every stakeholder must be dutiful.
- 9. Avoid any kind of corruption by the direct stakeholder is strictly prohibited.
- 10. Should abide by all rules and regulation of the law of the country and institution as well.

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CODE OF CONDUCT FOR THE GOVERNING BODY:

Decisions and resolutions made by the Governing Body are obligatory.

- To approve the mission and strategic vision of the College, long-term academic plans to meet the interests of all stakeholders.
- To monitor performance of the College and quality assurance arrangements of the College.
- To ensure that non-discriminatory systems are in place to provide equality of opportunity for staff members and students.
- 4) To ensure a transparent and smooth functioning of all aspects of the college.
- To ensure compliance with the statutes, ordinances and provisions regulating their College
- 6) The members of the Governing Body shall maintain their character, transparency, mannerism and good image.

CODE OF CONDUCT FOR THE PRINCIPAL:

The chair of the Principal of a college has complex roles to play and responsibilities to execute having characteristics of a patron, custodian, supervisor, administrator, protector, inspirer and many more.

- 1) To uphold the atmosphere of inclusiveness in terms of imparting education in the institution.
- 2) To chalk out policy and plan to execute the vision and mission of the college.
- To monitor financial matters efficiently in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment
- 4) To co-ordinate all the faculty, administrative authorities and supporting staff for their effective roles.
- 5) To closely monitor the admission process in the college instructed by the University and the State Government.
- 6) The Principal should empower all staff members and students to reach their maximum potential. Be fair in her disciplinary actions for all the members of faculty, non-teaching staff and students.
- 7) To uphold and maintain the essence of social justice for all the stakeholders irrespective of the caste, creed, race, sex or religious identity as within the framework of Indian constitution.
- To Observe the Act, Statutes, Ordinance, Regulations, Rules and other Orders issued by the University and State.

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- To promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- 10) To Conduct himself / herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- To initiate and propagate the spirit of welfare within all the sections of human resources attached directly or indirectly with the college and hence to build mutual confidence among them.
- 12) To promote and maintain the practice of extra-curricular activities amongst the students and other human resources of the institution and thus adds to the societal dynamism similar to essence-of-life.
- 13) To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.
- 14) To promote and maintain harmonious relationships of the College with the adjoining society in order to ensure spontaneous flourish and prosperity of all the students of the institution.

CODE OF CONDUCT FOR THE TEACHERS:

- Act as a role model for students by displaying good conduct, setting a standard worthy of example to the students.
- 2) To adhere to a responsibility expected of him/her by the society.
- 3) To manage his/her private affairs, in public, in a manner consistent with the dignity of the profession.
- 4) To continue study, research and writing to make professional growth continuous.
- 5) To actively participate at professional meetings, seminars, conferences, etc and express free and frank opinion for the contribution of knowledge.
- 6) To improve education and profession, a teacher should get an active membership of professional organizations, subscribe academic/subject periodicals, and strive to perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- 7) To cooperate and assist in carrying out functions relating to the educational responsibilities of the college such as: assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation.
- 8) To participate in extension, co-curricular and extracurricular activities including community services.
- 9) To ensure the right and dignity of the student while expressing his/her opinion.
- 10) To be just and impartial with students regardless of their religion, caste, sex, political, economic, social and physical status.

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- 11) To recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- 12) To encourage students to improve their attainments, develop personalities and at the same time contribute to community welfare.
- 13) To inculcate among students scientific, progressive and rational attitude and admiration for physical labor and ideals of democracy, patriotism and peace.
- 14) To be friendly to the students and not to behave in a vindictive manner towards any of them for any reason.
- 15) To make him or her available to the students even beyond the class hours and help and guide them without any remuneration or incentive.
- 16) To assist students to develop an understanding of our national heritage and national goals.
- 17) To refrain from stimulating students against other students, colleagues or administration.
- 18) To treat other members of the occupation in the same manner as they themselves wish to be treated,
- 19) To converse respectfully with other teachers and render support for professional betterment.
- 20) To avoid lodging unsubstantiated allegations against colleagues to higher authorities,
- 21) To be thoroughly social and humane, democratic and rational, towards other teachers, as well as to the society.
- 22) To discharge their professional liabilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- 23) To ensure not to undertake any other employment and commitment including private tuitions and coaching classes
- 24) To co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- 25) To help the authorities for the improvement of the institutions keeping in view the interest and in conformity with dignity of the profession;
- 26) To refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.
- 27) To treat the non-teaching employees as colleagues and equal partners in a co- operative undertaking, within every educational institution.

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- 12) College will be providing an Identity Card to each student on which they have to paste their own passport size photograph.
- 13) Students have to display their I-Card whenever asked by teachers, or any administrative staff; failing which they will have to pay a certain fine to the authority. In case the I-Card is lost, they can obtain another one by applying for it and paying the required sum of money.
- 14) It should be noted by students that they have to take new admission every year.
- 15) An average of 60% attendance has to be maintained by each student in each semester. Failing which students will be barred from filling in the examination form.
- 16) Students should regularly follow the instructions given in the college Notice board and try to obey those.
- 17) Students should not carry valuable items or jewelleries. The student will be responsible for his / her possessions.
- 18) Ragging is a punishable offence and it strictly prohibited in the college premises and students participating or encouraging will be punished as per circular "UGC Regulation No. of 1-8-2006 CP PII" 4th March 2008 No.170. Guilty students will be expelled from college and legal action will be taken against them.
- 19) It is the Principal's discretion to organize the annual social Gathering and Annual Prize Distribution Ceremony in the college.

CODE OF CONDUCT FOR THE BURSAR:

- 1) To prepare the budget of the college under the Principal's supervision.
- 2) To allot budgets to every department of the college.
- 3) To verify the bills before payments.
- 4) To check the monthly pay sheet and cashbook regularly.
- 5) To look after and settle journey claims and advances.
- 6) To prepare and submit TDS statement to Chartered Accountant.

CODE OF CONDUCT FOR IQAC COORDINATOR (Honorary):

- 1) To coordinate the dissemination of information on various quality parameters of higher education
- 2) To coordinate the documentation of the various program / activities leading to quality improvement
- 3) To coordinate the quality-related activities of the institution
- 4) To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

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Principal Vijaygath Jyotish Ray College

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5) To coordinate the timely and efficient execution of the decisions of the IQAC committee.

CODE OF CONDUCT FOR ACCOUNTANT:

- 1) To prepare documents for submission of bi-annual and annual audits.
- 2) To providing the HOD / Section heads with a periodical review of the same.
- 3) To file up e-TDS returns.
- 4) To be the custodian of receipt books and vouchers.
- 5) To regularly prepare and present all records required by statutory auditors.
- 6) To control and check the advance register and ensuring timely recovery of advances.
- 7) To accomplish other duties assigned by the Principal.

CODE OF CONDUCT FOR OFFICE HEAD CLERK:

- 1) To analyze admission and eligibility documents and admission register.
- 2) To inspect and maintain the personal files of staff and faculty.
- 3) To maintain P. F. accounts as per the case.
- 4) To maintain discipline and proper work schedule of employees.
- 5) To maintain the casual leave register.
- 6) To take care of movement register for staff under office administration.
- 7) To keep record of all correspondence and submitting the same to the principal / HOD and section heads.
- 8) To care of all matters assigned to establishment section, students' section, stores, and maintenance and security sections.
- 9) To maintain scholarship record of students.
- 10) To take care of biometric records.
- 11)To do any other duties assigned by the principal from time to time.

CODE OF CONDUCT FOR ALL NON-TEACHING STAFF:

- 1) To protect the College's legality, they should comply with all environmental, safety and fair dealing laws.
- 2) To remain on duty during College hours and beyond if and when required.

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- 3) To refrain from any kind of discriminatory behavior to anyone. Maintain honesty, integrity, fairness in all activities.
- 4) To respect and maintain the hierarchy in the Administration.
- 5) To show integrity and professionalism in the workplace
- 6) To treat College's property, whether material or intangible, with respect and care.
- 7) Exercise self-discipline and restrain at all times and deal positively with staff, students and the general public.
- 8) To be friendly and cooperative. All employees must be open for communication with all

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SAMPLE DOCUMENTS REALTED TO APPOINTMENTS AND SERVICE RULES OF INDIVIDUAL EMPLOYEES OF THE INSTITUTION

SERVICE BOOK PARTICULARS OF THE EMPLOYEE 1. Name : SMT SASWATI GAYEN 2. Address 40 Sri Debaprasad Gayen C'22/2 Patuli PS. Jodanpuz Kolkata-700094 (a) Permanent-(b) Present-3. Father's/Husband's name and Sri Debaprasad Gayen residence 4. Date of birth by Christan era : Third day of September One thousand nine hundred eightyone (03.09.1981) (To be ascertained and entered in accordance with Matriculation/ School Final/Higher Secondary or other equivalent examination certificate) or Horoscope/Affidavit (for those who have not passed Matriculation or S.F. Examination) Educational Qualification : 5. M. Se (Microbolegy) (a) At the time of entry-(b) Subsequent improvement in Ph.D degree awarded on 11.12 2013 qualification with dates-5 pt 2 inch Exact height by measurement : 6. Personal marks for identification - Black male on the left hand side 7. of the face Saswati Grayen Signature of Employee-*8 Signature of the Principal/President of *9 the Governing Body/Ad-hoc Committee Administrator. Vijaygarh Jyotish Roy Kolkata-700 08 The Signature in line 8 should be renewed or reattested at least every five years and signature in lines 8 and 9 should be dated. If the employee is the Head of Institution the signature in line 9 should be made by the President of the Governing Body/Ad-hoc Committee/Administrator of the College.

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	Name- Agnalender Magnimelter.
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	Address
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	(b) Present Do -
	Fathershiusbandto name and rest Sciniti Ranzan environden. dence
	Date of birth by Christian era- (To be ascertained and entered in accordance with Matriculation/School Final/Higher Secondary or other equiva lent examination certificate) or Horo- scope/Affidavit (for those who have not passed Matriculation or S.F. Examina- tion.) Eventimize MP W DIDSE 1983 2 mJ
	Educational Qualification: (a) At the time of entry— (b) Subsequent improvement in qualification with dates— P_{n} , D. $H \cdot S$ $H \cdot S$ H
	Exact height by measurement 5'5"
	Personal marks for identification A cut many on the left Leg.
	Signature of employee Amalender Manzundez
	Signature of the Principal/President of the Governing Body/Ad-hoc Committee Bundarban Has Desant College Bundarban Has Destant College Boot Pathenkina 24 Personal (Bouth
-	The Singature in line 8 should be renewed or reattested at least every five years and signa- lines 8 and 9 should be dated. If the employee is the Head of Institution the signature in line 9 should be made by the President of the Governing Body/Ad-hoc Committee/Administrator of the College



VIJAYGARH JYOTISH RAY COLLEGE

(Affiliated to The University of Calcutta) 8/2, BEJOYGARH, JADAVPUR, KOLKATA - 700 032 ACCREDITED BY THE NAAC - B+ Grade.

Ref. No.....

Extract of G.B Resolution dated 16/01/2021

MISC.7(II)To consider the confirmation of MD JAMIRUL ISLAM(Assistant Professor, Political Science): Principal reports that MD JAMIRUL ISLAMjoined on 11/09/2019 and satisfactory discharging his duties till date. His service may be confirmed from the date of joining.

Resolved that the service of MD JAMIRUL ISLAMhas been confirmed from the date of joining 11/09/2019 as Assistant Professor in the Department of Political Science.

R. Neogy 13, 12. LL

Phone : 2412-4082

Date.....

Principal Vijaygath Jyoish Ray Gollege Kolkata - 700 032

Rajyaeni moss



VIJAYGARH JYOTISH RAY COLLEGE

(Affiliated to The University of Calcutta) 8/2, BEJOYGARH, JADAVPUR, KOLKATA - 700 032 ACCREDITED BY THE NAAC - B+ Grade.

Ref. No. 5025

Date 09/09/2019

To MD JAMIRUL ISLAM Registration No. 10013499 S/o- LATE MD REAJUDDIN VILI-BHAWANIPUR, MURSHIDABAD PO – KRISHNAPUR PS – LAIGOLA BHAWANIPUR West Bengal 742148

Sub: Offer of Appointment Letter

Sic/Madam

As per direction of the Governing Body (meeting held on 07.09.2019) of Vijaygarh Jyotish Ray College, #2 Bejoygarh, Jadavpur, Kolkata-700032 on the basis of recommendation of West Bengal College Service Commission (No.814 /CSC/CU/(SKD)-33/17 dt.-31/08/2019).1 am glad to offer you the appointment for joining as an Assistant Professor (against the vacancy with Roster Point No. 38) in the Department of Political Science(OBC-A) in the Vijaygarh Jyotish Ray College , 8/2 Bejoygarh, Jadavpur, Kolkata-700032 in the scale of pay of Rs. 15,600/- Rs. 39,000/- including AGP Rs.6.000/-. You will be entitled to get allowances/benefits as admissible from time to time with effect from the date on which you join the post on substantive basis and as declared and given by the Govt. of West Bengal.

You will remain on probation for a period of one year with effect from the date you join the post.

Regarding probation, confirmation and other conditions of the service you will be guided by the West Bengal Teacher's (Security of Service) Act. 1977 and The West Bengal Universities and Colleges (Administration and Regulation) Act. 2017 and the rules made there in addition to the Government Orders and Rules and Statutes/ Regulations/Rules/Ordinance etc. of the University of Calcutta.

This letter of appointment will be treated as cancelled if you fail to join the post by one month from issue of the appointment letter.

Thanking you,

Yours faithfully,

3

Received on 09.09.2019 Md Januard Scham

Dr. Rajyasri Neogy

(PRINCIPAL)

Rajyaeni messy



Phone : 2412-4082 VIJAYGARH JYOTISH RAY COLLEGE (Affiliated to The University of Calcutta) 8/2, BEJOYGARH, JADAVPUR, KOLKATA - 700 032 ACCREDITED BY THE NAAC - B+ Grade.

Ref. No.....

Date

Extract of G.B Resolution dated 16/01/2021

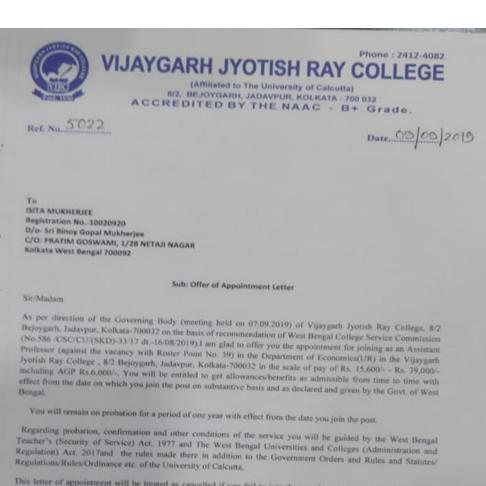
MISC. To consider the confirmation of Dr. Isita Mukherjee (Assistant Professor, Economics): Principal reports that Dr. Isita Mukherjee joined on 11.09.2019 and satisfactory discharging her duration till date. Her service may be confirmed from the date of joining.

Resolved that the service of Dr. Isita Mukherjee has been confirmed the date of joining 11/9/2019.

ATTESTED

R. Ncory 7/11/34 Principal Vilaygarh tyolish Ray Car

Rajyaeni mosy



This letter of appointment will be treated as cancelled if you fail to join the post by one month from issue of the appointment letter.

Thanking you,

Received Hulderige Isika Northerige

Yours faithfully,

Dr. Rajyasri Neogy (PRINCIPAL)

R. Ncory 9.9.17

Rajyaeni mosy

To.

The Principal,

Vijaygarh Jyotish Ray College

8/2, Bejoygarh, Jadavpur,

Kolkata:700 032.

Sub.: Report of joining for the post of Assistant Professor in Economics

Respected Madam,

With reference to your Appointment Letter No. 5022, dated September 9, 2019 I have honour to inform you that I would like to join in the substantive post of Assistant Professor in Economics (UR Category) against the vacancy with Roster Point No. 39 in your college on September 11, 2019 at forenoon accepting every terms and conditions stated in the said letter. I do hereby affirm that I shall rightly discharge all my duties and responsibilities and abide by all the rules and regulations of your esteemed institution as well.

I therefore, pray and hope that you would be kind enough to grant my joining letter.

Thanking you.

Sincerely,

Isika Klukheijee (Dr. Isita Mukherjee) 11 09.2019

Rajyaeni mosy

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		Subject: Recommend	lation for the Po	st of As	sistant Pro	dessor			
	Sub	ject	1 0	UR.	SC	5T	OBC-A	086-8	PWD
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Rajyaeni messy



Phone : 2412-4082 **VIJAYGARH JYOTISH RAY COLLEGE** (Affiliated to The University of Calcutta) 8/2, BEJOYGARH, JADAVPUR, KOLKATA - 700 032 ACCREDITED BY THE NAAC - B+ Grade.

Ref. No. 4999

Date. 29.7.2019

To Dr. LAXMI SAHA Registration No.-10013583 D/o- Sri Krishno Saha VILL-Chanchal OLD PAT HAT, P.O.-Chanchal OLD PAT HAT West Bengal 732123

Sub: Offer of Appointment Letter

Sir/Madam

As per direction of the Governing Body (meeting held on 27-7-2019) of Vijaygarh Jyotish Ray College, 8/2 Bejoygarh, Jadavpur, Kolkata-700032 on the basis of recommendation of West Bengal College Service Commission (No.32 /CSC/CU/(SKD)-33/17 dt,-14/06/2019).1 am glad to offer you the appointment for joining as an Assistant Professor (against the vacancy with Roster Point No. 40) in the Department of Philosophy(SC) in the Vijaygarh Jyotish Ray College , 8/2 Bejoygarh, Jadavpur, Kolkata-700032 in the scale of pay of Rs. 15,600/- - Rs. 39,000/- including AGP Rs.6,000/-. You will be entitled to get allowances/benefits as admissible from time to time with effect from the date on which you join the post on substantive basis and as declared and given by the Govt. of West Bengal.

You will remain on probation for a period of one year with effect from the date you join the post.

Regarding probation, confirmation and other conditions of the service you will be guided by the West Bengal Teacher's (Security of Service) Act. 1977 and the rules made there in addition to the Government Orders and Rules and Statutes/ Regulations/Rules/Ordinance etc. of the University of Calcutta.

This letter of appointment will be treated as cancelled if you fail to join the post by one month from issue of the appointment letter.

Thanking you,

Yours faithfully,

R. Never 24.7.19 Dr. Rajyasri Neogy

(PRINCIPAL)

Principal Vijaygarh Jv-Kolkala

Rajyaeni mosy

To, The Principal, Vijaygarh Jyotish Ray College 8/2, Bejoygarh, Jadavpur, Kolkata, West Bengal, Kolkata- 700031

Subject: Joining Report

Respected Madam,

In response to your appointment letter and as per the recommendation of College Service Commission (vide letter no: 32/CSC/CU/SKD- 33/ 17 dated 14.06.2019), I am willing to join in the post of Assistant Professor (Philosophy) in your college on 01.08.2019, forenoon. This is your kind information and necessary action.

Thanking you,

Sincerely yours,

Laxmi' Saha

Smt. Laxmi Saha Address: Vill-Chanchal Old PAT HAT P.O.- Chanchal Old PAT HAT West Bengal- 732123

Encl;

- 1. Photocopy of appointment letter of Vijaygarh Jyotish Ray College
- 2. Photocopy of Recommendation Letter of College Service Commission
- Photocopy of recomment of West Bengal, Higher Education Dept., Appointment Branch, Bikash Bhavan (Original Copy).

Allowed 18/19 B. m 18/19 Pincost Margan Month 200 002

Rajyaeni mosy



VIJAYGARH JYOTISH RAY COLLEGE

(Affiliated to University of Calcutta) 8/2, BEJOYGARH, JADAVPUR, KOLKATA - 700 032 Accredited by The NAAC - B+ Grade, (75% to 80%)

Ref. No. 309.6A ..

Date : 19.08.06

Phone : 2412 - 4082 3096 - 1181

To Sm. Mamata Mondal D/o. Late Sailendra Nath Mandal C/o. Nitish Mandal Vill – Påschim Sitala P.O. + P.S. – Sonarpur Kolkata – 700 150 Dist. – 24 Parganas (S)

Madam,

I am directed by the Governing Body to say that on the recommendation of the West Bengal College Service Commission, vide letter No.218/VJRC/CU/CSC/Apptt./06 dated 24.07.2006 you are appointed a *Lecturer in Philosophy* in Vijaygarh Jyotish Ray College on a pay of Rs.8000-275-13500/-. You will be entitled to get the allowances/benefits as admissible from time to time on substantive basis subject to the approval of the Director of the Public Instruction, Govt. of West Bengal.

You will remain on probation for a period of one year w.e.f. the date on which you join the post. Regarding probation, confirmation and other conditions of service you will be guided by West Bengal Teachers (Security of service) Act. 1975 and the rules made there-under in addition to the Government orders and rules and status/regulations/rules/ordinances act of the University of Calcutta.

This letter of appointment will be treated as cancelled if you fail to join the post by one

month.

With thanks,

Yours faithfully,

PRINCIPA/L Principal & Sucretary G.B. Jux-Officer Vijaygarh Jyotiah Ray College

Rajyaeni mosy

To The Principal, Vijaygarh Jyotish Ray College, Kolkata – 32

Subj.: Joining letter

Respected Sir,

With reference to your letter No. 3096A dated 19.08.2006 I would like to inform you that I am joining your college as a lecturer in Philosophy on 5th September, 2006 forenoon.

Thanking you,

Dated: 5.09.2006

Mamata Mandal

Yours faithfully,

DOCUMENT N

Rajyani mos



(Affiliated to The University of Calcutta) 8/2, BEJOYGARH, JADAVPUR, KOLKATA - 700 032 ACCREDITED BY THE NAAC - B+ Grade.

Ref. No. Engage SACT 2020 5121 04

Date 30 06 2020

From, The Principal Vijaygarh Jyotish Ray College 8/2, Bejoygarh, Jadavpur Kolkata – 700032

To, SMT. RINKU BASU 60B Chakraberia Road North P.O – LLR Sarani Kolkata - 700020 Ph. No. - 9836047188 Mail ID - rinkubasu5@gmail.com

> Sub: Approval of engagement of Smt. Rinku Basu as State Aided College Teacher, Category - I in Vijaygarh Jyotish Ray College. She was earlier engaged as PTT w.e.f 01.09.2001.

Madam,

You are hereby engaged as State Aided College Teacher, Category - I of Philosophy (subject) w.e.f. 01.01.2020 in terms of the Memorandum No. 2081-Edn(CS)10M-83/2019 dt. 23.12.2019 of the Higher Education Department, Govt. of West Bengal and memo no. ED-95/C11846/2020 dt. 24.06.2020 of Education Directorate.

The benefits/remuneration will be admissible as laid down in the Higher Education Department's Memorandum No. 2081-Edu(CS)/10M-83/2019 dt. 23.12.2019 and subsequent Memorandum/GO issued in this respect from time to time.

R. Noory 30.6.2020 Dr. Rajyasri Neogy Principal Vijaygarh Jyotish Ray College Kolkata - 700032

Vijaygath dyclian Ray College Kolkata-700 032

Encl: Approval order of Education Directorate

Rajyaeni mosy

KOLKATA-700 032 2 412-4082, ESTD. 1950

Date 1. 9. 2001.

То Smot. Kinky Bazu Part time Lecturer in Philosofshy

Day Section / Evening Section Vijaygarh Jyotish Ray College Kolkata – 700 032

Dear Sir. /Madam

Ret No

Re(p :---

Please note that the appointment is purely temporary and may be terminated by giving one month's notice.

You are hereby requested to put your full signature with date in the copy of the letter as a mark of desire for joining the said assignment.

With thanks,

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Yours faithfully,

e. K. BHATTACHAR F Principal "Ijaygarh Jyötish Roy Colleg. Calcutta—32

Rajyaeni mossy

From,

Rinku Basu 60B Chakraberia Road (North) Kolkata 700020 To The Principal VijoygarhJyotish Ray College 8/2, Bejoygarh, Jadavpur Kolkata-700032

Sub: Acceptance of Engagement for the post of State Aided College Teacher, Category-I, in Vijoygarh Jyotish Ray College

Respected Madam,

I hereby, accept my engagement as a State Aided College Teacher, Category I in the Department of Philosophy in Vijoygarh Jyotish Ray College with reference to the letter of approval issued by you vide Reference no: Engage/SACT/2020/5121/04 dated 30/06/2020.

I hereby, solemnly pledge to abide by the rules and regulations mentioned in the memorandum no: 2081–Edn(CS) 10M–83/ 2019dated–23/12/2019 of the Higher Education Department, Government of West Bengal Memorandum No: ED-95/C 11846/2020 dated 24-06-20 of the Education Directorate. I will also abide by all further orders issued by the Government in connection with the afore mentioned memorandums. I also pledge to abide by all the rules and regulations of the college for the benefit of the students and for the development of the college, and implement my duties of the said capacity.

This is for your kind information and necessary action .

Thanking You,

Yours Truly

Pinku Bose

Rinku Basu Dated: 02.07.2020.

Rajyaent moss

DAYGARH JYOTISH BAY COLLEGE CALCUTTA - 700 032 PHONE : 72-4082

PR-57/94

To

Sri Avijit Paul C/O. Sri Sunil Paul 1/9; Vidyasagar Colony Calcutta-700 047.

Dear Sir,

I am directed by the Governing Body of the College to Day that you are appointed Cashier of this college on a pay of Rs.1,260/- in the scale of pay of Rs.1260-2610/-. You will be entitled to the above scale of pay after your pay is fixed by the Director of Public Instruction, West Bengal Govt. You will also be entitled to the allowances/ benefits as admissible from time to time w.e.f. the date on which you join the post on substantive basis.

You will remain on probation for a period of one year with effect from the date on which you join the post. Regarding probation, confirmation and other conditions of service you will be guided by the rules and regulations introduced by the Govt. of West Bengal and rules/acts/ regulations/statutes of University of Calcutta.

This letter of appointment will be treated as cancelled if you fail to join the post by 14th June, 1994.

Yours faithfully

Principal Charley Vijaygarh Jyotiah Ray College Caloutta-700 032 .

Rajyaeni mosy

KOLKATA-700 032 2 412-4082, ESTD. 1950

Ref. No. 2 684-A

Date 06.07.2001

To Sri Basu deb Paul, C/o Nanigopal Paul, 5 No. Chittaranjan Colony, (Near Yubadal) P.O. - Jadavpur, Kolkata - 700 032.

Subj .: Appointment Letter

Dear Sir,

I am directed by the Governing Body to inform you that you are appointed a **Typist** (Group - C) of this college on substantive basis on a basic pay of **Rs.3350/-** p.m. in the scale of **Rs. 3350/-** to **Rs.6325/-** in terms of G.O. No. 1347 - Edn(CS)/4E - 33/97 dated 10.11.1999 subject to the approval of the D.P.I., Govt. of West Bengal. You will be entitled to the above scale of pay after your pay is fixed by the Director of Public Instruction, Govt. of West Bengal.

You will remain on probation for a period of one year w.e.f. the date on which you join the post. Regarding probation, confirmation and other conditions of service you will be guided by the rules / acts / regulations / statues of Calcutta University and Govt. of West Bengal.

You are requested to join the post on or before 5th August, 2001, failing which this offer will stand cancelled.

Yours faithfully,

Bhalt-

P.R. BHAFTACHARYA Principal-Vijaygarh Jyotish Ray Contem Calcutta-32

Rajyaeni mosy

To The Principal, Vijaygarh Jyotish Ray College, Kolkata - 700 032.

Subj.: Joining report

Rev. sir,

1000

3

With reference to your letter No.2684 A dated 6.7.2001, for the appointment in the post of Typist of the college, I am joining my duties to-day 06.07.2001 forenoon.

This is for your information and necessary action.

With kind regards, P.B. BIATTACHAGEA OUTGAN DISCOUNT OF COLOGE

Yours faithfully,

Bary Deb Faul 6/2/2001

Rajyaeni mosy

BEJOYGARH, CALCUTTA 700 032 PHONE 412-4082

Ref. No 2380

Date 25, 02, 1999

To Sri Pradip Bose 2/2 Bijoygarh, Galcutta - 32.

Dear sir.

I am directed by the Governing Body to say that you are appointed a Typist - Cum - Clerk of this college on a basic pay of B. 3350/- in the scale of B. 3350/- - 6325/- . You will be entitled to the above scale of pay after your pay is fixed by the Director of Public Instruction, Govt. of West Bengal. You will also be entitled to the allowances / benefits as admissible from time to time w.e.f. the date on which you join the post on substantive basis.

You will remain on probation for a period of one year w.e.f. the date on which you join the Post. Regarding probation. confirmation and other conditions of service you will be guided by the rules / acts / regulations / statutes of Calcutta University and the Govt. of West Bengal.

This letter of appointment will be treated as cancelled if you fail to join the post by 15th March, 1999.

Yours faithfully.

Secretary Governing Body Wijaygarh Iyotish Ray College

Rajyaeni moss

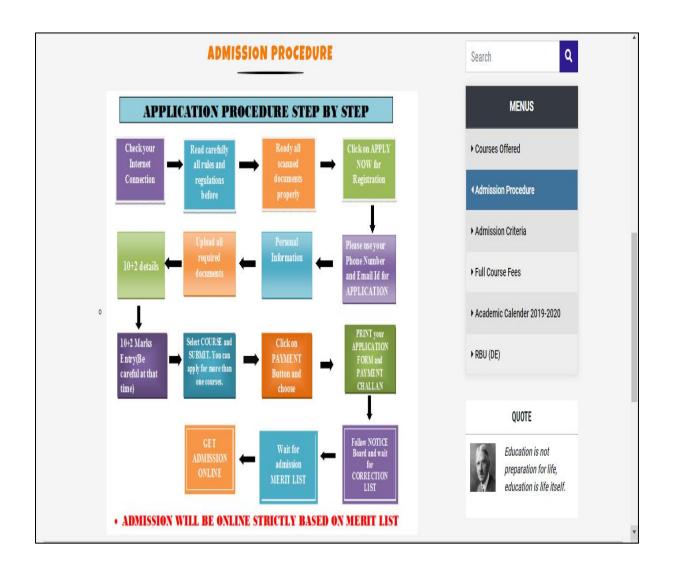
PROCEDURES

Rajyaent moss

PROCEDURES OPERATIVE IN THE INSTITUTION AND THEIR DEPLOYMENT (SOME SAMPLES)

ADMISSION PROCEDURE

SCREENSHOT OF ADMISSION PROCEDURE FROM INSTITUTIONAL WEBSITE



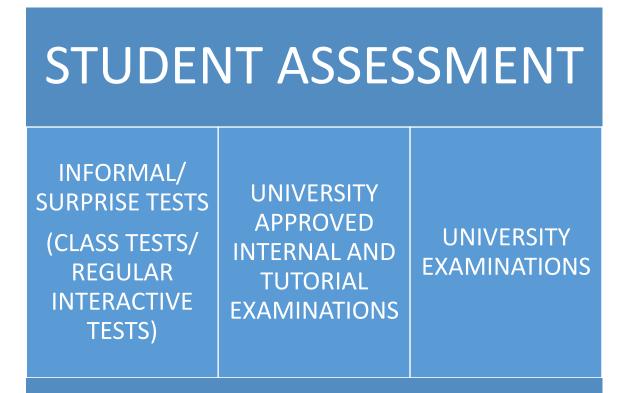
Link of the same in the College Website

https://www.vijaygarhjrcollege.com/pages.php?pid=35f4a8d465e6e1edc05f 3d8ab658c551

Rajyaeni mosy

EXAMINATION PROCEDURE

THREE TIER ASSESSMENT PROCEDURE



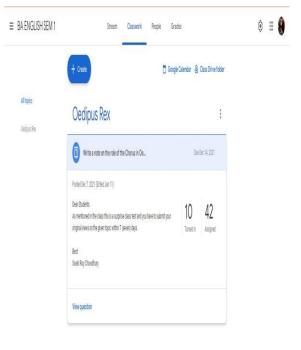
SAMPLE PICTURES CORRESPONDING TO THE SAME

Notice

All the students of 3rd and 5th Sem Microbiology Hons are informed that short test (online mode) will be conducted by our Departmental teachers for you. The schedule of this test will be announced by the concerned teacher.

Prosengit Dos

Prasenjit Das, 08.11.21 Head, Department of Microbiology



Rajyaeni mossy

SEMESTER 2 (BOTANY GI	ENERAL): 2020
NAME	SHIBASISH KARMAKAR
NANE OF THE EXAMINATION	EXAMINATIONS UNDER CBCS
COLLEGE ROLL NUMBER	SYSTEM 20190744
REGESTRATION NUMBER	
	058-1111-0474-18
UNIVERSITY ROLL NUMBER.	183058-22-0023
SUBJECT	BOTANY (GENERAL) THEORY
HONOURSORGENERAL	BAC BIO GENERAL
PAPER	CC-2 (THEORY)
DATE OF EXAMINATION	05.12.2020
TOTAL NUNBER OF SHEETS	05 6
20 AC	19-2-12

Rajyaeni mossy

Schedule for the Online- Internal Examination 2021 Dept. of Botany

Semester	Papers	Date	Time
1 st Sem (H)	CC1, CC2	02.03.2021	3.00 pm 4.00 pm
1 st Sem (Gen)	CC1	02.03.2021	11.00 am- 12.00 noon
5 th Sem (H)	CC11, CC12, DSE A, DSEB	02.03.2021	10.00 am 12.00 noon
5 th Sem (Gen)	SECA, DSEA	02.03.2021	12.00 noon- 1.00 pm
3 rd Sem (H)	CC5, 6, 7, SECA	03.03.2021	12.00 noon- 2.00 pm
3 [™] Sem (Gen)	CC3	03.03.2021	3.00 pm - 4.00 pm

Schedule for the Online- Internal Examination 2021 Dept. of Environmental Science

Semester	Papers	Date	Time
1 st Sem(H)	CC1, CC2	02.03.2021	10 am-11 am
1 st Sem (Gen)	CC1	04.03.2021	10 am-11 am
3 [™] Sem (Gen)	CC3	05.03.2021	10 am-11 am

NOTICE

Internal Examinations and Tutorial

Dept. of English

4th and 6th Semester

Vijaygarh Jyotish Ray College

All the Students of English Honours, 4th and 6th Semesters (ENGH), 2022 are informed that their Internal examinations and Tutorial project submission will take place in the college according to the given schedule.

SEMESTER	EXAMINATION	DATE	TIME	ROOM NUMBER	
4 TH	INTERNAL	25/05/2022	11.00-12.00	209	
	TUTORIAL	25/05/2022	TO BE SUBMITTED	TO BE SUBMITTED BEFORE LEAVING	
4 TH			THE HALL AFTER	THE HALL AFTER WRITING THE	
			INTERNAL EXAM		
6 TH	INTERNAL	23/05/2022	11.00-12.00	209	
6 TH	TUTORIAL	23/05/2022	TO BE SUBMITTER	TO BE SUBMITTED BEFORE LEAVING	
			THE HALL AFTER WRITING THE		
			INTERNAL EXAM		

Please note:

- The internal examination will be in offline pen and paper mode. You'll have to write two
 answers from two groups according to the instructions given.
- You'll have to submit your tutorial project in computer typed format .The project should be submitted along with a top sheet containing your name, semester, Name of Examination, Total number of pages in answer script and your phone number.
- Those who will not be able to attend the exams on the stipulated days may contact the department for consideration but only if they can furnish adequate reason(s) for not attending the same.
- Details regarding syllabus and question pattern will be shared with you soon.

Carojin Lahin

Dr. Ranabir Lahiri Head, Department of English Vijaygarh Jyotish Ray College

Rajyaeni mosy

CE/Allot/CBCS/22/02



UNIVERSITY OF CALCUTTA

B.A. /B.Sc. Semester-VI (Honours) Examination, 2022 (Under CBCS) (Vide Notification No. CSR/3/18 dated 07.05.2018)

THEORETICAL PROGRAMME

Date	Honours Course	Time	
Monday	Core Course – 13	10.00 A.M to 1.00 P.M. (Full Marks 65)	
27 th June, 2022		10.00 A.M to 12 Noon (Full Marks 50	
Thursday	Core Course – 14	10.00 A.M to 1.00 P.M. (Full Marks 65)	
30 th June, 2022	Core Course – 14	10.00 A.M to 12 Noon (Full Marks 50)	

Date	Honours Course	Time	
Monday	DSE-A	10.00 A.M to 1.00 P.M. (Full Marks 65)	
4 th July, 2022	DSE-A	10.00 A.M to 12 Noon (Full Marks 5	
Wednesday	DSE-B	10.00 A.M to 1.00 P.M. (Full Marks 65)	
6 th July, 2022	DSE-B	10.00 A.M to 12 Noon (Full Marks 50)	

• Practical /Tutorial Examinations will be held from 07-07-2022 to 14-07-2022

Senate House Kolkata 06-06-2022

ritta gupta 6/6/22. "Jayeeta (Dr. Jayeeta Dutta Gupta)

Controller of Examinations (Acting)

Rajyaent moss

CALCUTTA UNIVERSITY EXAMINATION JULY-AUGUST, 2021

DEPARTMENT OF EDUCATION

VIJAYGARH JYOTISH RAY COLLEGE

DATE	TIME	SEMESTER/PART	HONOURS/GENERAL	PAPER
	10.00AM- 02.00PM	PART- III	HONOURS	v
	10.00AM- 01.00PM	PART-III	GENERAL	IV
29.07.21	10.00AM- 12.000M	SEMESTER- VI	HONOURS	CC-13
	02.00PM- 04.00PM	SEMESTER- VI	HONOURS	CC-13 (PRACTICAL
	02.00PM- 05.00PM	SEMESTER- VI	GENERAL	SEC-B
	10.00AM- 02.00PM	PART- III	HONOURS	VI
30.07.21	10.00AM- 01.00PM	SEMESTER- VI	HONOURS	CC-14
50.07.21	10.00AM- 01.00PM	SEMESTER- VI	GENERAL	DSE-B
	10.00AM- 02.00PM	PART- III	HONOURS	VII
31.07.21	10.00AM- 01.00PM	SEMESTER- VI	HONOURS	DSE-A
	10.00AM- 02.00PM	PART- III	HONOURS	VIII
01.08.21	10.00AM- 01.00PM	SEMESTER- VI	HONOURS	DSE-B
02.08.21	11.00AM-02.00PM	PART- III	HONOURS	8B(PRACTICAL)
	02.00PM- 05.00PM	SEMESTER- IV	HONOURS	SEC-B
03.08.21	10.00AM- 01.00PM	SEMESTER- IV	GENERAL	SEC-B
04.08.21	10.00AM- 01.00PM	SEMESTER- IV	HONOURS	CC-8
05.08.21	10.00AM- 01.00PM	SEMESTER- IV	HONOURS	CC-9
06.08.21	10.00AM- 01.00PM	SEMESTER- IV	HONOURS	CC-10
07.08.21	10.00AM- 01.00PM	SEMESTER- IV	GENERAL	CC-4/GE-4
	10.00AM- 01.00PM	SEMESTER- II	HONOURS	CC-3
12.08.21	02.00PM-05.00PM	SEMESTER- II	HONOURS	CC-4
16.08.21	10.00AM- 01.00PM	SEMESTER- II	GENERAL	CC-2/GE-2

Rajyaeni moss



NOTICE

Vijaygarh J yotish Ray College <u>Dept. of Physiology</u> University Exam 2021 date and Instructions for Semester-I students

Date: 20.02.2022

All the students who has Physiology as General paper in Semester-I, 2021 are hereby informed that University Examinations will be taken through online mode according to the time schedule of Calcutta University as mentioned below-

Semester	Paper	Date	Time
1 st Semester	PHYG CC1/GE1	06.03.2022	10.00am-
General	Theory	(Sunday)	12.00noon

Instructions for the Examination:

- Students will receive their question paper via their given email.
- Y our answer script should be submitted as a single PDF file within 30 min after the examination end time in the email id: <u>vjrcphysiology.cuexam@gmail.com</u>
- Save the file with the file name as- **PHYG.Theory/Practical.university registration number.pdf** (write **Theory** for theory paper and **Practical** for practical paper)
- The scripts are to be handwritten on one side of plain A4 papers, using black ink (preferably)
- Each written page should be numbered as 1, 2, 3.....so on.
- Every page should contain: University Roll and Registration number.
 - Top-sheet as the first page, with the following information clearly written
 - Name of the Student

•

- Examination Name
- University Registration Number
- University Roll Number
- Subject and Paper
- Date of the examination
- · Total number of pages in your Answer Script

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HOD Department of Physiology Vijaygarh Jyotish Ray College

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