

University of Kalyani



The Kalyani University Statutes and Amendments Thereto

Duties of Principal:

- St.7 (CT)-** (1) The Principal of a College shall be in overall charge of the administration of the College. The Principal shall implement the decisions of the Governing Body and shall be accountable to the Governing Body for his performance.
- (2) The Principal, as secretary of the Governing Body, shall call meetings of the Governing Body and place before the meeting all issues which require decision by the Governing Body.

- (3) The Principal shall be regular in his attendance in the College and as far as possible be present in the College during working hours.
- (4) The Principal shall be in overall charge of the University examinations and admission process held in the College. The members of the Examination/Admission Committee shall help the Principal in such matter. Under unavoidable circumstances the Principal may depute one of the senior full time teachers in his place to carry out his duty.
- (5) The Principal shall check or cause to be checked the attendance of the teaching and the non-teaching staff of the College. He must ensure that the attendance registers of the students are properly maintained. He must also ensure that a student, who does not have the requisite percentage for being treated as regular student, is not allowed to sit for the University examination.
- (6) Departmental meetings shall be regularly arranged by the Principal to review the progress of course coverage by the teachers concerned.
- (7) The Principal shall ensure that at least six meetings of the Teachers' Council are held in an academic year.
- (8) The Principal, with the help of the Bursar, must see that proper books of accounts of the College are maintained up-to-date and audit is conducted annually. He is to see that at least four meetings of the Finance Committee of the College are held in a financial year.
- (9) The Principal must submit each year the list of the teachers in the College (subject wise) along with their residential addresses to the Controller of Examinations for appointment of examiners

in order to facilitate timely publication of the results of University examinations.

- (10) The Principal shall see that the vacant posts are filled up and financial assistance is obtained and utilized. He shall also see that papers related to fixation of pay, promotion, claim for retirement benefits and Service Books of the staffs are prepared and sent to the appropriate authority in time.
- (11) The direct teaching hours for the Principal shall be not less than four periods in a week in his subject.
- (12) The Principal shall perform any other duty, which may be assigned to him by the Governing Body.

Career Advancement:

St.8 (CT)- Career Advancement of a teacher of a College shall be guided by the Order(s) of the Government of West Bengal, issued from time to time.

Other Employment:

St.9 (CT)- (1) No teacher of a College (including the Principal) shall be permitted to engage himself either in private tuition or in any other remunerative assignment not authorized by the University.

- (2) A whole time teacher of a College may be permitted to take up one assignment of part-time teaching comprising of not more than six classes per week, provided that the time of part time assignment does not fall in the same shift of his normal duty and also does not clash with his normal hours of duty. However, he shall have to obtain permission of the University through the Governing Body of the College. Information about emoluments received from such part-time teaching work should be furnished to the College.

- (3) Any teacher contravening the provisions of this Statute shall be liable to such disciplinary action as is provided in statute II.

Resignation:

St.10 (CT)- (1) Subject to the terms and conditions of any existing contract, no permanent teacher of a College shall be entitled to terminate his service by voluntary resignation without filing in writing with the Principal notice of his intention to resign and such notice shall be so filed –

- (a) in the case of a resignation at the end of an academic year, at least one month in advance, or
- (b) in the case of a resignation at any other time, at least two months in advance.

Temporary or probationary teachers may terminate their service by voluntary resignation by filing with the Principal notice in writing at least one month in advance.

Provided that in special circumstances in all the above-mentioned cases, the Governing body on the recommendation of the Principal may accept notice of intention to resign for a shorter period.

- (2) Any contravention of the provisions of paragraph (1) shall, at the discretion of the Governing Body, entail forfeiture of salary for the period by which the notice falls short of the requirements.

Discipline:

St.11 (CT)- (1) Subject to the provisions of West Bengal College Teachers' Security of Service Act, 1975, the teachers of a College (including the Principal), for reasons stated in paragraph (2) and in the manner prescribed, shall be subject to the penalties as mentioned in the paragraph (3).

- (2) Reasons for disciplinary actions -

- (3) Any teacher contravening the provisions of this Statute shall be liable to such disciplinary action as is provided in statute II.

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- (2) Reasons for disciplinary actions -

- (a) Neglect of duty;
- (b) Dereliction of duty connected with any work related to the University examinations;
- (c) Engaging in any unauthorized work, gainful or otherwise;
- (d) Violation of orders regarding attendance and discipline;
- (e) Want of due diligence in the performance of duties;
- (f) Misappropriation and defalcation of the College fund;
- (g) Insubordination or disregard or violation of the orders of the superior authorities;
- (h) Commission of any offence involving moral turpitude;
- (i) Conviction by a criminal court;
- (j) Taking of illegal gratification;
- (k) Tampering with official records;
- (l) Unauthorized absence;

3) Any one or more of the following penalties may be imposed upon a teacher of a College (including the Principal) by the Governing Body of the College for reasons stated in paragraph (2) -

- (a) Censure;
- (b) Recovery from pay of the whole or part any pecuniary loss caused to the College by negligence or breach of any lawful order of the Governing Body or otherwise;
- (c) Withholding of increments;
- (d) Withholding of promotion including that under career advancement scheme;
- (e) Suspension;
- (f) Compulsory retirement;
- (g) Removal from service which shall not be disqualification for future employment;

- (h) Dismissal from service, which shall ordinarily be a disqualification for future employment as a teacher.
- (4) (a) No order, imposing any of the penalties mentioned under paragraph (3) shall be issued without informing the teacher concerned of the charges against him and giving him an opportunity of being heard and except after an enquiry held as per the principles of natural justice and in a manner prescribed by the Governing Body of the College.
- (b) An order of the Governing Body of the College, imposing any of the penalties mentioned under paragraph (3) shall be communicated to the teacher concerned and shall also be reported to the University.
- (c) A teacher, against whom an order imposing any of the penalties mentioned under paragraph (3) has been passed, may prefer an appeal within thirty days from the date of receipt of such order to the University. The University shall after giving the teacher concern and the Governing Body of the College an opportunity of being heard, pass such order as it thinks fit. The University may, by order of the Vice-chancellor, delegate the power to some officer not below the rank of Deputy Inspector of Colleges.
- (d) However, before initiating such disciplinary actions against an erring teacher or Principal, the Governing Body of the College shall try to initiate corrective measures. If the injury caused by the offending act is minor, the offender may be let off with a written caution. The particulars of the offending act however, shall be recorded in his Service Book for future reference.
- (5) Along with disciplinary measures, the Governing body may also record its appreciation for teachers and Principals for outstanding performance. This appreciation also shall be

recorded in the Service Book of the teacher/Principal concerned.

Retirement:

St.12 (CT)- A whole time teacher of a College, enjoying University Grant Commission scale of pay, shall retire from service with effect from the afternoon of the last day of the month in which he attains the age of superannuation, that is, sixty years or any other age as directed by the Government of West Bengal from time to time.

Minimum Emoluments:

St.13 (CT)- Minimum Emoluments of whole time permanent teachers (including principal) of Colleges shall be as per order(s) of the State Government issued from time to time.