



ACHHRURAM MEMORIAL COLLEGE, JHALDA, PURULIA

CODE OF CONDUCT FOR TEACHERS

The guidelines for the conduct of college teachers, including the principal, are outlined as follows, in accordance with the West Bengal College Teachers (Security of Service) Act, 1975:

1. The Whole-time teachers (including SACT) are obligated to deliver lectures, conduct tutorials and laboratory sessions, as well as participate in field work and educational tours, in accordance with the timetable and prescribed curriculum, as directed by the Departmental Committee.
2. The Whole-time teachers are required to assist in the examination process, which includes tasks such as paper setting, moderation, invigilation, conducting practical and viva voce examinations, evaluating answer scripts, internal assessment of students, tabulation, and other related duties.
3. The Whole-time teachers are expected to engage in research activities, including guiding and assisting research students when necessary.
4. The Whole-time teachers are encouraged to collaborate with other educational institutions, research organizations, faculty members, or industry personnel for research, academic, and other college-related endeavours.
5. The Whole-time teachers are responsible for maintaining discipline within the department and the college, participating in departmental activities and serving on various college committees as required.
6. Teachers are required to assist in administrative tasks delegated by the principal or appropriate authority.
7. The Whole-time teachers are also expected to support the Head of the institution and departmental administration in fulfilling educational responsibilities, including evaluating admission applications, providing advice and counselling to students, assisting in hostel and mess management, and serving on committees established by the principal or relevant authorities.
8. Teachers must maintain a professional appearance and demeanour suitable for an educational environment, demonstrating punctuality and commitment to their assigned tasks.
9. Teachers must refrain from expressing any communal, racist, or sexist opinions to staff or students.
10. Teachers are expected to mentor and advise students in addition to their teaching responsibilities.
11. Teachers should maintain a courteous, respectful, and professional attitude towards all college staff and students.

PRINCIPAL
ACHHRURAM MEMORIAL COLLEGE
JHALDA, PURULIA
WEST BENGAL

SIDHO-KANHO-BIRSHA UNIVERSITY



FIRST STATUTES

SIDHO-KANHO-BIRSHA UNIVERSITY
P.O.-Sainik School, Ranchi Road, Purulia - 723104
West Bengal, India

SIDHO-KANHO-BIRSHA UNIVERSITY



FIRST STATUTES

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THE SIDHO-KANHO-BIRSHA UNIVERSITY
PURULIA, PIN-723104

No. 148/SKBU/14 of 2014,-dated Purulia, the 14th Day of October, 2014, — In exercise of the power conferred by sub-section (2) of the section 58 of the Sidho-Kanho-Birsha University Act, 2010 (West Ben. Act XII of 2010) I, the First Vice Chancellor of the Sidho-Kanho-Birsha University, hereby cause, with the approval of the Chancellor and with the assistance of the Committee nominated by the Chancellor vide notification no. 50-Edn (U)/SKBU-01/11 dated 11th January 2013, the First Statutes of the University as follows:—

CHAPTER-I
PRELIMINARY

1. Short title and commencement :—

(1) These Statutes may be called the Sidho Kanho Birsha University First Statutes, 2014.

(2) They shall come into effect from the date as the State Government may, by notification in the Official Gazette, appoint.

2. Definitions :—

(1) In these statutes, unless there is anything repugnant in the subject or context,—

- (i) “Academic year” means a period of twelve months commencing on the first day of July, every year;
- (ii) ‘Act’ means the Sidho-Kanho-Birsha University Act, 2010 (West Ben. Act XII of 2010);
- (iii) ‘Chapter’ means a chapter of these Statutes;
- (iv) ‘Council’ means the Councils for Under-Graduate Studies;
- (v) ‘Faculty’ means the Faculty Council for Post-Graduate Studies;
- (vi) ‘Section’ means a Section of the Act;
- (vii) ‘Statute’ means a Statute of these Statutes.

(2) Words and expressions used but not otherwise defined shall have the same meaning as in the Act.

CHAPTER-XIII

LEAVE RULES FOR THE TEACHERS OF AFFILIATED COLLEGES

115. Leave not to be claimed as of Right:—

(1) Leave of absence from duty cannot be claimed as a matter of right and may, on application by a teacher / Principal of a college, be granted only when satisfactory grounds have been shown. When the exigencies of service so require, the authority competent to grant leave may refuse leave of any description or when any such leave is granted, revoke such leave or part thereof.

(2) No teacher/Principal who is under suspension shall be granted any leave.

(3) Absence without leave shall render a teacher/ Principal subject to such disciplinary action as may be provided in the “Disciplinary Rules” prescribed by Statutes.

116. Application for Leave:—All applications for leave or for extension of leave shall be made in writing and addressed to the Principal/President of the Governing Body in case of Principal and sanction for the leave or extension of leave, as the case may be, applied for, shall be obtained before it is availed of:

Provided that if the authority competent to grant the leave is satisfied that it was not possible to apply for or obtain the sanction of the leave of absence beforehand, leave may be granted with retrospective effect but all applications for leave with retrospective effect shall be filed at the earliest possible opportunity.

117. Duration of Leave:—

(1) Leave ordinarily shall commence on the date with effect from which it is actually availed of and terminate on the date preceding the date of resumption of duty:

Provided that Sundays or holidays can be prefixed or suffixed to leave, so, however, that for the purpose of prefixing or suffixing to leave holidays exceeding three days; previous sanction of the authority competent to grant the leave shall be obtained.

(2) Except with the previous permission of the leave granting authority no teacher/ Principal on leave may return to duty before the expiry of the period of leave granted to him.

118. Computation of Absence in Certain Cases:—If a teacher of a college is absent from duty on all the days of a week on which he has been assigned duties, whether such days are consecutive or not, she/he shall be deemed to be absent from duty for the whole of the week.

119. Leave not to Extend Beyond the date of Retirement: — No leave shall be credited in the leave account of a teacher/ Principal after she/he retires on superannuation or retires voluntarily or resigns.

120. Recalling from Leave:—The Principal/ the President of the Governing Body of a college, may in his discretion, recall any teacher/ Principal of the college, as the

case may be, to duty, at any time, who may be on leave, except on medical grounds, and when a teacher/ Principal is so recalled to duty he shall be granted such travelling allowances as the Principal/ the President, as the case may be, may consider reasonable.

121. Overstay:— If the teacher of a college has been granted leave to which holidays have been suffixed or prefixed and the teacher/ Principal absents himself from duty beyond the expiration of such holidays, shall be treated as absence from duty without leave and he shall not be entitled to his salary or allowances for such period unless the Governing Body otherwise directs.

122. Types of Leave:— Subject to the foregoing general principles “leave” shall mean (i) Casual Leave; (ii) Earned Leave; (iii) On Duty Absence ; (iv) Study Leave; (v) Special Study Leave;(vi) Maternity Leave and Child Adoption Leave; (vii) Quarantine Leave; (viii) Medical Leave/ Half Pay Leave (ix) Commuted Leave ; (x) Extraordinary Leave; (xi) Compensatory Leave; (xii) Leave Not Due; (xiii) Special Disability Leave. (xiv) Child Care Leave.

123. Casual Leave:—

(1) Casual leave on full pay may be allowed to teacher/Principal of a college up to a maximum of 14 days in any one academic year but not more than four days at a time.

(2) Casual leave cannot be combined with any other kind of leave or Puja holidays or the Summer Recess or Winter Recess, but can be prefixed or suffixed to Sundays, other holidays and weekly offs, provided such leave shall not exceed seven days at a time including Sundays, holidays and weekly offs.

(3) Sundays or holidays other than Puja holidays falling within or succeeding the period of casual leave shall not be counted as part of casual leave.

(4) All casual leave to which any teacher/ Principal of a college may be entitled during any academic year shall cease to be due to him at the end of such academic year and cannot be accumulated or taken over or brought forward to any other academic year.

(5) A teacher/ Principal on casual leave shall not be treated as absent from duty.

Explanation: For the purpose of this Statute “casual leave” means leave to which a teacher/Principal may be entitled in any academic year by virtue of his being a teacher/ Principal and may be availed of by him for a short period on account of illness or urgent private affairs.

124. Earned Leave:—

(1) Earned Leave is the leave which is earned by a teacher/ Principal by discharge of duties for a certain period as mentioned herein below and granted to her/ him at the discretion of the authority granting such leave. Unless otherwise compelled by the exigencies of circumstances, all applications for earned leave shall be made at least seven days prior to the date on which the concerned teacher/ Principal proposes to proceed on leave for twenty days or more. Prior sanction should be obtained before

leaving station and/ or proceeding on leave as well as for extension of leave even if the period of leave applied for is less than twenty days.

(2) Every whole-time teacher / Principal of a college shall be entitled to earned leave on full pay and allowances;

(3) during the first seven academic years of service, to the extent of fifteen days for every completed twelve months of active service; and

(4) from the eighth year of service onwards to the extent of thirty days for every additional completed twelve months of active service; plus

(5) Earned leave admissible to a teacher shall be 1/3rd of the period, if any, during which he is required to perform duty during vacation by the college authority or equal to one-eleventh of the period spent on actual service in a non-vacation department subject to a maximum of thirty days in a calendar year provided that the upper limit of accumulation of earned leave shall not exceed three hundred days:

Provided that when the earned leave accumulates to three hundred days the teachers shall cease to accumulate any further such leave or taken over or brought forward to any further period.

Explanation:—“Active Service” means the period which a teacher/ Principal spends on actual duty and includes:—

- (i) the period covered by any casual leave but no other leave granted to him;
- (ii) the period of the Puja holidays, the Summer Recess and the Winter Recess, if any; and
- (iii) the holidays except such holidays as may fall within the periods as specified in item above or casual leave or any other kind of leave that may be granted to him.

(6) Earned leave may be granted for such reasons as may be considered by the authority competent to grant such leave, which may include:—

- (i) illness of the teacher concerned,
- (ii) illness of a member of the family of such teacher,
- (iii) urgent private affairs,
- (iv) higher study or training, and
- (v) rest preparatory to retirement.

Provided that—(i) when earned leave is applied for on any of the grounds referred to in Clause (a) or Clause (b), the application shall be accompanied by a medical certificate signed by a registered medical practitioner;

- (ii) no teacher who has been granted earned leave under Clause (a) on a medical certificate may return to duty without producing a medical certificate of fitness signed by a registered medical practitioner.

(7) The maximum period of earned leave that may be granted at a time shall not normally exceed Sixty days. Earned leave exceeding sixty days but not more than one hundred and eighty days at a time may be sanctioned in case of higher study/ training/ leave with medical certificate.

(8) The leave account of every teacher shall be credited with earned leave, in advance, in a single installment of fifteen days on the first day of July for each of the first seven years of service and two installments of fifteen days on the first day of July and January of every academic year from the eighth year of service onwards. And as such the earned leave may be credited at the rate of two and a half days for each completed calendar month for those who have completed seven years of service and at the rate of one and one-fourth day for those who are in the first seven years of service. Ultimate fraction of a day shall be rounded off to a nearest integer. The period of any leave without pay shall be extended from the calculation of earned leave.

(9) Earned leave can be combined with any other kind of leave except casual leave.

(10) When a teacher moves from one college to another on lien or otherwise, his accumulation of earned leave/ half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words his leave account will be a continuous procedure. In such cases, Earned Leave available to the credit of a serving teacher including Principals prior to 01.01.2009 as per previous norms shall be carried forward and counted for calculation of total leave encashment at the time of superannuation.

125. On Duty Absence:—

(1) Absence from duty of a teacher with the permission of the Principal/Teacher-In-Charge of the college and in case of the Principal, the permission of the President of the Governing Body, on account of duties assigned (with supporting necessary document) by the affiliating University, Government or any constitutional authority or the college or the Public Service Commission or the College Service Commission or the School Service Commission etc.; or on account of obligations in regard to the NCC or the Social Service Camps and similar other obligations shall be deemed to be on duty absence and shall not be counted towards casual or earned leave.

(2) Absence from duty of a teacher with the permission of the Principal/Teacher-In-Charge of the college and in case of the Principal, the permission of the President of the Governing Body, on account of attending Orientation Programme, Refresher Course, Participation and Presentation of Paper in a seminar/ workshop/ symposium/ conference at state/ national/ international level; for seminar presentation/ appearance in viva-voce in connection with M. Phil/ Ph.D Course Work, M. Phil/Ph.D Registration, M. Phil/Ph.D Dissertation, and receipt of M. Phil/ Ph.D degree in convocation.

(3) On duty absence shall not exceed more than thirty working days in a calendar year, notwithstanding the additional claim for the same may be admissible under the above clauses. In cases of such additional claim, the teacher shall be granted due and admissible leave as far as possible by the Principal/ Governing Body, as the case be.

(4) On duty absence is admissible with full pay and allowances.

126. Study Leave: —

(1) Study leave with full pay for advanced study and research directly related to his work in the College may be granted to a teacher by the Governing Body of the college subject to approval of the Higher Education Department provided the concerned teacher has put in at least three years of service and is not due to retire there-from within five years of his return from such leave. There shall be a gap of at least three years between two periods of such leave.

(2) The amount of scholarship, fellowship or other financial assistance that a teacher, has been awarded will not preclude his being granted study leave with pay and allowances provided the scholarships etc. so received shall be taken into account in determining the pay and allowances on which the study leave may be granted.

(3) An application of study leave with particulars of international assignments, Scholarship/ Fellowship or financial assistance including travel grant, if any statement of nature of works enclosed with supporting documents has to be submitted ordinarily two months before the applicant intends to avail of such leave.

(4) Study leave on full pay (without allowances in India and with Dearness Allowance outside India) may be granted for a maximum period of twelve months at any one time and twenty four months in all during the entire service period. However, such leave may not be granted by the Executive Council/ Governing Body in case the number of teachers sanctioned study leave in any department in any given period is likely to affect the academic programme of the concerned department.

(5) If the concerned employee shall receive any pay, allowance, stipend, scholarship, fellowship from any source other than the College while on study leave, leave salary shall be reduced to the extent as followed in the case of University teachers.

(6) A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible for the benefit of the annual increment (s) which he would have earned in course of time if he had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.

(7) Study leave shall count as service for Pension/ Contributory Provident Fund, provided the teacher joins the college on the expiry of his study leave.

(8) Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction:

Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.

(9) A teacher availing himself/herself of study leave shall submit a written undertaking that he shall serve the college for a continuous period of at least three years to be calculated from the date of his resuming duty after expiry of the study leave failing which he shall have to refund the emoluments received from the Government/ College/ UGC during the period of study leave. If such undertaking not provided and the incumbent leaves the service, the Principal/ Teacher-in-Charge of the College will be responsible to get the refund or recompense the college for the same.

(10) After the leave has been sanctioned, the teacher shall before availing himself of the leave execute a bond in favour of the college binding himself for the due fulfillment of the conditions laid down in sub-clause above.

127. Special Study Leave: —

(1) A whole-time teacher of a college may be granted leave with full pay and Dearness Allowances for pursuing study or research in an institution considered by the Governing Body of the college as suitable for the purpose, subject to the approval of the Higher Education Department, for such period ordinarily not exceeding 12 months during the whole period of his service, provided that the concerned Teacher has put in at least 3 years of continuous service and not to retire there-from within 5 years of his return from such leave:

Provided that any application for special study leave with particulars of institutional assignments, financial assistance inclusive of travel grants, if any, with supporting documents should be submitted to the Governing Body at least one month before the start of the leave applied for.

(2) The teacher of a college shall furnish an undertaking that he shall serve the college for at least 3 years on his return from study leave on such terms and conditions as the college may decide failing which he shall be required to refund the amount paid to him as leave salary for the period of Study Leave:

Provided that if the concerned employee is receiving any pay, allowance, stipend, scholarship, fellowship from any source other than the college while on study leave, leave salary shall be reduced to the extent as followed in the case of University teachers.

128. Leave during Probation Period:—For a teacher during “appointment on probation”, which means appointment on trial before confirmation and shall be confirmed and made permanent only on satisfactory completion of the period of probation, will be eligible during the period of probation for Casual Leave (maximum 14 days in a year and which shall not be combined with any other kind of leave) and Extraordinary Leave (on any occasions in excess of three months in a year, and with no leave salary/ leave with pay is admissible for this period).

129. Maternity Leave: —

(1) Maternity leave with full pay and allowances may be granted to a whole time lady teacher on full pay for a period not exceeding 180 days including the period of confinement as per advice of a registered medical practitioner.

(2) Maternity leave, combined with any other kind of leave, may be granted only if the application is supported by a medical certificate signed by a registered medical practitioner.

(3) Maternity leave may also be granted to a lady teacher of a college on full pay in cases of miscarriage, including abortion, subject to the condition that such leave shall not exceed six weeks and that the application for leave shall be supported by a medical certificate signed by a registered medical practitioner.

(4) Maternity leave shall not be debited to leave account though to be recorded in Service Book.

(5) In case of legal adoption of a child, in pursuance of the Memorandum of Finance Department, Government of West Bengal, No. 9728-F (P) dated 24th October 2011, a female employee of the College with less than two surviving children, adopts a child of less than one year, shall be entitled to 135 days 'Child Adoption Leave'. Such leave shall be independent and over and above of any other form of leave, and shall not be debited to leave account though to be recorded in Service Book. In continuation of the same, she may avail leave of any kind due and admissible, for a period of up to one year or till the child is one year old, whichever is earlier. Herein, leave not due and commuted leave up to sixty days without production of Medical certificate is admissible. However, no leave on account of maternity leave shall be allowed in such cases of adoption.

(6) Notwithstanding the above, till such time Government Order from appropriate authority applicable to the affiliated colleges has been issued and has been duly notified in the University Regulation, Child Care Leave cannot be availed by any teacher of the affiliated colleges.

130. Quarantine Leave: — Leave of absence from duty may be granted to a teacher/ Principal/ Teacher-in-Charge of a college on full pay when he is ordered by the Principal or Teacher-in-Charge/the President of the Governing Body of the college, as the case may be, not to attend his duties on account of the presence of any infectious disease in family or household. Such leave may be granted, on a certificate signed by a registered medical practitioner, for a period not exceeding twenty-one days, or in exceptional circumstances, thirty days. Such leave shall be called quarantine leave and may be combined with any other kind of leave except casual leave. Quarantine leave shall not be debited to leave account.

131. Medical Leave/Half-Pay Leave:—

(1) A whole-time teacher/ Principal/Teacher-in-Charge of a college shall be entitled to half-pay leave for twenty days for each completed year of service. Such leave may be granted on medical ground on the basis of medical certificate from a registered medical practitioner as well as on the ground of private affairs.

(2) Half-pay leave may be combined with any other kind of leave except casual leave.

(3) Half-pay leave may be accumulated up to a maximum of seven hundred and twenty days during the entire period of service.

132. Commuted Leave: — A teacher/ Principal/ Teacher-in-Charge shall be entitled to commute the half-pay leave that he has earned to full pay leave on medical ground subject to production of a certificate from a registered medical practitioner: Provided that when such commuted leave is granted, twice the amount of half-pay leave shall be debited against the half-pay leave due:

Provided further that the total commuted leave that may be granted to a teacher shall not exceed one hundred and eighty days during the whole period of service of the teacher.

- (i) Half-pay leave up to a maximum of one hundred and eighty days may be allowed to be commuted during the entire service period of a teacher (without production of medical certificate) provided such leave is utilized for an approved course certified to be in the interest of the college by the Governing Body.
- (ii) Commuted leave may be combined with any other kind of leave except casual leave.

133. Extraordinary Leave:—

(1) Extraordinary leave without pay and allowances may be granted to a teacher/ Principal/ Teacher-in-Charge in special circumstances.

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

(2) Except in case of a permanent teacher/ Principal / Teacher-in-Charge, the duration of extraordinary leave shall not exceed 3 months on any one occasion:

Provided that when such a teacher/ Principal is undergoing treatment for tuberculosis in a recognised hospital or at an approved sanatorium or at his residence under a specialist recognised as such by the Governing Body or for leprosy in a recognised leprosy institution by a Medical Officer of Health Department or a specialist in leprosy recognized as such by the Governing Body he may, subject to such conditions as may be prescribed by the Governing Body, be granted extraordinary leave for a period not exceeding twelve months.

Note (1): The concession of extraordinary leave up to 12 months under the provision above shall be admissible to a teacher/ Principal if he produces a certificate by the Superintendent of the hospital or the specialist, as the case may be, to the effect that he has reasonable prospect of recovery on the expiry of the leave recommended.

(3) The concession of extraordinary leave under the Statutes above will be admissible only to those teachers who have been in continuous service for a period exceeding one year.

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

134. Compensatory Leave: —

(1) Any teacher of a college who may be required, in the interests of the college, to work during holidays shall be entitled to compensatory leave for an equal number of days for which he is so required to work during the holidays.

(2) There will be no accumulation of such compensatory leave and it is to be availed within three months from the date of accrual.

135. Leave not Due: —

(1) 'Leave not due' with half pay may be granted by the Governing Body to a teacher/Principal/Teacher-in-Charge for a period not exceeding 360 days during the

entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical ground. Such leave shall be debited against the half-pay leave earned by him subsequently. 'Leave not due' generally shall be granted in exceptional cases of illness.

(2) 'Leave not due' shall not be granted unless the Governing Body is satisfied that as far as can reasonably be foreseen, the teacher/ Principal will return to duty on the expiry of the leave and earn the leave granted.

(3) A teacher/ Principal/Teacher-in-Charge to whom 'Leave not due' is granted shall not be permitted to tender his resignation from service so long as the debit balance in his leave account is not wiped off by active service or he refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of ill health, incapacitating the teacher/ Principal/Teacher-in-Charge for further service, refund of leave salary for the period of leave still to be earned may be waived by the Governing Body:

Provided that the Governing Body may, in any other exceptional case also waive, for reason to be recorded, the refund of leave salary for the period of leave still to be earned.

136. Special Disability Leave:—

(1) A teacher/ Principal who is disabled by injury accidentally incurred in consequence of the due performance of his official duties or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post may be allowed special disability leave on full pay and allowances for a maximum period of 24 months during the whole course of service.

(2) Special Disability Leave may be combined with any other kind of leave except casual leave.

(3) The concerned teacher/Principal/Teacher-in-Charge is entitled to normal annual increment in time scale of pay during such leave of absence.

(4) Special Disability Leave shall not be granted unless the disability manifests itself within 3 months of occurrence to which it is attributed and the teacher/Principal/Teacher-in-Charge disabled acted with due promptitude in bringing it to the notice of the appropriate authority.

(5) Such leave shall be granted only on the recommendation of a Medical Board and the period of such leave shall in no case exceed 24 months.

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

(7) Since Special Disability Leave is granted owing to an injury caused during the discharge of official duty of a teacher/Principal/Teacher-in-Charge concerned the appropriate leave sanctioning authority should be satisfied first as to the cause of accident which led her/him to sustain the injury for the entitlement of such leave.

(8) Leave salary during such leave shall be with full pay and allowances for the first 120 days and half pay for the remaining period.

137. Conversion of Leave:—

(1) At the request of a teacher of a college the Governing Body of the college may, by order, convert any kind of leave already granted into leave of a different kind, which may be due and admissible, with effect from such date as may be specified in the order, but a teacher shall not be entitled to claim such conversion of leave as a matter of right.

(2) If one kind of leave is converted into another, the amount of leave salary admissible shall be recalculated and the arrears of leave salary shall be paid to, or, as the case may be, amounts overdrawn shall be recovered from the employee concerned.

138. Combination of Different Kinds of Leave:— Except as otherwise specifically provided in the Statutes, any kind of leave may be granted to a teacher of a College, in combination with or in continuation of, any other kind of leave.

139. Transfer of Leave:—When a teacher/Principal/Teacher-in-Charge moves from one college to another on lien or otherwise, his accumulation of earned leave/half-pay leave in the new college will be as per previous accumulation of leave i.e. in other words, his leave account will be a continuous procedure.

140. Authority for Granting Leave:—

(1) Earned Leave for any period not exceeding fourteen days at a time and casual leave may be granted to teachers of a college by the Principal of the college. Earned Leave for any longer period or any other kind of leave for any period may be granted by the Governing Body of the college.

(2) In the case of the Principal of a college, earned leave for a period not exceeding fourteen days at a time and casual leave shall be granted by the President of the Governing Body of the college. Earned Leave for any longer period and any other kind of leave for any period shall be granted by the Governing Body of the college.

141. Application of leave Rule:— Save as hereinafter provided, the provisions of these Statutes relating to leave shall apply to all whole-time teachers of colleges whether appointed before or after the commencement of these Statutes.

142. Encashment of Accumulated Leave:— Every teacher/ Principal shall be entitled to leave salary of the earned leave accumulated at his credit after cessation of his service by way of retiring on superannuation, voluntary retirement or death in harness provided the maximum amount of accumulated leave and maximum of leave encashable shall be three hundred days.

143. Leave Salary:— Leave Salary shall be calculated on the basis of the rate of pay drawn by a teacher of a college on the day preceding that on which the leave commences unless otherwise determined by the Governing Body of the college. Leave Salary on retirement, voluntary retirement or death in harness shall be calculated on the basis of the pay drawn on the day preceding the date of retirement or death, as the case may be.

144. Leave Account:— A leave account shall be maintained under the statutory heads by the Principal/Teacher-in-Charge of the college for every teacher thereof. Maintenance of Leave Account cannot be delegated to any sub-committee or such body or individual independently even though formed or delegated or approved by the Governing Body. The leave of every teacher will be calculated as per calendar year starting from the 1st day of January and end on 31st December of every year.

145. Lien:—

(1) A teacher/Principal/Teacher-in-Charge of a college appointed on substantive basis to any permanent post shall acquire a lien on that post. If the teacher is appointed substantively and confirmed to another permanent post either in the college or post outside, his lien on the permanent post held earlier in the college shall be terminated, unless he indicates in writing his refusal to accept the appointment so made substantively in another permanent post and in such event the concerned teacher/Principal shall immediately report back to duty in the post on which he held lien.

(2) A teacher/Principal holding substantive appointment in a college may be granted lien on his permanent post if he applies for the grant of lien consequent upon his obtaining an appointment offer either in another college or in any other establishment.

(3) The period of lien shall initially be for a period of one year which may be renewed or extended in two parts of six months each, thus for maximum one year if the teacher concerned is not confirmed in his services in the new establishment within that period:

Provided that the total period of lien, so granted to a teacher/Principal holding substantive appointment in a college, shall not exceed 2 years under any circumstances:

Provided that a teacher is appointed by the Chancellor of any University or by the Government (Central or State) to any post like Vice-Chancellor/Pro-Vice Chancellor of any University, Chairman/Vice Chairman/Deputy Chairman/President/Secretary/ Joint Secretary/Deputy Secretary of any government body in the interest of public service, the period of lien is flexible and can be granted by the Governing Body of the College for the number of years as per requirement on the basis of the appointment letter for this particular assignment/post:

Provided that the period of lien is also flexible if a teacher is elected as a people's representative in the Parliament or State Legislative Assembly, and/or for similar types of cases.

Note:—As per these Statutes, the College shall send requisition for filling up the post to West Bengal College Service Commission no later than 6 months prior to a post being vacant therefore, with extreme care the last part of the lien should be granted by the Governing Body. Against a lien-vacancy, the college will only recruit guest teacher(s), for the vacancy being short term in nature.

146. Leave Admissible to a Part-time Teacher and a Contractual Whole-Time Teacher: — Subject to the order made by the State Government from time to time, a part-time teacher of a college shall be entitled to the following leave:—

- (a) Casual leave up to a maximum of fourteen days in an academic year.
- (b) Maternity leave with full remuneration for a period not exceeding one hundred and eighty days on production of a certificate from a registered medical practitioner.
- (c) Half average remuneration leave on the ground of illness on production of a medical certificate from a registered medical practitioner and deemed fit/ appropriate for approval by the Governing Body.
- (d) Extraordinary leave without pay for such period as may be determined by the Governing Body considering the special circumstances of any particular case.
- (e) On Duty Absence from duty with the permission of the Principal/ Teacher-in-Charge of the college on account of attending NET/ SET examination, Interview for a teaching post of West Bengal College Service Commission/ PSC, Participation and Presentation of Paper in a seminar/workshop/ symposium/conference at state/national/international level; for seminar presentation/ appearance in viva-voce in connection with M. Phil/Ph.D Course Work, M. Phil/Ph.D Registration, M. Phil/ Ph.D Dissertation, and receipt of M. Phil/Ph.D degree in convocation.

147. Working Days and Holidays: — Every college shall remain open for six days in a week and shall abide by the pattern of holidays, vacation, recess, etc., as may be determined by the University from time to time. During the period of recess only classes shall remain suspended. The number of working days in a college shall be at least two hundred days in an academic year. Academic session of a college shall commence from the 1st day of July of every year and end on 30th June of the following year. An academic session shall be divided into two terms as follows:—

- (a) First Term:—

The first term of a college shall commence from the first day of July of every year and shall close on 31st Day of December. In between there would be holidays as per these statutes.

- (b) Second Term:—

The second term shall commence from January 1 and shall continue till May 15 of every year. The summer recess shall commence on 16th May and end on 30th June during which preferably all parts of the University Examinations and evaluations are to be held:

Provided that all the affiliated colleges adopt at least one hundred and eighty working days, i.e. there should be a minimum of thirty weeks of actual teaching (classes held) in a six day week (excluding Sunday), during when the teacher has to be present in the college premises for not less than five hours not contravening the provisions in Statute 130 (2). Seventy two

days, i.e. twelve weeks (excluding Sunday) in a year will be non-instructional working days devoted to admission, examination, and College extension activities, sports, games, NSS and other similar internal activities. Attendance in the college during these days will be as per norms however, hours of presence in the college premises will be flexible to written work-allotment to the person concerned to any/all kind of activities mentioned above. However, in days of no official work-allotment, teachers' presence for nominal time in the college premises is expected. Forty eight days vacation, i.e. of eight weeks in a year will be due to the affiliated colleges, during which the college will completely remain close.

Note: All affiliated colleges, under the guidance and approval of the appropriate authority of the University, can, when and shall shift to a Semester mode of teaching in Undergraduate courses. Six months prior to the initiation and execution of such change a Uniform norm has to be approved in the Regulations of the University along with suitable changes in the Syllabus, teaching-working-break pattern, and U.G examination system, that can be adopted in these Statutes as and when these go under amendment.

Explanation:—Summer Recess cannot be considered as holiday, but is the time when classes are suspended only.

148. Holidays and Vacations: — Every affiliated college shall choose to enjoy total number of 48 days of holidays and Vacations out of the list given below. By the 20th day of December every year, the Principal of the college in consultation with the Secretary, Teachers' Council, Head Clerk and the approved list of holidays by the Government of West Bengal, will issue the College Adopted List of Holidays with due approval from the Governing Body.

149. Festivals and Holidays of the Colleges: — Following shall be the scheduled holidays of an affiliated college:—

Sl. No.	Occasion	No. of Days
1.	New Year's Day (English)	1
2.	Birth Day of Netaji	1
3.	Republic Day	1
4.	Saraswati Puja	2
5.	University Foundation Day	1
6.	Fateha-Duaz-Daham	1
7.	Doljatra	1
8.	Good Friday	1
9.	Chaitra Sankranti	1
10.	New Year's Day (Bengali)	1
11.	May Day	1
12.	Birth Day of Rabindranath	1

Sl. No.	Occasion	No. of Days
13.	Buddha Purnima	1
14.	Rathjatra	1
15.	Independence Day	1
16.	Janmastami	1
17.	Id-Ul-Fitre	1
18.	Birthday of Mahatma Gandhi	1
19.	Mahalaya	1
20.	Puja Holidays (from Durga Sasti to Bhratridwitiya)	26
21.	Jagaddhatri Puja	1
22.	Id-Uz-Zoha	1
23.	Birthday of Guru Nanak	1
24.	Muharram	1
25.	Christmas Day	1
26.	College Foundation Day	1
27.	Principal's Discretion	5

Note:— Sundays are holidays under the Negotiable Instruments Act. So festivals/ occasions falling on Sundays shall not be included except falling in between/within two or more holidays/vacation in the college adopted list of holidays. Festivals of all communities should have equal consideration while drawing the College adopted list. The five days discretionary holiday under Principal's authority can neither be increased nor abrogated. If for any reason beyond control or natural reasons, College remains closed (excluding Sundays) any number of day(s) beyond the stipulated forty eight days, will have to be compensated by keeping the college open carving out of the next (academic year) approved list of holidays to be adopted by the college and has to be duly marked so. Notwithstanding the above, with the extant Government Orders appropriate changes can be made in these Statutes by vide notification in the University Regulation from time to time.

CHAPTER-XIV

PROVIDENT FUND, GRATUITIES AND PENSION OF PRINCIPALS, TEACHERS, LIBRARIANS AND NON-TEACHING STAFF OF THE UNIVERSITY, AFFILIATED COLLEGES AND CONSTITUENTS COLLEGES OTHER THAN GOVERNMENT COLLEGES

150. Provident Fund: — Every Principal, whole-time teacher, whole-time librarian and permanent non-teaching staff of the University, affiliated colleges and constituents colleges other than Government Colleges shall subscribe to the Provident Fund, Gratuities and Pension subject to such rules as may be framed in this behalf by the State Government from time to time.

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