

New Chapter Inclusions in the Regulations

3. Chapter VII

Composition, Powers and Functions of Academic Committee of School/Institute

Part I: Composition of Academic Committee

98. Each Academic Committee shall consist of –
- i. Vice Chancellor – Chairman;
 - ii. Head/Director of the Institute/ School – Vice Chairman;
 - iii. Joint Head/Director of the Institute/ School;
 - iv. All whole time permanent teachers in substantive posts of the School/ Institute Concerned;
 - v. Not more than ten permanent teachers of the University who have experience and/or interest in teaching in the courses offered and/or in the research activity/programme in the school/institute concerned, nominated by the Faculty Council of Inter-Disciplinary Studies, Law and Management as invitee members on the recommendation of the Director/Head of the School/Institute concerned;
 - vi. Two subject experts from outside the University having expert knowledge in the areas of study/research of the School/Institute concerned nominated by the Vice Chancellor as invitee members;
 - vii. The Chairman of the Academic Committee may also co-opt subject experts from outside the university in the relevant field of study/ research as invitee member on the recommendation of the Academic Committee;
 - viii. In case there are no permanent teachers appointed in substantive posts in the School/Institute concerned, the Vice Chancellor shall appoint a Director/Head, and a Joint Director/Head of the School/Institute concerned, purely on ad-hoc basis, from amongst the permanent teachers appointed in substantive posts in Schools/Institutes/Departments of the University having experience and/or interest in teaching and/or research in the School/Institute concerned, provided that such persons are not holding the position of Head/Director/Joint Head/Joint Director in any other department/institute/school and/or membership of any other Faculty Council of the University;
 - ix. As soon as permanent teachers appointed/join in substantive posts in the School/Institute concerned, they shall be appointed by the Vice Chancellor as the Director/Head/Joint Head/Joint Director of the School/Institute concerned.

Part II: Powers and Functions of Academic Committees of Schools/Institutes

99. Each Academic Committee shall be primarily responsible for efficient running of the School/Institute concerned and maintaining a high standard.
- 100.
- i. The Academic Committee shall ordinarily meet at least four times in a year, but in case of more than one-third of its members request the Director/Head of the School/Institute in writing to convene a requisition meeting, the Director/Head of the School/Institute shall convene such a meeting with 7 days' notice;
 - ii. One third of the total number of members of the Academic Committee plus one shall form the quorum for a meeting;
 - iii. The Dean of the Faculty Council of Inter-Disciplinary Studies, Law and Management may be invited to attend the meetings of the Academic Committee
 - iv. In absence of the Vice Chancellor and the Director/Head of the School/Institute in any meeting, the members present shall elect a Chairperson for the meeting.
101. (a) Each Academic Committee shall perform the following functions:
- i. Allocation of teaching/research duties of each teacher in the School/Institute;
 - ii. Allocation of sanctioned funds for efficient working of the School/Institute;
 - iii. To consider the reports placed by the Head/Director of the School/Institute at the end of the semester in respect of courses assigned to and taken by the teachers of the School/Institute;
 - iv. To submit the annual report of the School/Institute to the Faculty Council of Inter-Disciplinary Studies, Law and Management;

- v. To co-operate with other Faculty Councils/Board of Studies/Academic Committees in the matter of inter-disciplinary teaching and research;
 - vi. To delegate whenever expedient, any of its powers and functions to the Head/Director of the School/Institute, Heads of Sections, if any, and Sub-Committees formed by its own members;
 - vii. To exercise all other powers and perform all other functions conferred and imposed on it by the appropriate authorities;
 - viii. To conduct courses of study/ research in inter-disciplinary areas.
102. Each Academic Committee will make recommendations to the Faculty Council of Inter-Disciplinary Studies, Law and Management regarding:
- i. Courses of study and their syllabus;
 - ii. Affiliation of a course offered in the concerned School/Institute by another Faculty of the University;
 - iii. Improvement in the policy of research, method of instruction, study and examination, and development of teaching and research facilities and related infrastructure;
 - iv. Creation and institution of teaching and equivalent researcher posts and duties thereof;
 - v. Qualifications for teaching and equivalent researcher posts of the School/Institute in respect of fields of specialization, provided that such fields are not repugnant to the intents and purposes of the authority that sanctioned the posts;
 - vi. Constituting or re-constituting the School/Institute and introduction of organized teaching/research units or sections;
 - vii. Preparation of panel of experts for the purpose of appointment of teachers and equivalent researchers (the specific fields of specialization of the experts to be clearly stated).
 - viii. Consider and recommend proposals for teaching, research programmes and projects in the School/Institute and decide on their means of functioning.
103. Each Academic Committee will prepare the draft budget for the School/Institute for onward transmission to the Finance Officer.

Chapter VIII

Director/Head of the Schools/Institutes and his/her Powers and Functions

- 104.(a)
- i. In every School/Institute of the University under the Faculty of Inter-Disciplinary Studies, Law and Management there shall be a Director/Head of the School/Institute who shall be appointed by the Vice Chancellor. The Director/Head shall be a permanent teacher appointed in a substantive post in the School/Institute concerned ordinarily not below the rank of an Associate Professor.
 - ii. If there is no Professor and/or Associate Professor in substantive posts in the School/Institute concerned, the Vice Chancellor shall appoint a Director/Head for the School/Institute concerned from amongst the permanent Assistant Professors appointed in a substantive post in the School/Institute concerned.
 - iii. The Director/Head of the School/Institute shall be appointed, in order of seniority from amongst the permanent teachers in the substantive post of the School/Institute concerned for one term of two years by the Vice Chancellor. Provided Vice Chancellor shall appoint a director for the School/Institute concerned for more than one term where there is a single permanent teacher appointed in a substantive post;
 - iv. In the School/Institute where there are Professors and Associate Professors, Professors shall be deemed to be senior in rank to Associate Professors;
 - v. Inter-se-seniority shall be determined by the UGC and Govt. of West Bengal norms as applicable in this respect;
 - vi. A whole time teacher appointed in a substantive post in the School/Institute concerned who has already served as the Director/Head of that School/Institute, may be re-appointed in rotation to that office when every-one among other whole time teachers of the School/Institute has already served in that office in the manner prescribed in (a) (iii), (iv) and (v) above;

- vii. If there is no permanent teacher appointed in a substantive post in the School/Institute concerned, the Vice Chancellor shall appoint a Director/Head of the School/Institute concerned, purely on ad-hoc/temporary basis, from amongst the permanent teachers appointed in substantive posts in Schools/Institutes/Departments of the University having experience and/or interest in teaching and/or research in the School/Institute concerned, provided that such a person is not holding the position of Head/Director in any other department/institute/school and/or membership of any other Faculty Council of the University.
 - viii. As soon as a permanent teacher appointed/joins in a substantive post in the School/Institute concerned, s/he shall be appointed by the Vice Chancellor as the Director/Head of the School/Institute concerned.
 - ix. The appointment of Director/Head of the School/Institute by the Vice Chancellor shall be reported to the Executive Council.
- (b) A teacher shall cease to be the Director/Head of the School/Institute on attaining the age of superannuation.
 - (c) A Director/Head of the School/Institute may resign his office by writing under his/her hand to the Vice Chancellor.
 - (d) If there is a temporary vacancy in the office of the Director/Head of the School/ Institute, the Vice Chancellor shall appoint a Director/Head in accordance with provisions in paragraph 104. (a) above.
 - (e) In case of exigencies the Vice Chancellor shall have discretion to appoint the director from amongst the permanent teachers appointed in a substantive post of the University or to delegate the power of a director to the Dean of the Faculty of Inter-Disciplinary Studies, Law and Management.

105. Powers and Functions of the Head/Director of an Institute/School:

- (a) The Director of the School shall be in overall charge of the school, and shall exercise general supervision over the teaching and non-teaching staff of the department;
- (b) S/he shall take necessary action for holding regular classes in the school and for keeping the departmental libraries, laboratories, workshops, etc. in good conditions with the assistance of the teaching and nonteaching staff of the school;
- (c) S/he shall take necessary action for the implementation of the decisions of the Academic Committee, subject to the provisions of the University Statutes, Ordinances and Regulations and specific directives, if any, from appropriate authorities;
- (d) S/he shall be responsible for the faithful observance of all the directives of the Executive Council, Faculty Council and other appropriate authorities relating to academic and administrative matters applicable to the school;
- (e) S/he shall help the Dean of the Faculty Council in framing the class routine for the school and shall co-operate with him/her in all academic matters;
- (f) S/he may call for reports at the end of the semester session from all teachers of the school in respect of the courses assigned to and taken by them and place these reports before the Academic Committee;
- (g) S/he shall cooperate with Heads of other schools, centres and departments of the University in the matter of teaching and research;
- (h) S/he shall cooperate with the Dean of the Faculty Council and the Controller of Examinations in matters of holding and conducting university examinations concerning the department and quick publication of results;
- (i) S/he shall take active interest in all academic programmes of the school;
- (j) S/he shall have the power to allocate/re-allocate duties to the non-teaching staff in consultation with Heads of Sections, if any, in the interest of the department;
- (k) S/he shall recommend the names of paper-setters and examiners to the Controller of Examinations for different university examinations;

- (l) S/he shall have the power to report to the Vice-Chancellor in the case of teachers of the school, and to the Registrar in the case of other employees of the school, in respect of gross misconduct or negligence of teaching, examination and other duties on the part of the teachers/employees;
- (m) As Vice-Chairperson of the Academic Committee, s/he shall preside at its meetings in case of absence of the Vice-Chancellor;
- (n) S/he shall prepare the agenda for the meeting of the Academic Committee and arrange for circulation of the minutes to the members or for making the minutes otherwise available to the members for perusal and scrutiny;
- (o) S/he shall perform such other duties and exercise such other powers as may be decided from time to time by the Vice-Chancellor and/or the Executive Council or as may be delegated to him by any other appropriate authorities.

Chapter IX

Joint Director of a School/Institute and his/her Powers and Functions

106.(a)

- i. In every School/Institute of the University under the Faculty of Inter-Disciplinary Studies, Law and Management there shall be a Joint Director/Head who shall be appointed by the Vice Chancellor.
 - ii. The Joint Director/Head of the School/Institute shall be appointed in rotation, in order of seniority from amongst the permanent teachers in the substantive post of the School/Institute concerned for one term of two years by the Vice Chancellor;
 - iii. In the School/Institute where there are Professors and Associate Professors, Professors shall be deemed to be senior in rank to Associate Professors;
 - iv. Inter-se-seniority shall be determined by the UGC and Govt. of West Bengal norms as applicable in this respect;
 - v. Up to when no permanent teacher is appointed in a substantive post in the School/Institute concerned to become a Joint Director/Head of the School/Institute, the Vice Chancellor shall appoint a Joint Director/Head of the School/Institute concerned, purely on ad-hoc/temporary basis, from amongst the permanent teachers appointed in substantive posts in Schools/Institutes/Departments of the University having experience and/or interest in teaching and/or research in the School/Institute concerned, provided that such a person is not holding the position of Head/Director in any other department/institute/school and/or membership of any other Faculty Council of the University;
 - vi. As soon as two or more permanent teachers appointed/join in a substantive post in the School/Institute concerned, the Vice Chancellor shall appoint the Joint Director/Head of the School/Institute concerned from among themselves according to the provisions of 106. (a) (ii), (iii) and (iv) above;
 - vii. The appointment of Joint Director of the School by the Vice Chancellor shall be reported to the Executive Council.
- (b) A teacher shall cease to be the Joint Director of the School on attaining the age of superannuation.
 - (c) A Joint Director of the School/Institute may resign his office by writing under his hand to the Vice Chancellor.
 - (d) If there is a temporary vacancy in the office of the Joint Director/Head of the School/ Institute, the Vice Chancellor shall appoint a Director/Head in accordance with provisions in paragraph 106. (a) above.
 - (e) In case of exigencies the Vice Chancellor shall have discretion to appoint the Joint Director from amongst the permanent teachers appointed in a substantive post of the University or to delegate the power of a director to the Dean of the Faculty of Inter-Disciplinary Studies, Law and Management.

107. Powers and Functions of the Joint Director/Head of a School/Institute:

- (a) The Joint Director of a school shall carry out the routine duties of the Director in his/her absence, in addition to those duties as may be assigned by the Director.
- (b) S/he shall take active interest in all academic programmes of the school.
- (c) S/He shall perform such other duties as may be assigned to her/him by the Vice Chancellor.