

UNIVERSITY OF NORTH BENGAL

ANNEXURE - 1

The minutes of the 13th meeting of the Executive Council held on 27.09.2013 at 11 a.m. in the Meeting Room of the Vice-Chancellor, University of North Bengal

The following members were present:

1. Prof Samir Kumar Das, Vice Chancellor, University of North Bengal. In the Chair
2. Prof. Amitabha Mukhopadhyay, Dean, Faculty Council for PG Studies in Science, University of North Bengal
3. Prof. Palas R. Sengupta, Dean, Faculty Council for PG Studies in Arts, Commerce & Law, University of North Bengal
4. Prof. Indrajit Ray, Vice-Chancellor, Panchanan Barma University, Cooch Behar & member Executive Council, University of North Bengal
5. Dr. Abhijit Bhattacharyya, Teacher-in-Charge, Jalpaiguri Law College, Jalpaiguri
6. Dr. Sanjay Bhattacharya, Principal, Indian Institute of Legal Studies, Dist. Darjeeling
7. Dr. Debkumar Mukherjee, Principal, Mayanaguri College, Jalpaiguri
8. Dr. S. B. Modak, Principal, A.C. Training College, Jalpaiguri
9. Dr. Abdul Kader Safily, Principal, Sahid Khudiram College, Kamakhyaguri, Jalpaiguri
10. Prof. S. N. Dhar, Head, Department of Commerce, University of North Bengal
11. Dr. Subhas Chandra Roy, Head, Department of Botany, University of North Bengal

1. To confirm the minutes of the 12th meeting of the Executive Council held on 28.07.13 & 21.08.13

Decision: The minutes of the 12th meeting of the Executive Council held on 28.07.13 & 21.08.13 be approved with some modification and incorporation of decision as follows:

- i. In Item no. 77 the following sentence be included in the decision:

“A Special Examination be conducted in the respective subject and the Controller of Examinations be requested to take necessary action.”

- ii. In Item no. Misc. d the decision under sl.no. (i) & (ii) be deleted.

- iii. In Item no. Misc. ax it was reported by the Chair that the intake capacity of the College be increased from 300 to 500 which was noted and approved.

- iv. In Item 12 (Agenda placed by the Chair) the sentence in 2nd line “Rs. 50/- per Students’ Registration Form” be replaced by the sentence “Rs. 50/- per Student as Registration Processing Fee”

- v. Item no. 41 be inserted as under:

“To consider the report of the visit to the Eastern Dooars B.Ed. Training College, Bhatibari, on 29.07.13 by the inspection Team constituted for the purpose.

Decision: Resolved that the Report of the Inspection dated 29.7.13 of the Eastern Dooars B.Ed. Training College, Bhatibari conducted by the Inspection team constituted for the purpose be approved.

Resolved further that the college be given due opportunity to present its side in self defense after serving a copy of the report and final decision in regards to suspension / withdrawal of its affiliation shall be taken after considering the reply of the college.

Note: Confirmed with immediate effect in the meeting & by the Chair.”

2. To consider engagement and appointments of Registrar (Offg) and Director DDE etc.

Decision: (i) Resolved that Prof. B. P. Dwivedi be appointed as Registrar (Offg.) for a further period of two months w.e.f. 3rd October, 2013. Executive Council appreciates the contribution of Prof. B. P. Dwivedi as Registrar (Offg.) during the six months. It was also resolved that Dr. S. K. Rakshit, Dy. Registrar be requested to act as Registrar (Offg.) during 1st & 2nd October, 2013.

(ii) Resolved that further extension of Sri Bhaskar Choudhury, Director, DDE be granted for a period of one year on contractual basis w.e.f. 24.9.2013. It was also resolved that the period of absence of Sri Bhaskar Choudhury on medical ground be treated as leave without pay. Resolved further that a committee be constituted with the Dean, Faculty Council for PG Studies in Science as Convener and Dean, Faculty Council for PG Studies in Arts, Commerce & Law as member to explore the benefit of providing medical leave to the employees who are employed on contractual basis in the University.

The Registrar (Offg.) be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

3. To consider preparations for 44th Convocation to be held on 5.10.13 –

- a. To report that Hon'ble Chancellor & Governor of West Bengal has kindly consented to preside over the 44th Annual Convocation of the university to be held on 5.10.13;

Decision: Noted with thanks.

- b. To report that Hon'ble Chancellor has approved the name of Dr. K. Radhakrishnan, Chairman, Indian Space Research Organisation; Chairman, Space Commission and Secretary, Department of Space, Government of India as Chief Guest of the 44th Annual Convocation;

Decision: Noted. It was reported that Prof. B. Basu, Dept. of Chemistry has been requested to be the Protocol Officer of Dr. K. Radhakrishnan, Chairman, Indian Space Research Organisation; Chairman, Space Commission and Secretary, Department of Space, Government of India.

- c. To report that Hon'ble Chancellor agreed to preside over the Convocation from 11.30 a.m. to 1.30 p.m. instead of 11.00 am. to 1.00 p.m.;

Decision: Noted with thanks.

- d. To report that minute to minute programme of the 44th Convocation and other details of the university as sought by the office of the Chancellor have been sent to the OSD & Special Secretary to the Governor;

Decision: Noted.

- e. To report that draft text of the speech of the Hon'ble Chancellor, University of North Bengal has been sent to the OSD & Special Secretary to the Govt. of West Bengal for kind perusal of the Hon'ble Chancellor;

Decision: Noted. The basic information sent to the Chancellor, University of North Bengal as sought by the office of the Chancellor by the Office of the Registrar also be noted.

- f. To consider the minutes of the meeting of the on Campus Executive Council Members to be held on 13.9.13 in connection with the proposal of Chief Guest for the 44th Annual Convocation.

Decision: Resolved that the minutes of the meeting of the on Campus Executive Council Members to be held on 13.9.13 in connection with the proposal of Chief Guest for the 44th Annual Convocation be approved.

4. To consider matters relating to Eastern Dooars B.Ed. Training College, Jalpaiguri.

Decision: Pursuant to the leave of the Hon'ble High Court of the Calcutta in the order dated 28.6.13 passed by the His Lordship the Hon'ble Justice Sambuddha Chakraborti, an Inspection was held on 29.7.13 and report was filed on 09.08.13. The Executive Council decided on 28.7.13 & 21.8.13 to serve the report to the Eastern Dooars B.Ed. College and submit the reply to the points of irregularity raised in the Inspection Report.

The Executive Council considered the reply of the Principal, Eastern Dooars B.Ed Training College vide Ref no.EDBDTC/06/912/13 date 31.08.13 on the findings of the University Inspection communicated vide ref no.1748/R-13 date 23.08.2013. After careful consideration of the written reply that the Executive Council is of the opinion that in his written reply it did not show any inclination to address the problem rather opted to avoid them by citing some inadmissible reason as mentioned below.

- 1) In the inspection report, it had been stated that many of the teaching and non teaching staffs of the College have been appointed not following the process as per the requirement of the regulatory authority as well as the University and the name of the teachers had also been mentioned in the inspection report. But in its reply it did not show any reason for such irregularities rather stated that it had sent certain letters communicating the details of the teaching and non teaching staffs of that College. From the above, it can be presumed that the College admits that it had appointed staffs without due procedure and the Executive Council feels that mere communicating the names of the teachers does not entitle the College to continue with the staffs appointed without following due procedure. Inspection report categorically mentioned that in the list of the teachers submitted by the College to the inspection committee the name of Smt. Jyotsna Das figured but she was neither present in the College nor her name appears in the copies of the Pay Register submitted to the University. The College, in its reply, indirectly admitted that she is no longer engaged in the College. But it is astonishing that the Principal in its list declares her to be engaged even on 29/07/13.

The inspection report also pointed out that one of the teachers Smt. Anima Esh did not have the educational qualification required to be appointed as Associate Professor as per the document submitted by the College but in its reply the College has mentioned "It is humbly submitted that, Anima Esh had no required percentage of marks in M.A. (Bengali) at the time of interview and thereby she was not selected to be appointed as the faculty for B.Ed course but after math i.e passing of one year she completed her M.A. having required percentage of marks which is the required percentage of marks fulfilling the NCTE norm thereby leading to appoint her as the faculty of the College subsequently." It is beyond comprehension how a person not having a certain percentage can enhance it after a lapse of year. Regarding the observation of the inspection team that Sri. Uttam Kr. Das has been found to be already engaged in North Malda Teacher's Training College, the College replied that they were not aware that he had already been appointed in some other College. It is to be pointed out that minimum teaching days required for B.Ed Colleges is 200 days. It is also beyond explanation how Sri. Uttam Kr. Das, who was also present on the day of inspection, could be simultaneously present in both the Colleges for 200 days in a year when the Colleges are 300 kms apart. Regarding the absence of Smt. Madhumita Deb on the day of inspection no explanation is acceptable as the inspection was conducted with due notice and giving sufficient time and it was requested to the College authorities that the presence of all the teachers and staffs are to be ensured. In this connection, it is to be mentioned that only 4 non teaching staffs were present on the day of inspection though in its report it claims that it has 11 non teaching staffs and they were not shown to the inspection team which appears to be not credible. The reason cited in the reply for non submission of non teaching staff attendance and pay register is also not acceptable.

- 2) Library- In the inspection report various inadequacies namely inadequate number of books, absence of subscription for required number of journals, shortage of space in reading room and absence of Xerox facility and internet connectivity in the library was pointed out. From the reply itself, it is also apparent that the College did not make the yearly additions as required by the NCTE regulations to the books in the library. It did start with less number of books than the

requirement of the NCTE regulations and after a lapse of 7 years they have now reached where the conditions of minimum number of books is satisfied and they do not have the subscription of required number of journals.

- 3) Pay scales of the teaching and non teaching staffs- In the inspection reports there are various anomalies regarding payment to the staffs had been pointed out and from the pay register submitted it was evident that pay as shown to the different staffs has not been made as per the regular pay scale rather it was fixed arbitrarily to the different person. It is astonishing to note that some of the teachers receives rather higher pay scales than the Principal himself. It is felt that pay register is a vital register and should be maintained carefully. But various irregularities in College register as mentioned in the inspection report has been dismissed by the College (in reply) as minor one. Initially, they had declared that payment of staff is made either cash or through bank but in the reply they are communicating that payment to the teachers is made through salary account. But inspection report states that from the account details submitted by the College, the regular transfer of these amounts could not be ascertained.
- 4) Laboratories: The inspection team had pointed out that science lab, ICT are not upto the mark. In ICT lab, they found only 3 CPU out of which 1 is out of order but there are 8 monitors. But in its reply the College had not addressed the points for remedial measures.
- 5) The College has also not given any satisfactory reason for admission of the students in an irregular way and also in the absence of the University affiliation defying the University circular in these matters.
- 6) Counter signature of the University in the annual appraisal report: The inspection team pointed out absence of the University counter signature in the list of the teachers in the annual appraisal report submitted to the NCTE by the College which the College in its reply states that not a requirement but the College in its letter Ref no.EDBDTC/06/902/13 dated 23/03/13 addressed to the Registrar, NBU requesting for the counter signature of the University in the list of the teachers to be submitted to the NCTE. The statement and the action of the College is contradictory. Apart from this, the College has submitted a list wherein it is clearly shown that the counter signature of the affiliating University is necessary but this have been countersigned by the Principal of the College which is irregular.
- 7) Website: The inspection team has pointed out various wrong and inaccurate information in the website. The College has admitted the existence of the wrong/inaccurate information and that it has communicated that it is taking necessary remedial measures. The College is of the opinion that the points are related to the NCTE recognition and cannot be related to affiliation. But if the Executive Council feels the points are pertinent as NCTE recognition and the University affiliation are two very closely related matters.

The Executive Council had also considered the personal representation of the College to the Executive Council on 27/09/13 wherein it has admitted the deficiencies and irregularities committed by it. In view of the above, the Executive Council resolves that the affiliation to B.Ed course of the College shall remain suspended till the following deficiencies are removed:

- a) Duly qualified teachers and supporting staffs are appointed as per the duly laid down procedures as stipulated by the Regulatory authority and the University.
- b) The teachers and supporting staffs be provided with the pay scales and service conditions as required by the regulatory authority and the University.
- c) Due space and facilities are to be provided in the Library. Adequate number of Titles and copies of the books are to be purchased and required number of journals are to be subscribed.
- d) The payment of the Teachers and Staffs are to be made though Bank salary accounts and the College will submit annual bank statement showing transfer of the amount to the respective salary account.

- e) The ICT and Laboratory should be upgraded adequately (if needed, in consultation with the BOS in Education) and adequate furnitures shall be provided.
- f) College website shall be upgraded and updated to reflect all necessary information.
- g) The Governing Body of the College shall be reconstituted as per the University Statute/Regulations.
- h) The College shall submit undertaking that it will obey the University orders, circular, rules, regulations, statutes, etc.

Resolved further that the revocation of the suspension may be considered from the session as applicable if the College takes remedial action as stated above and an Inspection Team constituted for the purpose finds this satisfactory.

5. Misc. item:

- i. To consider the Minutes of the 74th Meeting of the Purchase Committee held on 10/09/2013.

Decision: Resolved that the Minutes of the 74th Meeting of the Purchase Committee held on 10/09/2013 be approved.

The Audit & Accounts Officer be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

- ii. To consider the Minutes of the 158th Meeting of the Finance Committee held on 30/08/2013.

Decision: Resolved that the Minutes of the 158th Meeting of the Finance Committee held on 30/08/2013 be approved with the following decision against agenda no. 26:

The date of effect be from the date of meeting of the Executive Council. However, Executive Council strongly feels that this should be given from the date of issuance of the GO no. 1021-F dated 30.1.1992. The matter be referred to the Finance Committee for advice on the exact date of effect.

The Finance Officer be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

- iii. To consider irrevocable letter of authority sought by Sri Ramesh Dural, Dept. of Political Science.

Decision: Resolved that the prayer of Sri Ramesh Dural, Dept. of Political Science be approved in principle subject to framing appropriate guidelines by the Finance Officer. The Hon'ble Vice-Chancellor is authorized to take necessary action accordingly.

The Finance Officer be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

- iv. To consider publication proposal from the Department of Philosophy.

Decision: The Executive Council considered the letter of Prof. R. N. Ghosh, Co-Ordinator, SAP, Department of Philosophy bearing no. 2125-R/Phil/R-13 dated 23.9.13, and resolved to approve it for implementation. It further resolved to approve the agreement to be signed between the University of North Bengal and the Northern Book Center, New Delhi for publication of two manuscripts of the Department of Philosophy, University of North Bengal. The Executive

Council requests the Finance Officer to sign the agreement on behalf of the University and do the needful further needed for smooth publication of manuscripts.

The Finance Officer is requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

v. To consider a letter from the General Secretary, NBUEA.

Decision: The letter dated 20.9.13 from the General Secretary, NBUEA was considered. Executive Council appreciates the decision of the NBUEA regarding their decision to give top priority to the forthcoming Convocation.

vi. To consider draft AQAR prepared by IQAC.

Decision: Resolved that the draft AQAR prepared by IQAC be approved subject to careful verification by the Dean, Faculty Council for PG Studies in Science and the Dean, Faculty Council for PG Studies in Arts, Commerce & Law.

The Director, IQAC be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

vii. To report that the Vice-Chancellor has granted festival advance to the employees of the University.

Decision: It was reported that there was a decision in the Executive Council meeting dated 28.7.13 & 21.8.13 under agenda no. Misc. v on which action has already been taken. In view of communication received from the Member Secretary, West Bengal State Council of Higher Education vide letter no. FA/MS/310/SCHF/2013 dated 17.9.13, it was decided that the decision regarding payment of festival advance @ Rs. 13,000/- stands as it is since it has already been disbursed as per the said decision of the Executive Council.

viii. To report that the Vice-Chancellor has extended the date of data entry from 17th September to 24th September and subsequently to 30th September, 2013 at the request of the Secretary, ABPC.

Decision: Noted and approved.

ix. To consider a letter of the Secretary, Pragati College of Education, Dagapur regarding nomination of subject experts for faculty appointment for the current session 2013-14 alongwith a note of the Inspector of Colleges.

Decision: Resolved that the matter be deferred.

x. Supplementary agenda, if any.

a. To consider the Judgment / Court Order of the Judicial Magistrate, Siliguri in respect of Sri Nirmal Das, Lab. Asstt., Dept. of Zoology, NBU who is under suspension along with the opinion received from the University Legal Retainer namely Sri Mrigendra Chatuvedi, Advocate, Siliguri Court.

Decision: Judgment / Court Order of the Judicial Magistrate, Siliguri in respect of Sri Nirmal Das, Lab. Asstt., Dept. of Zoology, NBU who is under suspension along with the opinion received from the University Legal Retainer namely Sri Mrigendra Chatuvedi, Advocate, Siliguri Court be noted. Resolved that suspension of Sri Nirmal Das, Lab. Asstt., Dept. of Zoology, NBU be revoked as per university rules.

The Registrar (Offg.) be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

- b. To consider recommendation of the Board of Research in Biotechnology, Geography & Applied Geography, Chemistry, Mathematics, Physics, Botany, Zoology, Anthropology, Political Science, Economics, Bengali, Commerce, Philosophy, Law, History, Himalayan Studies, English, Nepali and Hindi.

Decision: Resolved that recommendation of the Board of Research in Biotechnology, Geography & Applied Geography, Chemistry, Mathematics, Physics, Botany, Zoology, Anthropology, Political Science, Economics, Bengali, Commerce, Philosophy, Law, History, Himalayan Studies, English, Nepali and Hindi be approved.

The Registrar (Offg.) be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

- c. To report that the Vice-Chancellor has approved preponement of Puja Holidays for this year from 10.10.13 instead of 11.10.13.

Decision: Noted and approved.

- d. To consider the note of the OSD, Faculty Council for PG Studies in Science and in Arts, Commerce & Law dated 26.9.13 addressed to the Hon'ble Vice-Chancellor regarding PG Admission.

Decision: The note of the OSD, Faculty Council for PG Studies in Science and in Arts, Commerce & Law dated 26.9.13 was considered and resolved that PG admission process (except LL.M.) be closed on 8.10.13.

The OSD, Faculty Council for PG Studies in Science and in Arts, Commerce & Law be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

- e. To consider the note of the Finance Officer regarding engagement of a Group-C Casual Staff at Finance Branch for the work related to the Jalpaiguri Campus of the University.

Decision: The Executive Council reiterates its earlier decision which was decided under item no. 113(xxi) of the Executive Council meeting held on 28.7.13 & 21.8.13. Resolved further that the Finance Officer be requested to find out alternative ways without further engagement of the present daily wages Gr. C staff for the work relating to Jalpaiguri 2nd Campus.

The Finance Officer be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

- f. To consider the note of the Finance Officer regarding proposal for payment of Ex-gratia to the Pensioners & Family Pensioners for 2013-14.

Decision: Note of the Finance Officer was considered and resolved that Ex-gratia amounting to Rs. 1,000/- (Rupees one thousand) only be released provisionally to the existing eligible Pensioners & Family Pensioners of this University and both the University Colleges [University B.T. & Evening College, Cooch Behar and Raiganj College (U.C.)] subject to adjustment, if any required after issuance of the G.O. by the Higher Education Department, Govt. of West Bengal.

The Finance Officer be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

- g. To discuss on the issue of the Website Development of the University as raised by Dr. Debkumar Mukhopadhyay, Principal, Maynaguri College.

Decision: Hon'ble members of the Executive Council expressed delay in implementing the recommendation made by the Website Development Committee which was set-up by the Executive Council long back. Any further delay would cause the university enormous loss. It was resolved that Hon'ble Vice-Chancellor be requested to take necessary action in order to expedite the programme.

The Registrar (Offg.) be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

- h. To report that a G.O. no. 971(17)-Edn(U)/1(U)-38/11(pt) dated 25.9.13 received from Addl. Secretary, Higher Education Department, Govt. of West Bengal regarding disbursement of Arrears to the eligible teachers (as defined in the UGC Regulations) of State-Aided Universities in West Bengal.

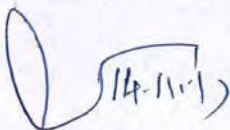
Decision: Noted for immediate implementation and the following decisions were taken:

- i) Appropriate steps be taken to amend Statute, Ordinances, Rules etc. of the University.
- ii) Finance Officer be requested to disburse the grant immediately on receipt of sanction.
- iii) Registrar (Offg.) be requested to move to the Higher Education Department for the inclusion of Librarian, Dy. Librarian & Asst. Librarian in the aforesaid order.

The Registrar (Offg.) & Finance Officer be requested to take necessary action forthwith.

Note: Confirmed with immediate effect in the meeting & by the Chair.

Since there was no other agenda hence the meeting ended with a vote of thanks to the Chair.



Prof. Samir Kumar Das
(Chairman)



Prof. B. P. Dwivedi
(Secretary)