

**20. BREACH OF DISCIPLINE BY ANY EXAMINEE IN CONNECTION WITH UNIVERSITY EXAMINATIONS:**

- i. The Centre-in-Charge of any University Examination held at a centre will, on his/her own or on the basis of reports received from the invigilator(s)/members of the visiting team as may be constituted by the Controller of Examinations and duly approved by the Vice-Chancellor expel a candidate from the examination hall debarring him/her from appearing in the examinations of the said course(s)/paper(s), if the candidate is found copying or possessing any paper, book or such other incriminating material(s) or smuggling, written answer scripts/loose sheets from outside. On expulsion, he / she / transgender will be debarred from appearing at the said part of the examination
- ii. Signature(s) of each of the expelled candidates may be obtained on the incriminating document(s) found in his/her possession and the same must be attached to the main answer script(s). if a candidate refuses to put his/her signature on the incriminating document(s) the invigilator(s)/members of the visiting team will certify the matter and the Centre-in-Charge will take immediate action as in regulation 20.1 on the basis of the certificate/report of the room invigilator(s)/members of the visiting team.
- iii. If, however, in the judgment of the Centre-in-Charge, a candidate is found to have committed an offence of a more serious nature, e.g., impersonation, use of filthy languages, indiscipline behavior, threatening the persons connected with the examination duties and such other activities inside and outside the examination hall/room, the Centre-in-Charge will expel the candidate debarring him/her from appearing in the examination(s) of the remaining subject(s)/paper(s) and send to the Controller of Examinations a list of such candidates along with their answer scripts and a detailed report on the circumstances leading to the action taken by the Centre-in-Charge in a separate packet for record and for placement before the Committee of Discipline for further action. In such cases as detailed in above paragraph the Committee of Discipline, duly constituted by the Vice-Chancellor may note the action, if already taken by the Centre-in-Charge, but will not lessen the penalty already given by the Centre-in-Charge.
- iv. The Committee of Discipline, however, may recommend further penal action to be taken against such candidate(s). If the Centre-in-Charge, instead of taking any action against such a candidate, forward the case along with the detailed report the Committee of Discipline may take penal action as it may deem fit.
- v. When the Centre-in-Charge expels any offending candidate from the examination hall, as referred to in the rules above, the order/notification regarding such expulsion shall forthwith be circulated in all the examination halls by the Centre-in-Charge. Such order/notification should be pasted on the Notice Board and a copy of the same along with the answer scripts and other documents are to be sent to the Controller of Examinations for subsequent issuance of order/notification including order of cancellation of the entire examination of the candidate(s), to the concerned college for its implementation.
- vi. If the candidates are found to consult or talk with each other or change their scheduled seats or exchange answer-scripts/loose sheets etc. during an examination in spite of warnings by the Centre-in-Charge/Room Invigilator(s), the Centre-in-Charge shall report the matter in details to the University against the concerned candidates together with the relevant answer scripts for placement before the Committee of Discipline.
- vii. An examiner may forward to the Controller of Examinations of the University through the chairperson of the concerned examination or to the Controller of Examination directly if there is no Chairperson in the concerned subject an explanatory report along with the relevant answer script(s) of the candidate(s) for placement of the same before the Committee of Discipline if, in his/her judgment, the candidate/candidates has/have adopted unfair means in answering questions

- viii. If an examinee uses filthy languages against the Centre-in-Charge/Invigilators or Convener/Member(s) of the Visiting Teams or any person connected with the examination or resorts to indiscipline behavior inside or outside the examination hall or undertakes any unfair means or violates the instructions for the examinees, the Centre-in-Charge may send his/her answer-script of that paper along with a report from the Invigilator(s) with his comment, if any. However, in such case, the examinee will be allowed to sit for the examination in the remaining course(s)/subject(s).
- ix. **Non-submission of scripts** – If an examinee appears at the examination but does not submit his/her answer-script, the matter should be noted in the Attendance Sheet. A diary should be lodged on the day with the local police station. A report along with a copy of the said Diary and a statement from the Invigilator of the concerned examination hall must be sent by the Centre-in-Charge to the Controller of Examinations.
- x. **Torn scripts** – In case of a script being willfully torn by a candidate, the fact should be noted in the Attendance Sheet(s) and a report should be sent by the Centre-in-Charge to the Controller of Examinations in a separate packet along with the torn script and a statement from the Invigilator of the concerned examination hall stating the circumstances leading to the incident.
- xi. Report on R.A. cases from any end should always be supported by documentary evidence or statement of the reporting concerned authority. Without such documentary evidence/statements disposal of the matter cannot be taken up.
- xii. On receipt of the report of malpractice in the examination, as referred to in above the University will direct the concerned candidate to appear before the Committee of Discipline and furnish an explanation in writing regarding the charges leveled against the candidate
- xiii. If the Committee of Discipline is satisfied that the charge/ charges leveled against any candidate in terms of above mention rules is/ are true, it may recommend any one or multiple of the following actions:-
- Cancellation of examination of the candidate in the concerned paper
  - Cancellation of the entire examination of the candidate and if necessary also
  - Debarment of the candidate from appearing at the University examination for a specified period as it may deem fit according to the gravity of the offence(s) committed. If a candidate does not appear before the Committee of Discipline without assigning any reason, the Committee of Discipline may recommend any or all of the measure(s) as above, as it may deem fit, on the basis of available document(s) in absentia.
  - The Committee after giving due consideration to the report of the Centre-in-Charge and giving the candidate a hearing, if necessary, may recommend exoneration of a candidate from the charges leveled against him/her if in its judgment the candidate concerned is innocent.
- xiv. The recommendations of the Committee of Discipline will need approval of the Vice-Chancellor before any action can be taken thereon. The Vice-Chancellor may, after considering the recommendations, pass such orders as he / she / transgender thinks fit. The Controller of Examinations will take action according to the recommendation of the Committee of Discipline, if approved by the Vice-Chancellor or as per orders of the Vice-Chancellor.
- xv. All questions arising in relation to the interpretation of these Regulations shall be referred to the Executive Council for decision and the decision of the University Council will be final and binding.

  
19/5/2023  
Controller of Examinations  
University of North Bengal

**xvi.** The Board of Discipline (UNDER-GRADUATE EXAMINATION) may be constituted with the following members.

- 1) Controller of Examinations (Convener)
- 2) Inspector of Colleges
- 3) One member of EC to be nominated by EC
- 4) Three Teachers of Under-Graduate Colleges/Post Graduate Departments to be nominated by the Controller of Examinations

The tenure of this committee will be four years from the date of its constitution

**21. TERMINATION FROM THE COURSE:**

If a student newly admitted to the first semester remains absent from attending classes for more than the first 15 days continuously without any intimation, her/his admission will stand cancelled.

**22.** In any case of any situation or not covered under these Regulations the Vice- Chancellor shall have power to issue directions not inconsistent with the Acts/ Statutes/ Ordinances with respect to any or all of them.

**If any dispute arises in respect of interpretation of the regulations or any matter not covered by these, the decision of the Vice Chancellor in that respect shall be final and binding.**

*M*  
19/12/2023  
Controller of Examinations  
University of North Bengal

## UNIVERSITY OF NORTH BENGAL

### CODE OF CONDUCT FOR PERSONS APPOINTED ON CONTRACTUAL BASIS

All persons appointed on contractual basis for a fixed period are expected to be exempted in their public and private life.

Their loyalty, Sense of dedication and integrity of character at all time should be an inspiration to youth committed to their care.

Every such persons shall be governed by the following Code of Conduct.

1(A) No Person shall:

- (i) Knowingly or willfully neglect his duties.
- (ii) Propogating through his/her lecture or otherwise, communal or sectarian outlook or incite or allow any student to indulge in communal or sectarian activity.
- (iii) Discriminate against any student on the ground of Caste, Creed, Language, Place of origin, Social and Cultural background or any of them.
- (iv) Indulge in or encourage any form of malpractice connected with examination or any other University activity.
- (v) Show sustained neglect in correcting class-work or home done by students.
- (vi) While being present in the University, absent (except with the previous permission of the Head of the Department/Centre) from the class which he/she is required to attend.
- (vii) Remain absent from the University without leave or without the previous permission of the Head of the University: provided that where such absence without leave or without the previous permission of the Head of the University is due to reasons beyond the control of the persons, it shall not be deemed to be breach of the Code of Conduct if on return to duty the person has applied for and obtained ex-post facto sanction for leave.
- (viii) Accept any job of a remuneration character from any source other than the University or giving private tuition to any student or other persons or engage in any business.
- (ix) Prepare or publish any book or books, commonly known as keys, or assist, whether directly or indirectly in the publication.
- (x) Engage as a selling agent or canvasser for any publication firm or trader:
- (xi) Ask for or accept, except with the previous sanction of the competent authority, any contribution, or otherwise associate with the raisings of any

funds or make any other collection, whether in cash or in kind, in pursuance or any object whatsoever.

(xii) Enter into any monetary transaction with any student or parent; nor shall exploit his/her influence for personal ends; nor shall conduct his/her personal matters in such a manner that he/she has to incur a debt beyond the means to repay;

(xiii) Accept, or permit any members of his/her family or any other person acting on his/her behalf to accept any gift from any student, parent or any person with whom he/she has come into contact by virtue of the position in the University;

Explanation: The expression "gift" shall include free transport, boarding, lodging or other service or any other pecuniary advantage when provided by any person other than a near relation or personal friend having no dealing with/her in connection with the university.

(xiv) Practice or incite any student to practice customs, communalism or untouchability.

(xv) Cause, or incite any other person to cause, any damage to University property.

(xvi) Behave or encourage or incite any student, teacher or other employees to behave, in a rowdy or disorderly manner in the University premises.

(xvii) Be guilty of, misbehavior or cruelty towards any parents, guardian, student, teacher or any other employee of the University.

(xviii) Organise or attend any meeting during the University hours except where he is required or permitted by the Head of the Department/Centre to do so.

(xix) Be immodestly dressed.

(xx) Use the University bus except on payment.

**1(B). Every Person shall:**

(i) Be punctual in attendance and in respect of his/her class work and also for any other work connected with the duties assigned to him/her by the Head of the Department/Centre.

(ii) Abide by the rules and regulations of the University and also show due respect to the constituted authority;

(iii) Conduct remedial classes during the zero period after the University hours, if so assigned.

**1(C) Every Person shall:**

- a. Permitted to appear in any examination to improve his/her qualifications after obtaining prior written sanction of the constituted authority;
  - b. To become, or to continue to be, a member of any literary, scientific or professional organization.
  - c. To make any representation for the redressal or of any bonafide grievance, subject to the condition that such representation is not made in any rude or indecorous language.
- 2 The breach of any condition specified in such rule(I) shall be deemed to be a breach of the Code of Conduct.

**Admissibility of Leave**

The Executive Council in its meeting dated 13.05.2015 has approved the following leaves to the contractual employees (except the persons who are engaged in time-bound projects funded by UGC/State Govt. or any other agency)

- a) All contractual employees may be allowed to avail 14 days casual leave in a calendar year and may enjoy University holidays accordingly. The Head of the Department may grant Casual Leave for short period, not exceeding four days at a time and fourteen days in a calendar year on account of emergency which may arise. However, casual leave cannot be combined with any other kind of leave or Puja holidays but can be prefixed and/ or suffixed to Saturdays, Sundays and holidays provided such leave shall not exceed seven days at a time including Saturdays, Sundays and/or holidays, Casual Leave for half of the day may be granted with prior sanction.
- b) Contractual female employees may be granted maternity leave with full pay at par with permanent employees.
- c) 10 Days medical leave (non-accumulative) in a calendar year may be granted with full pay to the contractual employees on production of medical certificate from a registered medical practitioner.
- d) 15 Days special casual leave in a calendar year may be granted to the Contractual teachers to attend seminar/conference/workshop etc. subject to production of invitation letter and participation certificate.
- e) Vacation may be allowed to the contractual teachers who belong to the Department where classes are not held during the vacation. However, the University shall retain the right to assign duties to them during vacation period.