

Proposed Amendment of Regulations

1. Chapter I:

Courses Under Various Faculties and Conditions for Admissions

Jadavpur Vidyapith College of Education in page 18-19 to be deleted.

Part V: MIGRATION to be numbered as Part VI: MIGRATION

Part V: FACULTY OF INTER-DISCIPLINARY STUDIES,
LAW AND MANAGEMENT

16. COURSES (offered by different Schools and Institutes)

(I) Post-Graduate Courses -- All courses as may be offered by the School/Institute concerned and approved by the competent authority of the university from time to time.

(I) M.Phil Courses -- All courses as may be offered by the School/Institute concerned and approved by the competent authority of the university from time to time.

(III) Diploma/Certificate Courses -- All courses as may be offered by the School/Institute concerned and approved by the competent authority of the university from time to time.

17. Course Affiliation:

Post-graduate Courses offered by a School/Institute may be affiliated to the Faculty of Arts, Faculty of Engineering and Technology or Faculty of Science as may be relevant, on the recommendation of the Academic Committee of the School/Institute concerned and approval of the Faculty Council of the Inter-Disciplinary Studies, Law and Management, and the relevant Faculty Council. Accordingly degree offered for such affiliated courses will be MA/M.Sc/M.E./M.Tech degree as may be relevant.

18. Procedures for Admissions

As may be decided by the Admission Committee/Doctorate Committee on the recommendation of the Academic Committee of the School/Institute concerned and approved by the Faculty Council of Inter-Disciplinary Studies, Law and Management.

19. Intake (Subject to the revision by Executive Council)

As may be decided time to time by the Admission Committee/Doctorate Committee on the recommendation of the Academic Committee of the School/Institute concerned and approved by the Faculty Council of Inter-Disciplinary Studies, Law and Management.

2. Chapter II:

Provisions relating to Doctorate Degrees

PREAMBLE

17. (iii) Ph.D. in relevant discipline/subject offered by the Schools/Institutes in the Faculty of Inter-Disciplinary Studies, Law and Management.

Of the two categoriesguidance will be necessary. Ph.D. degrees in Arts, Science, Engineering/Pharmacy and in disciplines/subjects offered by the Schools/Institutes in the Faculty of Inter-Disciplinary Studies, Law and Management are to be considered as in clause 24 below.

Part – I

- Inclusion of new Ph.D. rules effective since 2010 (in consonance with UGC 2009 Regulations and as amended thereafter in terms of UGC 2016 Regulation)

New Chapter Inclusions in the Regulation

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 Director of the 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 are teaching courses offered and/or participating in the research activities/programmes of the school/institute and/or expert in the field concerned, nominated by the Faculty Council of Inter-Disciplinary Studies, Law and Management in consultation with the Director(s)/Head of the School/Institute concerned followed by reporting to EC.
- (vi) Two subject experts from outside the University having expert knowledge in the subject concerned as nominated by the Vice Chancellor

The Chairman of the Academic Committee may co-opt subject experts from outside the university in the relevant field of study/ research as member on the recommendation of the Academic Committee.

98A. In the transitional period, while these regulations come into effect, for a period not exceeding one year or the appointment of teachers in substantive posts, whichever is earlier, the Vice Chancellor may in consultation with the Deans of the Faculties, nominate members to the Academic Committee of Schools/Institutes, where there are no teachers in substantive posts.

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 meet at least four times in a year, but in case of more than one-third of its members request the Vice Chancellor 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 shall be invited to attend all 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) To conduct research in inter-disciplinary areas.
- (ii) Allocation of teaching duties of each teacher in the School/Institute
- (iii) Allocation of sanctioned funds for efficient working of the School/Institute
- (iv) 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.
- (v) To submit the annual report of the School/Institute to the Faculty Council of Inter-Disciplinary Studies, Law and Management
- (vi) To cooperate with other *Faculty Councils/Board of Studies/Academic Committees* in the matter of inter-disciplinary teaching and research
- (vii) 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 of its own members.
- (viii) To exercise all other powers and perform all other functions conferred and imposed on it by the appropriate authorities.

102. Each Academic Committee will make recommendations to the Faculty Council of Inter-Disciplinary Studies, Law and Management regarding:

- (i) courses of study and syllabus for various examinations in the subject of teaching concerned
- (ii) *affiliation of a course offered by the School/Institute to another Faculty of the university*
- (iii) improvement in the method of instruction, study and examination and development of teaching facilities and related infrastructure

- (iv) creation and institution of teaching posts and duties thereof
- (v) to prescribe qualifications for teaching 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) re-constituting the School/Institute and starting of organized research units or sections
- (vii) preparation of panel of experts for the purpose of appointment of teachers (the specific fields of specialization of the experts being clearly stated).
- (viii) consider and recommend proposals for 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 of the School/Institute shall be a permanent teacher appointed in a substantive post and shall not below the rank of Associate Professor
- (ii) The Director/Head of the School/Institute shall primarily be appointed, in order of seniority from amongst the permanent teachers not below the rank of Associate Professor in a substantive post of the School/Institute concerned for one term of two years by the Vice Chancellor.
 - (iii) In absence of any Professor and Associate Professor in substantive posts in the School/Institute concerned, Assistant Professors with at least three years experience of working at the concerned School/Institute may be appointed Director in order of seniority.
 - (iv) In a School/Institute, where no Assistant Professor has acquired the requisite years of experience, the Dean of the Faculty Council of Interdisciplinary Studies, Law and Management shall act as Director/Head as an interim measure. The tenure of the Dean of the Faculty Council of Interdisciplinary Studies, Law and Management as director shall be ceased as and when any teacher in the rank of Professor/Associate Professor joins the School/Institute concerned in a substantive post or an Assistant Professor completes three years of service therein.
 - (iv) In every School/Institute where there are both Professors and Associate Professors, Professors shall be deemed to be senior in rank to Associate Professors.
 - (v) 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 to that office when every-one among other whole time teachers of the School/Institute have already served in that office in the manner prescribed in (a) (ii) above.

(vi) In absence of any teacher in the substantive post in the School/Institute concerned, the Academic Committee through the Faculty Council of Interdisciplinary Studies, Law and Management will recommend at least two names who are in the substantive post in the University and not below the rank of an Associate Professor, who are teaching courses offered and/ or participating in the research activities/programs of the School/ Institute concerned, for the post of Director, out of which one person may be appointed as Director for a term of two years by the Vice-Chancellor.

Provided that such a person is not holding the position of Head/Director/Joint Director in any other department/institute/school.

Such a Director shall cease to be a member of the Board of Studies of the department in which s/he holds a substantive post for the period s/he holds this office.

(vii) 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 (a) above.

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 the holding of regular classes in the school and for keeping the departmental libraries, laboratories, workshops, etc. in good conditions with the assistance of the teaching and non-teaching staff of the school and teachers associated with 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 as also 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 the 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 and his/her
Powers and Functions

106. (a) (i) In every School of the university under the Faculty of Inter-Disciplinary Studies, Law and Management there shall be a Joint Director who shall be appointed by

the Vice Chancellor. An Assistant Professor may be appointed as the Joint Director provided s/he is in confirmed service in the university.

- (ii) The Joint Director of the School shall be appointed from amongst the whole time teachers in the substantive posts of the School concerned, initially for one term of two years, but may be re-appointed for another term of two years on the recommendation of the Academic Committee of the School concerned.
- (iii) If there is no whole time teacher in the substantive post in the School concerned, the Vice Chancellor shall appoint a Joint Director of the School concerned from amongst the members of its Academic Committee, appointed in the substantive post of the university, on the recommendation of the Academic Committee, provided that such a person is not holding the position of Head/Director/Joint Director in any other department/institute/school, and that, in case the whole time teacher concerned is an Assistant Professor, s/he is in service in the university for at least three years. Such a Joint Director shall cease to be a member of the Board of Studies of the department in which s/he holds a substantive post for the period s/he holds this office.
- (iv) 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 of the School, the Vice Chancellor shall appoint a Joint Director in accordance with provisions in paragraph (a) above.

106. Powers and Functions of the Joint Director of a School:

(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.

(d) The Joint Director shall be a member of the Academic Committee of the School concerned.

(e) As per provision 104(a) (iii) when Dean, FISLM will act as Director of the School, the Joint Director will have to perform the duties of Director as laid down in 105 (b), (e), (h), (k) in consultation with Dean and also assist Dean on 105 (n). In such circumstances,

the Joint Director will be invited to the meetings of the Faculty Council of Inter-disciplinary Studies, Law and Management.

It is further suggested that the application of this regulation in respect of eligibility of a Director of a School also needs amendment in the existing ordinances as in Chapter III Section 3(a)(i).