

**THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES**

**First Rules - 2003**



**THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES**

**Salt Lake, Kolkata 700 064**

**FIRST RULES**  
**Of The West Bengal University of Health Sciences,**  
**2003**

**I. Rules relating to conduct of business of the General Council.**

Conduct of  
business of  
the General  
Council.

1. The General Council shall meet at least twice in a year as provided in the Act.
2. The meetings shall be called on by the Chancellor or in his absence by the Vice-Chancellor.
3. At the request of not less than 10 members of the General Council such meeting shall be called on by the Chairman or in his absence by the Vice-Chancellor in addition to the meetings provided in rule (1) above.
4. Not less than 15 days' notice shall be given for convening a meeting of the General Council.
5. Not less than Seven days before the date of the meeting the Registrar shall send the agenda paper to each member, if not already sent along with the notice issued for the meeting.
6. No matter included in the agenda paper, or supplementary agenda issued, if any, shall be taken up for consideration in the meeting; provided that the Chairman or the Vice-Chancellor may bring in any matter of urgent nature and place the same before the meeting.
7. Any member who desires to move a motion or amendment at the meeting may do so by giving at least four days' notice before the date of the meeting.
8. The Registrar shall issue a supplementary agenda paper containing amendments as have been allowed by the Chairman or the Vice-Chancellor.
9. The Chancellor shall preside over the meetings of the General Council. The Chancellor, in his absence, shall nominate a member of the Executive Council to preside and, in the absence of both of them, the Vice-Chancellor shall preside at the meeting. In the absence of all of them, the senior most Pro-Vice-Chancellor present shall be the Chairman.
10. One-third of the total members of the General Council shall form the quorum for the meeting as provided in the Act.
11. If there is no quorum within 30 minutes of the time scheduled for the meeting, no meeting shall be held. The chairman, may, however, relax the time-schedule, if he deems fit. Such dissolution shall be recorded by the Registrar over the signature of the Chairman.
12. No quorum shall be required for an adjourned meeting.
13. No quorum shall be required for a meeting of the General Council held for the purpose of convocation of the University for conferring degrees, diplomas and other academic distinctions.
14. No matter shall be considered at an adjourned meeting other than those left over at the meeting from which the adjournment took place; provided that the Chairman or the Vice-Chancellor, as the case may be, may bring any matter considered to be of urgent nature before such meeting.
15. It shall not be necessary to give any notice for an adjourned meeting.

16. At a meeting of the General Council the matters shall be taken up in the following order: -
  - a. selection of the Chairman of the meeting (if necessary);
  - b. confirmation of the proceedings of the previous meeting;
  - c. any matter proposed by the Chairman/the Vice-Chancellor;
  - d. matter proposed by the Executive Council/ Academic Council; and;
  - e. the matter as may be proposed by the members of the General Council.The Agenda paper shall be prepared by the Registrar or in consultation with the Chairman/the Vice-Chancellor in the aforesaid order.
17. Ordinarily no motion shall be moved without the previous notice except in the case of motion to adjourn the debate or to adjourn or dissolve the meeting or a motion to refer back to the authority concerned for reconsideration of a decision or to appoint a committee to consider any matter placed before the meeting. Such motions may be moved while the General Council is in session with the permission of the Chairman.
18. If the Chairman rises to speak, any member speaking at the time shall sit down in his seat.
  - a) Any member who intends to speak shall rise in his seat and address the chair.
  - b) If more than one member rise at a time, the members whose name is called out by the Chairman shall be entitled to speak;
19. Every motion, which is moved, must be seconded by another member. Every member shall have the right to withdraw a motion at any time before it is moved.
20. A motion may be moved out of order by the Chairman at any time during the session before it is put to vote. Similarly, an amendment to a motion may be ruled out of order if he thinks fit so to do.
21. All matters shall be decided by a simple majority of votes of the members present and in case of equality of votes, the Chairman shall have casting vote.
22. Save as otherwise provided in the Act., no matter shall be placed before the meeting of the General Council unless it has been first considered by the Executive Council.
23. The Chairman may direct any member to withdraw from the meeting immediately, if in his opinion, his conduct is disorderly and such member shall obey the ruling of the Chairman and withdraw from the meeting. The Chairman shall have the right to expunge from the Minutes any expression which are considered to be objectionable or the publication of which may be prejudicial to the cause of the University.
24. In case of grave disorder occurring in a meeting, the Chairman may adjourn the meeting sine die or dissolve the meeting
25. At the Annual Meeting of the General Council, a report relating to working of the University during the proceeding year, together with the statement of receipts and expenditures, the balance sheet as audited, and the financial estimates as provided for by the Act, shall be sent to each member of the General Council by the Registrar at least seven days before the date fixed for the meeting.

26. In any case not provided for by those rules the Chairman may give ruling with regard to the procedure to be followed not inconsistent with the Act, the Statutes, Ordinances, the R gulations and the Rules of the University.
27. Save as otherwise provided, in case of dispute or difference of opinion, the Chairman's decision on any matter as to interpretation of any provisions provided for by the Act and the Statutes, Ordinances, Rules and Regulations framed thereunder, shall be final.
28. No proceedings of a meeting of the General Council shall be invalidated on the ground of non-receipt of notice or agenda paper if the same has been duly issued to the members.

## **II. Rules for conduct of Business of the Executive Council.**

1. The Executive Council shall meet at least once in Six months and more often if required.
2. Not less than fifteen days' notice shall be given for a meeting of the Executive Council.
3. One-third of the total number of the members of the Executive Council shall constitute a quorum for a meeting.
4. The meeting of the Executive Council shall be presided over by the Vice-Chancellor or, in his absence, by a member selected by the members present.
5. The proceedings of the meeting of the Executive Council shall be placed before the next meeting for confirmation.
6. The Registrar shall send agenda papers at least 10 days before the date of the meeting.
7. Any member, who intends to move a motion at a meeting of the Executive Council shall give notice of such motion to the Registrar so as to reach him not less than three days before the date of the meeting. The Vice-Chancellor shall have the rights to disallow a motion if it does not come under the purview of the powers and duties of the Executive Council as embodied in the Act, and the Statutes, Ordinances, and Regulations framed there under. The decision of the Vice-Chancellor in the matter shall be final.
8. In case of difference of opinion among the members on any matter, it shall be decided by a simple majority of votes of the members present in the meeting. Each member shall have one vote and in case of equality of votes; the Chairman or the member presiding shall have, in addition, a casting vote.
9. In case of any exigency of the situation demanding urgent and immediate action, the Vice-Chancellor may permit the business to be transacted by circulation of papers to the members of the Executive Council and the matter shall be decided by agreement of the majority of the members of the Executive Council with the proposed action to be taken on the subject. The papers shall be placed before the next meeting of the Executive Council for ratification.
10. No proceedings of a meeting of the Executive Council shall be invalidated by reason merely of a vacancy or vacancies existing at the time in the Executive Council.
11. No proceedings of a meeting of the Executive Council shall be invalidated in case a member does not receive a notice or agenda papers provided they have been duly sent by the Registrar.

Conduct of  
business of  
the Executive  
Council.

12. In any matter not provided for by these rules, the Chairman may give a ruling not inconsistent with the provisions of the Act, the statutes, the Ordinances and the regulations or these rules.
13. In case of any dispute or differences of opinion on any matter, the decision of the Chairman shall be final.
14. All references in these Rules to the Vice-Chancellor or the Registrar shall be deemed to have been referred to a person acting as such for the time being.
15. No traveling or other allowances shall be paid to a member of the Executive Council for attending the meeting.

### **III. Rules for conduct of Business of the Academic Council.**

1. Save as otherwise provided in the Act, the following procedure shall be observed for conduct of business of the meeting of the Academic Council :-
  - a) The Registrar shall ordinarily give not less than fifteen days' notice to the members for a meeting of the Academic Council;
  - b) The proceedings of the meeting of the Academic Council shall not be invalidated by reason that a member has not received a notice or agenda paper provided it has been duly issued;
  - c) No proceeding of a meeting of the Academic Council shall be invalidated merely by reason of a vacancy or vacancies existing at the time being in the Academic Council;
  - d) In any case not provided by these rules, the Chairman may give a ruling as to the procedure to be followed not inconsistent with the provisions of the Act, the Statutes, Ordinances and Regulations framed thereunder;
  - e) Save as otherwise provided, in case of any dispute or difference of opinion on a subject, the interpretation or ruling of the Chairman shall be final.
  - f) No travelling or other allowances shall be paid to the members of the Academic Council for attending a meeting.

Conduct of  
business of  
the Academic  
Council.

### **IV. Rules for conduct of Business of the Planning Board.**

1. The term of the Planning Board shall be for three years.
2. The Member-Secretary shall issue notice not less than ten days before the date of the meeting. The date, time and venue of the meeting shall be such as may be fixed by him in consultation with the Chairman.
3. One-third of the total number of members of the Board shall constitute quorum for a meeting.
4. The Board shall meet at least twice in a year as provided in the Act and more often, if necessary.
5. In case of any dispute or difference of opinion among the members on any matter, whatsoever, the decision or ruling given by the Chairman shall be final.
6. No proceedings of a meeting of the Board shall be invalidated merely by reason of any vacancy or vacancies existing in the Board for the time-being.
7. The Secretary shall keep on record the proceedings of the meeting which shall be confirmed by the next meeting of the Board.
8. The members shall not be entitled to any travelling or other allowances for attending a meeting of the Board.

Conduct of  
business of the  
Planning Board.

## **V. Rules relating to conduct of business for the Board of Studies.**

1. At least ten days' notice shall be given for a meeting of the Board of Studies.
2. One-third of the total number of member of a Board of Studies shall constitute a quorum for a meeting.
3. The Board of Studies shall be convened, whenever necessary, under the direction of the Chairman, by the Registrar who shall maintain a record of the proceedings of all meetings. It shall, also, meet on requisition in writing by at least one-third of the total number of members.
4. Meetings of a Board shall be presided over by the Chairman of the Board or in the absence of the Chairman, the members present shall elect a Chairman for the meeting.
5. The Academic Council may call upon two or more Boards to meet together to decide any question of common interest. The joint meeting may elect its own Chairman. The Registrar shall act as Secretary at such a joint meeting and keep record of the proceedings. At least 10 (ten) days' notice shall be given for a meeting of the Boards of Studies.
6. No proceedings of a meeting of a Board shall be invalidated by reason merely of any vacancy or vacancies existing in the Board for the time being.
7. Any matter not expressly provided for in these rules shall be decided by the Chairman whose decisions shall be final.
8. The term of the Board of Studies shall be for three years.
9. No travelling or other allowances shall be paid for attending a meeting of the Board of Studies.

Conduct of  
business of the  
Board of Studies.

## **VI. Rules for conduct of Business of the Finance Committee**

1. The Finance Committee shall meet at least once every year and more often, if necessary.
2. The Finance Committee shall be convened under the direction of the Chairman by the Registrar on the date, time and place as may be fixed by the Chairman. The Registrar shall act as the Secretary to the Finance Committee who shall maintain a record of Proceedings of the meeting of the Finance Committee.
3. The Proceedings of the meeting of the Finance Committee shall be subject to the approval of the Executive Council.
4. No travelling or other allowances shall be paid to the members for attending a meeting of the Finance Committee.

## **VII. Rules for admission to different Post-graduate Degree, Diplomas and Certificate Courses in Health Science Education.**

1. **Jurisdiction of the University relating to Seats.**
  - 1.1. Admission to 75 percent of the total number of seats in different Post-graduate courses in Health Sciences shall be conducted by the University.
  - 1.2. Admission to the remaining 25 percent of the seats shall be open to candidates selected in All India Entrance examination strictly on the basis of rank attained by them.

**2. Eligibility Criteria.**

- 2.1 Citizens of India who have obtained a degree in any of the disciplines in Health Science from any University in West Bengal and have completed their rotating internship as prescribed and in fulfillment of such other conditions attached to different courses of studies, as the case may be, shall be eligible to apply for admission to the Post-graduate degree, Diploma and certificate courses of studies in Health Sciences.
- 2.2 No application for admission to Post-graduate degrees, diploma and certificate courses in different disciplines of Health Science shall be accepted unless the candidates have registered themselves with the respective Central Council of India or its State branch, wherever, such condition is essentially required to be fulfilled.
- 2.3 Candidates who are in regular employment of West Bengal State Health Service have requisite qualification shall be eligible to apply for admission, even if they have obtained their degree in Health Science from any UGC recognised University or institutions outside the State of West Bengal, provided they are being sponsored by the State Government. Such candidates, if selected for admission is required to produce sponsorship certificate from the State Government.
- 2.4 Candidates from foreign countries who are not citizens of India, may be allowed admission to Post-graduate Course of Studies in a discipline in Health science, if allowed by the Vice-Chancellor, provided they have obtained the minimum qualifying marks in the written test conducted by the University for the purpose. Such candidates shall be required to submit necessary clearance certificate from the respective Central Council and sponsorship certificate and /or no objection certificate from the Ministry of Home Affairs and Ministry of External Affairs, Government of India.

**3. Written test and preparation of Merit List of the candidates seeking admission to Post-graduate Courses of Studies in any Stream of Health Science Education.**

- 3.1 A written test will be conducted by the University and on the basis of performance of the candidates seeking admission to different Post-graduate courses of studies in any discipline of Health Sciences, a merit list shall be prepared.
- 3.2 The University shall prior to the commencement of each session for admission to any of the Post-graduate courses in Health Sciences, shall publish notice in the newspapers inviting applications from the candidates. A booklet containing the details of the seats available in different streams/ discipline of the Post-graduate Courses of Studies together with a prescribed form shall be made available to such candidates on payment of a sum of money as may be fixed by the Executive Council from time to time.
- 3.3 No applicant for admission shall be allowed to appear at the entrance examination unless he has submitted his application in the prescribed form and fulfilled the eligibility criteria outlined in the foregoing articles 2.1 to 2.4.

**Rules of  
Admission.**

- 3.4 Any candidate found guilty of impersonation, or of submission of incorrect or false statements/documents or of suppression of material information or of tampering of records at any stage during the process of scrutiny of application or found guilty of copying or of taking help of electronic devices during the examination, or found guilty of an offence at any time even after the examination is over, his application/written examination shall be cancelled.
- 3.5 As regards language to be used, type of question papers to be set (essay type or objective type), categorisation of groups and subjects to be included for the written test as well as minimum qualifying marks for selection of candidates shall be such as may be decided by the Academic Council.
4. **Merit List of Candidates.**
  - 4.1 The rank of the candidates as have been found qualified in the written test shall be determined on the basis of the marks scored by the candidates. The merit list shall be arranged according to rank based in order of decreasing marks obtained by the candidates.
  - 4.2 In the event of equal marks scored by more than one candidates on the basis of the results in the written test examination, the rank shall be determined taking into account the comparable marks scored by the candidates at the last final professional examination.
  - 4.3 The rank of the candidates shall be indicated against the roll number of the candidates and the provisional merit list shall be displayed in the notice board. Separate merit list shall be displayed for Scheduled caste/ Scheduled tribe/Physically handicapped candidates and Government sponsored Health Service candidates with the inclusion of Scheduled Caste/ Scheduled tribe/Physically Handicapped candidates from among them separately.
5. **Counselling for selection of candidates for admission to the Post-graduate course of studies in the University and colleges.**
  - 5.1 Admission to different courses of studies in the University as well as in an affiliated college shall be made through counselling strictly in adherence with the schedule as may be prepared for the propose and published along with the provisional merit list which will be available in the notice board of the University and the affiliated colleges as well. No intimation will be sent to the individual candidate on the subject.
  - 5.2 A candidate is required to appear in person before the selection committee according to the date and time announced in the schedule for counselling - otherwise he will be marked absent and no request for changing the schedule for counseling for any reason, whatsoever, shall be acceded to.
  - 5.3 No candidate after obtaining degree in a subject shall be eligible for admission to the diploma course of study in the same subject.
6. **Reservation of seats.**
  - 6.1 Government-sponsored candidates belonging to West Bengal Heath Service/ Medical Education Service shall not be eligible for admission to a Post-graduate studies in the subject in general seats if government quota exists



in the subject. They may, however, be admitted in a subject in general seat where there is no Government quota.

- 6.2 Seats shall be kept reserved for Scheduled caste/Scheduled tribe/Physically handicapped candidates in each discipline in Health Science according to the quota fixed in the Government orders and notifications issued from time to time. Seats remaining vacant even after following strictly the Government orders and notifications in respect of the candidates may be filled in by the candidates in the merit list of general category according to the rank attained by them. The same procedure as above shall be followed in case of filling up vacant seats from the merit list of Scheduled caste/Scheduled tribe/Physically handicapped candidates belonging to West Bengal Health/Medical Education Service.
  - 6.3 In the absence of adequate number of qualified candidates available from the reserved categories indicated above, the vacancies shall be filled up by from amongst the non-sponsored general category of candidates.
- 7. Publication of notice and booklets.**
- 7.1 Notice inviting applications for admission to different Post-graduate courses of studies as well as Post-Madhyamik certificate course of study, if any, shall be published in the daily news papers with the approval of the Vice-Chancellor.
  - 7.2 A booklet containing all the information relating to different courses of studies shall be published well in advance before the commencement of the academic session.
  - 7.3 No qualification for admission to any course of studies in the University and the colleges shall be entertained unless supporting documents are accompanied with the application.
  - 7.4 Candidates shall apply in a prescribed application form which shall be made available from the office of the University or the colleges or any other places as may be notified.
8. A separate admission test examination may be conducted for certificate course of studies in a discipline of Health Science after Madhyamik stage as may be introduced by the University from time to time and admission of students may be allowed on the basis of the result of such examination. Procedure outlined above for holding such examination shall apply *mutatis mutandis*.
-