



THE WEST BENGAL UNIVERSITY OF HEALTH SCIENCES

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NOTIFICATION

The WBUHS First Regulations 2003, chapter – II, Part – II Clause 17 **Duties of Teachers Non-teaching employees:**

Duties

- Every University employee shall faithfully discharge his duties, always behave courteously with the members of the public, colleagues, students or teachers of the University and shall always try to help them in all possible ways through quick and faithful discharge of duties assigned him.
- Every University employee shall maintain integrity, impartiality and devotion to duty and shall not indulge in any activity derogatory to the prestige of the University.
- Every employee shall promote and encourage collective functioning in the interest of administrative efficiency and apply personal initiative to the efficient discharge of duties.

Rights

- Every University employee shall have the right to form association and there shall be no bar to trade union activities in a democratic way but shall not indulge in any activity prejudicial to the interest of the University.
- Every employee shall have full democratic right shall not be construed to include those activities punishable under the law of the land.
- Every employee shall enjoy all the benefit of leave rule and retirement benefit as provided in the Statutes, Ordinances, Regulations and Rules of the University.

Obligation

- Every employee shall abide by and strictly adhere to service conditions and conduct rules embodied in the Statutes, Ordinances, Regulations and/or Rules of the University.

The WBUHS Statute 2003, chapter - XI, Part - I Clause 129 (1, 2), 134

- Every University or college employee, shall at all times, maintain a very high standard of integrity, impartiality and devotion to duty.
- No University or college employee shall behave in a manner which is improper, unbecoming of and derogatory to the prestige of the University or the colleges.

Disciplinary action

The following may for good and sufficient reasons, such as:

- Neglect of duty.
- Want of due diligence in the performance of duties.
- Violation of order regarding attendance and office discipline.
- Insubordination or disregard or violation of the orders of the Superior Officers.
- Violation of any of the provisions prescribed in Statutes of the University.

Following disciplinary action may be imposed upon the employee, namely:

- Censure.
- With-holding of increments not affecting promotion.
- Recovery of the whole or part of any pecuniary loss caused to the University or to the college by negligence of duty or breach of trust.
- Removal or dismissal from service.
- All appeals in disciplinary matter shall be decided by the Vice-Chancellor in the case of a college authority except as may be otherwise provided in a contract.

The WBUHS 1st statute 2003 Chapter –VI, part – 3, clause - 48

Duties & functions of college teachers:

48. 1) A teacher of an affiliated college shall normally, take up classes according to the routine of classes framed for the purpose. A teacher may be required to take up extra classes in consideration of the urgency of the situation arising out of non-completion of syllabus for courses of studies for any reason, whatsoever, if assigned to him by the Principal or the Head of the Department of the college in the interest of the students. Besides, a teacher shall be required to take up tutorial and practical/clinical classes. Provided that no teacher shall ordinarily be required to work for more than five period of class work per day.

Provided further that each period of class work shall be of one hour's duration.

2) It shall be the duty of the teachers of a college or institution to co-operate and assist in carrying out the day to day function of the college such as appraisal of the application for admission, advising and counseling students and rendering service for conducting examinations of the college as well as of the University and perform such function as may be entrusted to him by the Principal and or the University in processing the result thereof.

3) Every teacher and Principal of the college shall sign the Attendance Register daily on their arrival in the college punctuality. The Principal of the college shall countersign the attendance register maintained for the purpose each day.

4) In particular and without any prejudice to the foregoing provisions, it shall be the responsibility of a teacher to perform the following duties:-

- a. To co-operate and participate in invigilation work in any examination held either by the college or the University;
- b. To assist in the preparation of class routines;
- c. To carry out field work to fulfill requirements in relation to courses of studies;
- d. To co-operate and assist the Principal in the matter of admission of students as may be desired;
- e. To participate in NCC, NSS, sports and games and other extra-curricular activities for the well-being of the students;
- f. To assist the Principal in the management and maintenance of discipline in the hostels and messes attached to the colleges or administered by them;
- g. To make internal assessment of students and guide them for improvement in the field of knowledge.
- h. To evaluate answer scripts of students for any examination conducted either by the college or the University and,
- i. To do such other work as may be entrusted to them by the Management or the University from time to time for the well being of the students and to maintain high quality of standard of health science education as well.

Date: 23/02/2021


Registrar, WBUHS