



VISVA-BHARATI
SANTINIKETAN

OFFICE ORDER


The undersigned is directed to convey that the Karma-Samiti (Executive Council) at its meeting held on 24.01.2015 vide Resolution No.15 approved the recommendation of the Committee constituted by the Executive Council in its meeting held on 15.09.2014 on the issues pertaining to counselling of students, preparation of a complete Data Base of the students, security measures in and around the University complex etc. for implementation.

A copy of the said recommendation is enclosed herewith for information and necessary action.

No. G/K.10/III-15/2014-2015

Date: 06.03.2015

Enclo : as stated


Registrar
Visva-Bharati

To:

1. Pro-Vice Chancellor/All Provosts/Principals of Bhavanas/Vibhagas
2. Heads of all Departments/Centres
3. Director, PSNS
4. Controller of Examinations
5. All Proctors
6. Joint Registrar, Academic & Research

Copy to:

1. Finance Officer
2. Joint Registrar, Establishment
3. Deputy Registrar, Estate
4. C.S. to Vice-Chancellor
5. P.A. to the Registrar
6. Section Officer, Meetings
7. File

Recommendations of the Committee

After threadbare discussion on the issues specified above, the Committee unanimously recommends the following to consider the same for implementation ;

1. Preparation of a complete Data Base of the students

The Central Data Base [Annexure - I] for all the students of the University duly approved by the Upacharya on 16.09.2014 be prepared by the University. A notification to this effect specifying a reasonable time for submission of data by the students be issued by the Administration of the University in order to prepare the said Data Base.

2. Counselling & Mentoring of Students

The Committee suggests that counselling of students may be held at least 3 (three) days in every week at the Counselling Centre of the University. The Senior Faculty Member(s), Doctor(s) and Psychiatrist(s) may be involved for counselling of students in addition to the existing Counsellors. It is also recommended that the persons having knowledge and experience in psychology such as i) Prof. Sukla Deb Kanungo, Former Adhyapaka of the University ii) Prof. Nilanjana Sanyal, Former Professor of Calcutta University and iii) Dr. Mohit Saha, Pearson Memorial Hospital, Visva-Bharati may be involved for the purpose of counselling of students of the University.

The suggestions (Annexure - II) made by the Principal, Kala-Bhavana in his letter dated 01.09.2014 addressed to the Registrar, Visva-Bharati for welfare of the students of the University be considered for implementation after discussion with all Provosts, Directors, Principals and Proctor.

3. Code of conduct for students

4. Role of wardens in all Hostels

5. Discipline in the University/Hostels

The Committee is of the opinion that the norms governing hostel life (both Boys and Girls) including the code of conduct for students, role of wardens in all hostels, discipline in the University/Hostels as specified in the 'Hostel Manual' of the University be accepted for implementation.

The Committee also recommends the following points which may be considered for incorporation in the 'Hostel Manual' of the University :

- a) The Warden with the approval of the Dean of Students' Welfare shall appoint one 'Prefect' for each hostel from amongst the boarders of the respective hostels for a period of one year. The Prefect will assist the Warden in administration of the hostel affairs and shall ensure that all hostel rules are observed by the students. The Prefect shall be exempted from paying the seat rent and hostel common room fee for his/her tenure.

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- b) The Warden with the approval of the Dean of Students' Welfare may appoint one 'Assistant Prefect' for each hostel from amongst the boarders of the respective hostels for a period of one year. The Assistant Prefect shall assist the Warden/Prefect for smooth functioning of the Hostel. In absence of the Prefect, the Assistant Prefect will act as 'Prefect-in-charge'. The Assistant Prefect shall be exempted from paying the seat rent for his/her tenure. [instead of Student Caretaker as specified in the Hostel Manual of the University]
 - c) An assessment on the performance of 'Prefect' and 'Assistant Prefect' will be made on completion of service of six (6) months. The Prefect /Assistant Prefect may be removed from service if his/her performance during last six (6) month is not satisfactory.
 - d) The Warden shall be granted an imprest fund of Rs.1,000/- (One thousand)only to meet the emergency and contingency expenditure required for maintenance of the hostel.
 - e) Electric bulbs/fluorescent tubes for all boarders shall be supplied by the University only at the time of fresh admission to the hostel. Replacements of the same shall be the responsibility of the boarders.
 - f) Boarders are strictly prohibited to have the items such as dangerous materials, explosives, arms, weapons etc. in their possession at any time under any circumstances.
 - g) No boarder will be allowed to shift from his/her allotted room to any other room without written permission from the Warden. The boarders will not be allowed to shift/exchange furniture and other assets from one room to another.
 - h) Disciplinary action shall be taken against a boarder if he/she is found to violate the following rules and regulations of the University ;
 - (i) Ragging in any form in hostels or in the University campus
 - (ii) Picking up quarrel or altercation with fellow boarders and employees of the hostel. Use of foul language or indulging in any unruly or indecent behaviour or smoking, getting inebriated while residing in the Hostel
 - (iii) Fraudulent use of student Identity Card
 - (iv) Any other acts which in the opinion of the Warden/Prefect are detrimental to the interest of other boarders as well as to the University.

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6. Suitable security measures such as proper lighting system, recruitment of women security staff and patrolling in and around the University complex

The Committee recommends for executing proper lighting system in and around all hostels, recruitment of adequate women security staff and patrolling in and around the University complex round the clock and also to take appropriate measures as and when required in order to ensure security of all students of the University.

The Committee suggests that the Warden(s) may be posted to all hostels including Boys' hostels of the University. 'Live-in Warden(s)' may be deployed to all hostels to look after the students round the clock.

7. Code of conduct for Faculty

An 'Attendance Register' for keeping records on attendance (both arrival and departure time) of all faculty members of the Bhavanas/Departments/Centres including Patha-Bhavana and Siksha Satra may be maintained by each Bhavana/Department/Centre of the University. The time of arrival at and departure from the Department would be recorded in the 'Attendance Register' by each faculty member along with his/her signature. It is also recommended that Digitalized/Biometric Attendance System (Card Swipe system) may be launched at each Bhavana/Department/Centre in order to ensure to keep record on the attendance of each faculty member of the University. The students' feedback regarding attendance of faculty may be obtained in each year and a format to this effect may be prepared and circulated among the students of the University seeking their feedback.

It is also desirable that all faculty members of the University would attend all functions and festivals of the University. It is suggested that a clause to the effect that 'the presence of each faculty member in all functions and festivals of the University is desirable' may be incorporated in the appointment letter issued by the University in respect of the incumbents selected to any faculty position of the University.

8. Recommendation of the Lyngdoh Committee Report

The Committee, after having gone through the recommendation of the Lyngdoh Committee Report, is of the opinion that the said recommendation may be considered for implementation in this University after making necessary amendments of the Act & Statutes of the University. [Report – Annexure – III]

Miscellaneous :

The functions of the Students' Council may be activated in accordance with Clause 20 I.1 of the Statutes of the University.

A separate office namely 'International Office for Foreign Students' may be opened in the office of the Dean of Students' Welfare of the University. Moreover, all the offices catering to students' needs (Dean of Students' Welfare, Proctor and Foreign Students' Advisor) may be housed in one building to remove the logistic difficulties students presently face to visit these distantly located offices. This will not only facilitate early solution of problems faced by the students but also expressly address their urgent requirements.

The posts of Wardens lying vacant since long be filled at the earliest.

The meeting ended with a vote of thanks to the chair.

Shelley Bhattacharya
Prof. Shelley Bhattacharya
17/11/14

Tapati Mukherjee
Prof. Tapati Mukherjee 18/11/14
2014.

S. Sen 20.11.14
Prof. Sabujkoli Sen

Indrani Mukhopadhyay
Prof. Indrani Mukhopadhyay 18.11.14