



ESTD- 2002

**CALCUTTA INSTITUTE OF PHARMACEUTICAL
TECHNOLOGY & AHS**

C.I.P.T.,

Banitabla, Uluberia, District-Howrah, Pin-711316

CONSTITUTION

Under

**ULUBERIA RURAL SOCIETY FOR CARE OF HEALTH &
RESEARCH DEVELOPMENT, WEST BENGAL-711316**



[Signature]
05/04/2023
Principal
Calcutta Institute of Pharmaceutical
Technology & Allied Health Sciences
Banitabla, Uluberia, Howrah-711316

Preamble:

Calcutta Institute of Pharmaceutical Technology & AHS (herein under referred to as the College) situated at NH-16 Banitabla, Uluberia, Howrah was founded in the year 2002 by Uluberia Rural Society for Care of Health & Research Development (herein under referred to as the Managing Society). The College intends to provide education to students primarily belonging to the Hindu community, who seek technical education in the branch of Pharmacy & Allied Health Sciences through the medium of English up to the Diploma, Graduation & Post Graduation & Research in allied aspects. However, education will be provided to students of other communities as well, without any distinction or discrimination on any grounds.

Whereas it was deemed expedient to frame and adopt a constitution to guide the working and management of the College and other related matters.

Whereas The Society, at its meeting held on 7th July 2023, adopted the following Constitution. Whereas it is necessary and expedient to notify the same formally and publicly for general information and reference, the same is hereby notified:

Aims and Objectives:

The College aims at providing a comprehensive education in the field of Pharmacy with the objective of bringing them up to be a responsible professional in the various field of pharmacy & medical sciences making a significant contribution to uplift the standard of health care & maintain a disease-free society. The College prepares students to appear to obtain Diploma in pharmacy conducted by West Bengal state council of Technical & Vocational Education & Skill development, Government of West Bengal, Technical Education Division, and students also appear to obtain Graduate & Post Graduate degree conducted by Maulana Abul Kalam Azad University of Technology being the State University for Technical Education. The medium of instruction is English and the College shall aim at a high standard and excellence of education under the leadership of eminent Governing Body, dedicated managing Society, faculty and the supporting staff. The College shall also maintain a high standard of character, discipline, spiritual and moral values under the guiding principles of the managing Society.

VISION

To be a premier institute and to achieve excellence in pharmacy education and research.

MISSION STATEMENT

- To create state-of-the art infrastructural facilities to enhance teaching-learning and research to achieve excellence.
- To promote innovation in teaching-learning by organizing faculty development programmes for continuous improvement in education system to meet the needs of healthcare and pharmaceutical industry.
- To develop closer interface with pharmaceutical industry and research institutes to promote collaborative research to ultimately become a resource centre.

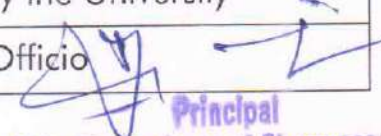
1. Property And Ownership:

The land, buildings and all other immovable properties belong to the Society, which have been leased for operation to the College, in the best interests of the College. The property or any part thereof shall not be sub leased and/or dealt with and/or alienated for any purpose whatsoever by anyone without the specific written sanction of Society, duly authenticated by the Chairman thereof.

2. Governance:

- 2.1 The name of the College shall be Calcutta Institute of Pharmaceutical Technology & Allied Health Sciences, situated at NH-16, Banitabla, Uluberia, Howrah-711316.
- 2.2 The College shall be managed by the Governing Body constituted as per applicable guidelines of the University Grants Commission consistent without any financial support from the Government for maintenance.
- 2.3 The medium of instruction shall be English.
- 2.4 The college shall have the following statutory bodies to ensure proper management of academic, financial, and general administrative affairs:
- (a) Governing Body. (b) Academic Council.
(c) Board of Studies. (d) Finance Committee.
- 2.5 The College shall, in addition, have other non-statutory committees such as the Planning and Evaluation Committee, Grievance Redressal Committee, Examination Committee, Admission Committee, Library Committee, Student Welfare Committee, Internal Complaints Committee, Extra-Curricular Activities Committee and Academic Audit Committee, etc.
- 2.6 The Governing Body shall be appointed in the manner following:

Number	Category	Nature
5 Members	Management	Parent Body Head of Parent Body will be the Chairperson
2 Members	Teachers of the College	Nominated by the Principal based on seniority by rotation
1 Member	Educationist or industrialist	Nominated by the management
1 Member	State Government nominee	Academician not below the rank of professor or State Government official of Directorate of Higher Education/State Council of Higher Education
1 Member	University Nominee	Nominated by the University
1 Member	Principal of College	Ex-Officio


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2.7 Term :

Members, other than Ex-Officio Members and Principal, shall hold office for a term of three years and may thereafter be eligible for reappointment. In the event of vacancies occurring during the term, other members may be co-opted on the governing body, for the remainder of three-year term, representing the post in which the vacancy occurs. Vacancies aforesaid may occur by voluntary resignation, leaving the country for good, or by death.

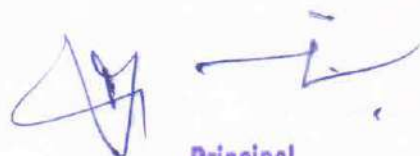
2.8 Quorum :

Presence of minimum 50% of Members and mandatory presence of University Nominee will be the quorum.

2.9 Powers, duties and responsibilities of the governing body :

The governing body shall be responsible for all matters relating to the administration and welfare of the College and in this connection shall have the following powers and responsibilities.

- ◆ To frame Rules and Regulations for its own guidance, the administration, welfare, and protection of the College.
- ◆ To appoint an ad-hoc Chairman in the absence of the Chairman.
- ◆ The Chairman/President of the Society shall nominate the ex officio member of the Governing Body. The member Secretary of the Governing body shall always be nominated by the Chairperson of the Managing Society from amongst the members of the Managing Society. In case of absence of the secretary in any meeting of the Managing Committee, Chairman will nominate a member present to officiate as the Member Secretary for that meeting.
- ◆ To appoint all employees/Staff of the College (other than the Principal and Vice Principal of the College , who shall be appointed by the Founder Body)
- ◆ To remove, suspend and/or take disciplinary action against any member of the staff, including the Chairman and Principal, as per the Staff Rules.
- ◆ To exercise overall control of accounts, appoint auditors, and have the same audited at an appropriate time.
- ◆ To examine and sanction the Annual Budget presented by the Principal/ Secretary, normally before the beginning of the financial year to which it applies.
- ◆ To appoint an Advisory Committee and other Sub-Committee for the term.
- ◆ The Governing Body may hold the following meetings, in addition to the Ordinary Meetings depending upon the need:
 - ◆ Special Meetings
 - ◆ Emergency Meetings



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- ◆ Governing Body may appoint an Enquiry Committee if necessary.

3.0 Academic Council :

COMPOSITION OF ACADEMIC COUNCIL:

1. The Principal (Chairman)
2. All the Heads of Departments in the college
3. Four teachers of the college representing different categories of teaching staff by rotation on the basis of seniority of service in the college.
4. Not less than four experts/academicians from outside the college representing such areas as Industry, Commerce, Law, Education, Medicine, Engineering, Sciences etc., to be nominated by the Governing Body.
5. Three nominees of the university not less than Professors.
6. The Controller of Examination of the College
7. A faculty member nominated by the principal (Member Secretary).

Term : The term of the nominated members shall be three years.

Meetings : Meetings of the Academic Council shall be held at least once every six months.

Functions of the Academic Council :

- (e) To scrutinize and approve the proposals with or without modification of the Boards of Studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc., provided that where the Academic Council differs on any proposal, it shall have the right to return the matter for reconsideration to the Board of Studies concerned or reject it, after giving reasons to do so.
- (f) To make regulations regarding the admission of students to different programmes of study in the college keeping in view the policy of the Government.
- (g) To make regulations for sports, extra-curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- (h) To recommend to the Governing Body proposals for institution of new programmes of study.
- (i) To recommend to the Governing Body institution of scholarships, studentships, fellowships, prizes and medals, and to frame regulations for the award of the same.
- (j) To advise the Governing Body on suggestions(s) pertaining to academic affairs.

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(k) To perform such other functions as may be assigned by the Governing Body.

.2 BOARD OF STUDIES :

Composition of Board of Studies:

1. Head of the Department concerned (Chairperson).
2. All faculty members of the Department.
3. Two subject experts from outside the Parent University to be nominated by the Academic Council.
4. One expert to be nominated by the Vice-Chancellor from a panel of six recommended by the college principal.
5. One representative from industry/corporate sector/allied areas.
6. One member of the College alumni to be nominated by the principal.
7. Experts from outside the college whenever special courses of studies are to be formulated, to be nominated by the Principal.

Term : The term of the nominated members shall be three years.

Meetings : Meetings of the Board of Studies shall be held at least once every six months.

Functions :

The Board of Studies shall recommend the following to the Academic Council:

- (a) Courses of studies;
- (b) Measures for the improvement of the standards of teaching and research;
- (c) Any other academic matter.

; FINANCE COMMITTEE :

Composition of Finance Committee:

- (a) The Principal (Chairman).
- (b) One person to be nominated by the Governing Body of the college for a period of two years.
- (c) One senior-most faculty member of the college to be nominated in rotation by the principal for two years.
- (d) Finance officer of the College (Member Secretary)

Term : Term of the Finance Committee shall be three years.

Meetings : Meetings of the Finance Committee shall be held at least once every six months.

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Functions of the Finance Committee :

The Finance Committee shall act as an advisory body to the Governing Body, to consider:

- (a) Budget estimates relating to the grant received/receivable from funding agencies, and income from fees, etc. and
- (b) Audited accounts for the above.

3. Meetings :

The Board of Managing Committee shall normally meet not less than two times a year. Committee shall generally be held in the College premises or at the office premises of the Managing Society . The Secretary shall, in consultation with the Chairman of the Governing Body, fix the date and Agenda for all Committee Meetings. Notice of Meeting, accompanied by the agenda approved by the Chairman of the Committee, shall be circulated to all members at least ten (10) days before the date of the meeting.

- a) Special meeting with special agenda may be convened in consultation with the Chairman and with 5 days' notice.
- b) The Chairman or, in his absence, the Vice- Chairman, may convene an Emergency Meeting at a short notice.

4. Operations of Bank Accounts :

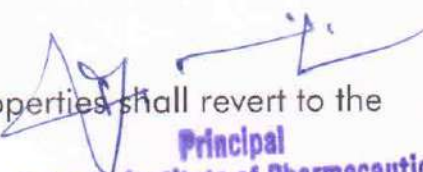
- 4.1 Managing Society shall be the sole authority to open, suspend or close any Bank Account of the College and to appoint or remove, if found necessary signatories to sign cheques and/or vouchers, and shall control other financial matters of the College .
- 4.2 The chairman/ Secretary/Treasurer of the College shall sign all cheques and vouchers jointly with the Chairman/Secretary/Treasurer of the Society.
- 4.3 All College Bank Accounts, Fixed Deposits, Investments or Loan shall be operated jointly by the Chairman /Secretary/Treasurer of the College along with the Chairman/Secretary/Treasurer of the Society .

5. Use of College Property :

- 5.1 The College premises shall not be used for any political meeting or unauthorized gathering.
- 5.2 Allotment of Staff quarters shall be done by the Managing Committee as and when necessary, on such terms and conditions as it may, in its sole and absolute discretion think fit and proper.

6. Closure of the College :

In the event of the closure of the College, all College properties shall revert to the Society, the lessor of the property.


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7. Powers of the Chairman :

- 7.1 The Chairman shall have overall care of and general supervision over the Institution.
- 7.2 The Chairman shall preside over the meetings of the Board of Managing Committee.
- 7.3 The Chairman shall have one vote. In addition, thereto, in case of a tie of votes, the Chairman shall have a casting vote to take a decision.
- 7.4 The Chairman shall have the power to freeze the Bank Accounts of the College at any time in the interests of the College and report the matter to the Managing Society, within 3 days thereof, for necessary action. The Managing Society shall thereafter decide the future course of action in connection therewith.
- 7.5 The Chairman, in case of Emergency, shall assume overall control of the College in all matters and take such steps as the situation may warrant and report the matter at the earliest to the Governing Body for necessary action.
- 7.6 The Chairman, or in his absence the Vice-Chairman shall have the power to call an Emergency Meeting at short notice.

8. Duties and Responsibilities of the Chairman :

The role of the chairman is to provide overall leadership for the various programs and faculty in the College, and to facilitate the teaching, research, special studies, professional development, and the service of the College to a variety of publics. As a leader, the Chairman facilitates the articulation of a vision to foster the College 's creative development and enables annual strategic planning and goal setting.

9. Duties and Responsibilities of the Secretary:

- 9.1 The secretary shall perform the duties in consultation with the Chairman under the direct control of the Chairman of Managing Committee.
- 9.2 The secretary shall issue notices with Agendas, approved by the Chairman, to convene the Managing Committee meetings and record the minutes. The minutes shall be duly approved by the Chairman and circulated to all members of the Board within 60 days of the last meeting.
- 9.3 The Secretary shall deal with all correspondence relating to the Board of Governors/Managing Committee or other Sub- Committee Meetings.
- 9.4 The Secretary shall be the official correspondent with the Government and all other outside agencies on statutory matters relating to the normal functioning and running of the College in consultation with the Principal.
- 9.5 However, in case of any controversial or contentious issues the Chairman, and in his absence, the Vice – Chairman must be consulted prior to any action being taken.

9.6 The principal shall ensure that all Provident Fund, Gratuity and other retrieval benefits of the employees are in conformity with the law.

10. Duties and Responsibilities of The Principal:

The principal shall, on behalf of the Committee, take charge of all equipment, property, furniture, registers, records, books of accounts and other documents belonging to the College; check and pass vouchers and bills subject to Budget Provisions; supervise and transact the work and business connected with the College. The College and the office, etc., shall be under the direct charge of the principal, who shall be responsible for the students and the safe custody of all College furniture fittings, equipment's records and all other property, both movable and immovable, and shall maintain a proper inventory of the same and present it to the Board as when called for. He /She shall also help the Secretary to prepare the Budget, Audit of Accounts, and extend all cooperation for the effective functioning as secretary of the College. The above functions shall be discharged in consultation with the Chairman.

- 10.1 The principal shall be responsible to guide the academic, co-curricular and research activities of the College, supervise, direct and allot duties to the teaching, non-teaching staff and service staff in consultation with the Chairman.
- 10.2 The principal shall have the authority to suspend, remove from the rolls of the College or take any other appropriate action against a student if the presence of such a student is found detrimental to the interest of the College / other students and/or parents and/or the reputation of the College and/or if the student is unfit to continue academically on grounds of ill health.
- 10.3 The Principal shall have the power to suspend from office any of the College Teaching, Non-Teaching and Service Staff on charge of negligence and/or dereliction of duty and/or impropriety of conduct and/or indiscipline and/or misconduct, and shall bring such suspension and details of the case immediately to the notice of the Governing Body .
- 10.4 The principal shall preserve, maintain and promote the healthy standards of the College, and have the responsibility to develop team spirit amongst the Staff and students, who by their care, concern and example would create and foster ethos for all-round growth and development of the community in order to make them responsible citizens of our country.
- 10.5 The principal shall take all necessary steps to maintain and promote the high standards of the College.
- 10.6 The Principal shall take charge and ensure the safe custody of all College records, documents and other papers with proper documentation, and produce the same as and when called for by the Board of Governing Body.
- 10.7 The principal shall maintain and protect all College property, both moveable and immovable. In cases of encroachment, misuse, and theft, he/she shall take all necessary action immediately, and report the matter to the Chairman.

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- 10.7 The principal shall maintain and protect all College property, both moveable and immovable. In cases of encroachment, misuse, and theft, he/she shall take all necessary action immediately, and report the matter to the Chairman.
- 10.8 The principal shall be responsible for day-to-day administration of the College.
- 10.9 The Principal shall be responsible for all the internal examinations of the College. He/ She shall also be responsible for all the external examinations pertaining to the College and correspond with the concerned Boards, for affiliation with the help and guidance of the Chairman .
- 10.10 Generally, he/she shall perform all such duties as are incidental to his/her office. The office of the College and all property shall be under his/ her charge.

11. Interpretation /Amendment of Constitution:

- 11.1 The Founder Body (Society) shall have and be the authority to interpret this Constitution.
- 11.2 The Founder Body shall have the right to alter, and amend, any portion of this Constitution.



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