

**GOVERNMENT OF ODISHA**  
**SKILL DEVELOPMENT AND TECHNICAL EDUCATION DEPARTMENT**

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**NOTIFICATION**

Bhubaneswar, dated the 09<sup>th</sup> February, 2023

**No.SDTE-HTE-HTE-II-0020-2022/ 1095/SDTE**

In pursuance of sub-section (1) of Section 27 of the Odisha University of Technology and Research Act, 2021(Odisha Act 17 of 2021), the Government do hereby notify the First Statutes of the Odisha University of Technology and Research as Annexure to this Notification and shall continue to be in force until amended or superseded by Statutes made by the Board in accordance with the provisions of Section 27 of the Odisha University of Technology and Research Act, 2021.

**ORDER**

Ordered that notification be published in the extraordinary issue of the Odisha Gazette for general information and copies be forwarded to all the Departments of the Government and placed in the website of Skill Development and Technical Education Department.


**By order of the Governor,**

 8/2/23

**Principal Secretary to Government**

Memo No. 1076 / SDTE, Bhubaneswar dated the 09<sup>th</sup> February, 2023

Copy forwarded to the Director of Printing & Stationary and Publication, Odisha, Cuttack with a request to issue this Notification in the extra ordinary issue of the Odisha Gazette and supply 100 (one hundred) copies to this Department.

 8/2/23  
Additional Secretary to Government

**P.T.O.**

Memo No. 1077 / SDTE, Bhubaneswar dated the 09<sup>th</sup> February, 2023

Copy forwarded to the Additional Secretary, MoE, Government of India, Shastri Bhawan, New Delhi-110003 for information.

  
Additional Secretary to Government

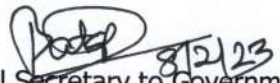
Memo No. 1078 / SDTE, Bhubaneswar dated the 09<sup>th</sup> February, 2023

Copy forwarded to the Chairman, University Grants Commission (UGC), New Delhi-110002 / Chairman, All Indian Council of Technical Education (AICTE), New Delhi-110070 / Director, National Assessment and Accreditation Council (NAAC), Bengaluru-560072 / Chairman, National Board of Accreditation (NBA), New Delhi-110003 for information.

  
Additional Secretary to Government

Memo No. 1079 / SDTE, Bhubaneswar dated the 09<sup>th</sup> February, 2023

Copy forwarded to the Additional Secretary to the Hon'ble Governor of Odisha / the Additional Secretary to the Hon'ble Chief Minister/ PS to Hon'ble Minister, SD&TE / OSD to the Chief Secretary, Odisha / PS to DC-cum-ACS for kind information.

  
Additional Secretary to Government

**ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH  
BHUBANESWAR**

**FIRST STATUTES 2022**

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## NOTIFICATION

The 6<sup>th</sup> February, 2023

No. xxxx —In pursuance of section 26 of the Odisha University of Technology and Research Act, 2021 (Odisha Act 17 of 2021), the State Government do hereby make the following statutes, namely :—

### THE ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH

#### FIRST STATUTES, 2022

##### Part-I

##### Preliminary

##### Chapter-I

##### General

1. (a) These Statutes may be called the Odisha University of Technology and Research First Statutes, 2022.
- (b) They shall come into force on the date of their publication in the *Odisha Gazette*.

#### 2. Definitions

(1) In these Statutes, unless the context otherwise requires—

- (i) “Academic Year” means the year commencing on the first day of July of a calendar year and closing with the thirty day of June of the succeeding calendar year immediately following;
- (ii) “Act” means the Odisha University of Technology and Research Act, 2021 (Odisha Act 17 of 2021);
- (iii) “Alumni” mean former students of College of Engineering and Technology or Odisha University of Technology and Research, Bhubaneswar;
- (iv) “Appendix” means an Appendix appended to these Statutes;
- (v) “Board” means the Board of Management of the University;
- (vi) “Course Fee” means and includes tuition fee disproportionate to the normal tuition fee charged by the University, or any other fee by

whatever name called charged from a student or his guardian or from any other person at the time of admission or at any other time for the purpose of securing admission to the degree or post-graduate degree or diploma course or for any other purpose payable for admission to any degree or post-graduate degree courses under the University;

(vii) "Clear Days" means the number of days to be reckoned excluding the first day and the last day;

(viii) "Examination Committee" means the Examination Committee constituted under these Statutes;

(ix) "Faculties" means the faculties constituted under these Statutes;

(x) "Gazette" means the *Odisha Gazette* or the University Gazette;

(xi) "Finance Committee" means the Finance Committee of the University;

(xii) "Fund" means the fund of the University;

(xiii) "Ordinances" mean the Ordinances of the University;

(xiv) "Schedule" means a Schedule appended to these Statutes;

(xv) "Statutes" means Statutes of the University made under the Act;

(xvi) "Unfair means" means taking or giving or attempting to take or give any help, other than one permissible, if any, under the rules applicable thereto from any material, written, recorded or printed or relayed from any person in any form whatsoever in the examination conducted by or under the authority of University and includes evaluation, tabulation, publication of results, preparation of thesis or dissertation and project or field reports as a part of the University examination and all other matters connected therewith; and

(xvii) "Warden" in relation to Hall of Residence of the University means a Warden thereof.

(2) Words and expressions used but not defined in these statutes, unless the context otherwise requires, shall have the same meaning as they have been assigned in the Act or Part-III of these Statutes or Odisha University First statutes, 1990 or BPUT First Statutes 2006 or in the

Odisha Service Code, Odisha Pension Rules, 1977, Odisha Leave Rules, 1966, Odisha Civil Services (classification, control and appeal) Rules, 1962, Odisha Government Servants Conduct Rules, 1959, Odisha Government GPF Rule ,1938, as the case may be;

- (3) (i) Words importing the masculine gender include the feminine gender;
- (ii) Words in the singular include the plural and words in the plural include the singular.

## PART-II

### OFFICERS AND AUTHORITIES OF THE UNIVERSITY

#### CHAPTER-I

#### OFFICERS OF THE UNIVERSITY

#### 3. Officers of the University.

(1) The Secretary to Governor and Additional /Joint/ Deputy / Under-Secretary to the Governor in their *ex officio* capacity shall function as the Secretary to the Chancellor and the Additional /Joint/ Deputy/ Under-Secretary to the Chancellor.

(2) The Officers of the University have been designated and are covered under Section 10 of the Act. As such the Vice-Chancellor, Registrar, Comptroller of Finance, Controller of Examination, Dean of the Students' Welfare, Professor Training & Placement and Librarian have been specifically mentioned under Section 10 (a) to (g) of the Act. The Act under Section 10 (h) empowers the University to declare such others as officers under the Statutes.

#### 4. Officers under the Act.

Section 10 of the Act specifies the following as the Officers of the University :—

- (i) The Vice-Chancellor;
- (ii) The Registrar;
- (iii) The Comptroller of Finance;
- (iv) The Controller of Examination;
- (v) The Dean of the Students' Welfare;
- (vi) The Professor Training Placement; and
- (vii) The Librarian.

#### 5. Officers under the Statutes.

The following shall be the officers of the University as per these Statutes:—

- (i) Dean, Academic Affairs;
- (ii) Dean, Faculty and Planning;
- (iii) Dean, Sponsored Research and Industrial Consultancy;
- (iv) Dean, Post-Graduate Studies and Research;
- (v) Dean, Centre for Distance and Continuing Education; and
- (vi) All the Heads of the Departments.

The Deans as mentioned in statute 5 will be chosen from amongst the Professors of the University by the Vice-Chancellor for a period of three years:

Provided further that should there be any need in future to have a few more officers to facilitate the work of the University, such additional positions may be incorporated in the Statutes by the Board from time to time.

Further depending on the volume of work one Associate Dean shall be chosen among the Associate Professors of the University for a period of three years to assist each Dean in the regular work.

#### **6. Rank of Officers.**

(1) The following officers shall be at the level of Class-1 or equivalent to the rank of Professor or Associate Professor of the University

- (i) Registrar - The Registrar post can be filled up on deputation from the senior OAS (I) cadre of Government of Odisha not below the rank of the Joint Secretary to Government of Odisha for a period of three years. In case of temporary vacancy, it may be filled up by the Vice-Chancellor from among the Professors or Associate Professors of the University with approval of the Board for the temporary period till the joining of a Government Officer on deputation.
- (ii) The Comptroller of Finance post can be filled up on deputation from the Odisha Finance Service (OFS - Class-1) cadre of Government of Odisha not below the rank of the Joint Secretary to Government. In case of temporary vacancy, it may be filled up by the Vice-Chancellor from among the Professors or Associate Professors of the University with approval of the Board for the temporary period till the joining of a Government Officer on deputation.

(2) The following officers shall be in the rank of Professors of the University :—

- (i) Dean of the Students' Welfare;
- (ii) Professor Training Placement;
- (iii) Dean, Academic Affairs;
- (iv) Dean, Faculty and Planning;
- (v) Dean, Sponsored Research and Industrial Consultancy;
- (vi) Dean, Post-Graduate Studies and Research; and
- (vii) Dean, Centre for Distance and Continuing Education.

(3) The Controller of Examinations shall be in the rank of Professor or Associate Professor of the University.

**7. Other Staff Positions :** (1) The following posts shall exist in the University to carry out various functions in the University as may be assigned from time to time :----

- (i) Assistant Librarians;
- (ii) Medical Officers (on deputation from Government of Odisha);
- (iii) Estate Officer/ Maintenance Engineer;
- (iv) Assistant Registrars (Establishment/Finance/Academic/Examination/ Stores & Purchases);
- (v) System Manager;
- (vi) Physical Training Officer/ Physical Training Instructor;
- (vii) Secretary to Vice-Chancellor;
- (viii) Office Superintendent;
- (ix) Section Officers of various sections of University;
- (x) Jr. Assistant/ Sr Assistant/ Jr. Accountant/ Sr Accountant/Jr Stenographer/ Sr Stenographer/ DEO;
- (xi) Technical Assistant/ Senior Technical Assistant/ Lab. Assistant/ Computer Programmers/ Computer Operators;
- (xii) Mechanic-I/ Mechanic-II/ Mechanic-III;
- (xiii) Lab. Attendant/ Workshop Attendant/ Library Attendant;
- (xiv) Junior Engineer (Civil/Electrical)/ Pharmacists;
- (xv) Other existing posts and any other posts sanctioned by the Government from time to time.

(2) The qualification and the scale of pay for the above posts will be same as the scale of pay of the similar posts under Government of Odisha or as may be decided by the Government from time to time.

## 8. Appointment of Officers and Non-teaching Staff.

(1) The Board shall constitute appropriate Selection Committee(s) to deal with the appointment of officers and other non-teaching staff of the University, provided that the constitution of the Selection Committee for Dean of the Students' Welfare shall be same as that for Professors of the University.

Selection committee for officers.

(2) Selection Committee for appointment of Officers at the level of Controller of Examinations or Estate Officer or Maintenance Engineer or Librarian shall consist of—

- |  |   |                                       |
|--|---|---------------------------------------|
| (a) Vice-Chancellor  | - | Chairman ( <i>Ex officio</i> )        |
| (b) One Nominee of Board   | - | Member                                |
| (not below the rank of a Professor)                                |   |                                       |
| (c) Nominee of Government in SD&TE Department.                     |   |                                       |
| (not below the rank of Joint Secretary)                            | - | Member                                |
| (d) Two experts in the relevant Field                              | - | Members                               |
| (nominated by the Vice-Chancellor not below the rank of professor) |   |                                       |
| (e) One Professor of the University                                | - | Member                                |
| (nominated by the Vice-Chancellor)                                 |   |                                       |
| (f) Registrar  | - | Member-Convener ( <i>Ex officio</i> ) |

Selection committee for Non-teaching posts other than.

(3) The Selection Committee for appointment of other non-teaching staff shall consist of—

- |   |   |                                |
|---|---|--------------------------------|
| (a) Vice-Chancellor   | - | Chairman ( <i>Ex officio</i> ) |
| (b) Registrar   | - | Member-Convener                |
| (c) Two Subject Experts<br>(nominated by the Vice-Chancellor)             | - | Members                        |
| (d) One Professor of the University<br>(nominated by the Vice-Chancellor) | - | Member                         |

Quorum

(4) The quorum for a meeting of a Selection Committee shall be four which shall include at least one Subject Expert provided the members were officially intimated to attend the meeting.

(5) Where the Committee does not find any of the candidates appearing before is suitable for appointment to a non-teaching post, the matter shall be placed before the Board and the Board shall be competent to appoint suitable persons on deputation or on contract on such terms and for such periods as it may decide.

(6) The Board while taking steps for recruitment of Registrar, Officers and other employees shall ensure that they all possess such qualification as would enable them to shoulder the duties and responsibilities mentioned in the Act and the Statutes.

Qualification of Ministerial & other Non-Teaching staff.

(7) The qualification of the Ministerial staff and other non-teaching employees shall be the same as for similar posts under the Government of Odisha bearing the same and equivalent scales of pay. The scales of pay of the ministerial staff and other employees relating to posts of various categories in the University Office and

all offices subordinate to it shall be the same as those of the staff of the Heads of Department cadre relating to similar post. The pay and qualifications at the entry point shall be equal with that of the Heads of Department Ministerial cadre as to be decided by the Government from time to time. The Ministerial staff shall have to undergo accounts training of the Government within five years of his(r) joining to the base level post.

Open  
Advertise-  
ment.

(8) The Board may consider cases of re-employment of University employees and outsiders under special circumstances on contractual basis under approval of the Board in each case.

(9) All posts at the University shall normally be filled up through open advertisement in at least two widely circulated news papers (one in State level Oriya daily newspaper and the other in National English daily) and the Website of the University, but, the Board shall have the power to decide on the recommendations of the Vice-Chancellor that a particular post be filled by deputation from other Government, institutions or by promotion from amongst the members of the staff of the University.

Application  
Fee

(10) The University shall scrupulously follow the provisions for the reservation of posts as laid down in Odisha Reservation of Vacancies Act, 1975 (ORV Act) or Persons with Disability Act, 1995 as amended from time to time.

(11) A candidate applying for a post under the University shall pay an application fee as may be prescribed from time to time by the Board:

Provided that the candidates belonging to Scheduled Castes, Scheduled Tribes and physically challenged category may be granted such concessions in the payment of application fees as may be decided by the Board from time to time in conformity with State Government policy.

(12) Candidates selected for interview for a post will not be paid travelling allowance for attending interview. Any candidate offered appointment to any post will not be paid travelling allowance for joining the post.

(13) All appointments made by the University shall be reported to the Board for approval at its next meeting.

(14) The duties of the employees, unless specifically mentioned in these Statutes shall be as determined by the Vice-Chancellor and Board.

(15) Principle of ORV Act, 1975 shall be followed for recruitment of base level posts of the University. However, this shall not be applicable to Professors and Associate Professor or equivalent posts which are technical in nature.

(16) The Government officials have no fundamental right to be promoted. They would not be able to get promotion despite having eligibility criteria to work on higher post. The non-teaching technical as well as non-technical Class-III employees of the University have to undergo Departmental Promotion Committee (DPC) Examination for any promotion in a manner as prescribed by Board. The DPC has to meet periodically whenever vacancy exists and recommend list of officers in order of merit to be appointed by the Board.

(17) No act or proceeding of any Selection Committee shall be called in question on the ground merely because of the absence of any member or members of the Selection Committee :

Provided that, if any meeting of the Selection Committee is found necessary, the Registrar with approval of the Vice-Chancellor, shall give notice of the meeting to



the members of the Committee at least a fortnight before the date of the meeting.

### **9. Appointment of Comptroller of Finance.**

(1) The Act provides under Section 15 the selection of Comptroller of Finance belonging to OFS cadre. Accordingly, Government in Finance Department on written request by the Vice-Chancellor shall furnish a panel of 3 names of officers belonging to Odisha Finance Service (OFS) in the Class-I rank or above to the University whereupon the Board shall select one for appointment as the Comptroller of Finance of the University.

(2) The Government under intimation to the University shall issue appropriate notification or order placing his services at the disposal of OUTF for a period of three years.

(3) The Government may, however, revert him back on receipt of appropriate notices from the Board or on such other exigencies of public service even before the completion of the terms. However, Government shall place another official in OFS (Class-I) or above as Comptroller of Finance for the remaining period pending selection of a Finance Officer under this provision.

(4) In exigency of Public service the Government may appoint Comptroller of Finance belonging to OFS cadre in the above said rank in anticipation of approval of the Board.

(5) In case of temporary vacancy, it may be filled up by the Vice-Chancellor from among the Professors or Associate Professors of the University with approval of the Board for the temporary period till the joining of a Government Officer on deputation.

### **10. Qualifications and Experience of Officers.**

The requisite qualifications and experience for recruitment to the posts of officers shall be such as may be specified by the Board and as approved by the Chancellor in conformity with the OUTF Act and / or guidelines, if any, issued by the All India Council for Technical Education, the Government of India and the Government of Odisha from time to time. The Board may prescribe requisite qualification and experience for filling up the other staff positions.

### **11. Appointment of Officers on Probation.**

The Officers of the University shall be appointed by the Board either on fixed tenure or permanent basis. All appointees in the first instance shall be on probation for a period of one year and they shall be confirmed by the Vice-chancellor in their respective appointments on completion of probation:

Provided that if the Vice-Chancellor on consideration of the Annual Performance Appraisal Report or any other report, does not feel satisfied with the

performance of any such officer during the probation period, he may extend the period of probation of such officer by a period not exceeding two years, or he may terminate his appointment with the approval of the Board.

## **12. Contractual or Tenure Appointment.**

(1) The appointment of all officers on tenure basis under these statutes shall ordinarily be for three years:

Provided that it shall be open to the Vice-chancellor to extend the period of fixed tenure appointment from time to time by a period not exceeding two years.

(2) Where a post is to be filled on contract basis or by invitation, the Vice-chancellor may, at his discretion, constitute such *ad hoc* Selection Committees, as circumstances of each case may require.

## **13. Age of Superannuation.**

(1) The age of superannuation for all officers (except Vice-chancellor) including teachers and staff of the University Department shall be 60 years. In case of those deputed from Government, relevant rules of parent department shall be applicable. However, the age of retirement of teachers will be as per the AICTE rules and guidelines announced from time to time with approval from Government for University teachers.

(2) The staff and teachers transferred from the Biju Patnaik University of Technology (BPUT), Odisha, shall get all the benefits applicable to their counterparts.

(3) The appointment, conditions of service, remuneration and superannuation of Vice-Chancellor shall be governed under section 12 of the Act.

## **14. Reporting Relationship.**

The details of designation, reporting relationship, rank / level of all officers and staff unless otherwise mentioned in the statutes shall be decided by Board.

## CHAPTER-2

### THE POWERS & DUTIES OF OFFICERS

## **15. The Vice-Chancellor and His Powers and Duties.**

(1) The Vice-chancellor shall be the Principal Academic and Executive Officer of the University and shall exercise powers and duties as defined under section 13 of the Act. He shall be appointed by the Chancellor as per the provisions under section 12 of the Act.

The powers, duties and financial powers shall be as per provision of the Act.

(2) The Vice-Chancellor, in addition to the powers conferred by the Act under

Power &  
Duties.

Administra-

tive Powers. section 13, shall have following powers ;—

(i) he shall be entitled to be present at and address at any stage of any meeting of any authority of the University;

(ii) he shall be Chairman of the Board, the Academic Council and the Examination Committee;

(iii) he shall be responsible for the maintenance of the discipline among the students, teaching staff and other employees of the University;

(iv) he shall have power to institute an enquiry in respect of any matter concerning the University;

(v) he shall have power to constitute such *ad hoc* Committees as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University;

(vi) it shall be the duty of the Vice-Chancellor to bring before the Board all matters of business requiring attention of the Board and arising from or within the University and to supply all such information and records relating to the University as may be required by the Board or by its Committees;

(vii) he shall co-ordinate the activities of the Board by facilitating the convening and holding of regular meetings, providing for necessary information in the work of the Board and the Committees and in every way possible to encourage the prompt and timely consideration and judicious disposal of matters deserving the Board's attention;

(viii) he may subject to the ultimate approval of the Board, make *ad hoc* appointments for a period not exceeding six months in urgent cases and all such appointments shall be reported forthwith to the Board. In case the Board does not approve the said appointments, such appointments shall stand terminated with effect from the date of decision of the Board;

(ix) he shall have the power to send members of the staff for training or for a course of instruction inside India or Abroad subject to such terms and conditions as may be laid down by the Board from time to time;

(x) he shall have authority to transfer, assign specific duties to all officers and non-teaching staffs and monitor their performance. He shall institute any disciplinary proceedings including suspension against any of the errant employee. However, the final award of punishment such as termination of service can be done only with the approval of the Board;

(xi) he shall review the performance of the teachers and officers of the University and submit a report thereon to the Chancellor. Based on the report and his own assessment, the Vice-Chancellor shall recommend action to be taken for consideration of the Chancellor;

(xii) he shall sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision;

(xiii) he shall countersign his own traveling allowance bill for travels and also the traveling allowance bills of the Officers of the University subject to the other provisions of these Statutes;

(xiv) he shall re-appropriate from one detailed head to another in the same account provided that no recurring liability is involved, and further that such

re-appropriation shall be reported to the Board for its approval in its next meeting;

(xv) he shall sanction the temporary transfer of amounts from one fund to another provided that such transfers are reported to the Board for its approval in its next meeting;

(xvi) subject to the provisions of the Act and the Statutes, the Vice-Chancellor for smooth execution of the Schemes and business of the University may delegate his administrative and financial powers to the subordinate teachers/ officers of the University with prior approval of the Board;

(xvii) he shall have the power to write off irrecoverable losses and value of stores lost or rendered unserviceable due to fair wear and tear subject to such stipulations as may be laid down by the Board from time to time;

(xviii) he shall have the power to fix on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments in respect of such posts to which appointments can be made by him under the powers vested in him by the provisions of the Act with approval of Government; and

(xix) he shall have power to sanction expenditure up to a sum of Rs. 50.00 lakhs on items of unforeseen character for which no provision has been made in the budget and such expenditure shall be reported to the Board for its approval in its next meeting for inclusion in the revised estimate within the available fund with the University.

Financial Powers.

(3) Vacancy in the post of the Vice-Chancellor: In the event of the occurrence of vacancy in the office of the Vice-Chancellor, the Chancellor may appoint any Professor of the University on seniority to act as Vice-Chancellor until a regular appointment of Vice-Chancellor is made in accordance with the provisions of Section 13 (11) of the Act:

Provided that the period of such interim arrangement shall not exceed six months. The Vice-Chancellor in-charge shall exercise all the powers except appointments and promotions.

(4) Salary, Allowance and Leave Admissible to the Vice-Chancellor :

(i) The Vice-Chancellor shall be paid a fixed salary as may be determined by the Chancellor in consultation with State Government and dearness allowance, as admissible from time to time as per AICTE/UGC norms:

Provided that a person after retirement from a pensionable service, appointed as Vice-chancellor, shall be entitled to draw such pay as will be arrived at after reducing the pay fixed under these statutes by the gross amount of pension before commutation without temporary increase subject to the basic pay :

Provided further that a retired person not holding a pensionable post including persons who are covered by contributory provident fund scheme, on appointment as Vice-Chancellor, shall be allowed a consolidated salary time to time, and in the case of a person continuing in service on appointment as Vice- Chancellor shall be paid a consolidated salary as admissible from time to time.

(ii) When travelling on official business, the relevant provisions of University Accounts Rules shall be applicable to the Vice-Chancellor.

(iii) The Vice-Chancellor shall be entitled to one month's leave on full pay for eleven months of completed actual service subject to the condition that no leave shall accumulate beyond the terms of his appointment.

(iv) The Vice-chancellor shall be entitled to reimbursement of the cost of medicines/medicine allowance and to leave travel concession and other allowances are admissible to employees of the University.

(v) In case the Vice-Chancellor retains lien in his former post, if any, he shall be entitled to the benefits of the Pension Scheme or the Contributory Provident Fund Scheme, as may be applicable in that post so long as he retains such lien. In such a case the Leave Salary and Pension Contribution or the Employer's Contribution to the Contributory Provident Fund, as the case may be, shall be borne by the University during the period of such lien. The maximum period of such lien can be only four years.

## 16. The Registrar.

Power &  
Duties.

(1) The Registrar as referred to in section 14 (1) of the Act shall be whole time officer of the University who shall be appointed by the Board for such period and on such terms and conditions as may be approved by the Board.

(2) In addition to the power conferred by the Act under section 14 (2) the Registrar shall exercise the following powers and perform the following duties; namely:----

Administra-  
tive Powers.

(i) he shall in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his official duties;

(ii) the Registrar shall make all correspondence relating to the University and be responsible for the proper maintenance of all the records of the University;

(iii) he shall be responsible for the general discipline of the University office and shall have disciplinary control over the University office;

(iv) he shall be in-charge of registration of the students of the University and shall maintain a register of all degrees and diploma conferred by the University;

(v) he shall be responsible for admission of the students to the University;

(vi) he shall have power to sanction leave of the University employees working under him;

(vii) he shall issue notices convening the meeting of the Board and other Committees and facilitate them with requisite/relevant

documents for taking appropriate decisions;

- (viii) he shall exercise such other powers and perform such other duties as may from time to time, be conferred and imposed on him by the Board and or the Vice-Chancellor;
- (ix) he shall be the Controlling Officer for all Technical and Administrative non- teaching staffs of the University as specified in the Statutes. He can transfer any of the staff in his control from one place to another with prior approval of Vice-Chancellor;
- (x) he shall have power to transfer any non-teaching employees of the University (except officers) from one post to other within the cadre with the prior approval of the Vice-Chancellor;
- (xi) he shall have power to incur the non-recurring expenditure up to Rs.25,000.00 in each case and recurring expenditure up to Rs. 1,50,000.00 per annum in each case within the budgetary provision;
- (xii) he shall with respect to the University employees working under him, exercise powers of drawing, disbursing and collection of money under relevant provisions of the Statutes;
- (xiii) he shall have the power to countersign the travelling allowance bills of the University employees working under him; and
- (xiv) he shall have such other financial powers as may be delegated to him by the Board/the Vice-Chancellor;

Financial Powers.

### 17. The Comptroller of Finance.

(1) The Comptroller of Finance as referred to in section 15 of the Act is a whole time officer of the University and shall be under the control of the Vice-Chancellor. The Comptroller of Finance shall act as the Secretary to the Finance Committee of the University constituted under these Statutes. The Board shall appoint a Comptroller of Finance belonging to the Odisha Finance Service deputed by the Government for such period and on such terms and conditions as may be approved by the Board. The Board shall have authority to review the performance of the Comptroller of Finance and may consider requesting the Government for extension of the tenure or premature withdrawal of the officer.

(2) To receive all contributions, grants, gifts and endowments made in favour of or for the purpose of the University, and perform the following duties,----

- (i) to maintain accounts;
- (ii) to devise and install suitable systems of accounting and business procedure for use in all University Officers;
- (iii) the Comptroller of Finance shall be responsible for keeping all accounts of receipt, payment and utilization of funds. He shall prepare and submit financial reports, statement of accounts

Powers & Duties.

Administrative Powers.

to Vice-Chancellor/Board/ Chancellor/ Government;

- (iv) to act as the Treasurer for all funds contributed for students' societies, if any, of the University and transfer the same to the bank account of the respective societies;
- (v) to maintain and develop business procedures for the use of students' loan and scholarship fund;
- (vi) to develop and operate an internal audit system so that records of all offices and University employees responsible for the receipt or expenditure of money for keeping accounts or for the custody of property that can be verified by the audit;
- (vii) to place the financial position of the University before Finance Committee and the Board through the Vice-Chancellor at its meeting;
- (viii) to scrutinize contingent bills passed by other authorized officers and if they are without error and within the budgetary provisions of the University and are not in violation of any law shall hold the duty of issuing prompt payment;
- (ix) to perform such other duties as may be required from time to time by the Vice-Chancellor with respect to matters pertaining to accounts and finances of the University;
- (x) he shall be the Convener of the Finance Committee meetings;
- (xi) he shall prepare Annual Budget and Supplementary Budget of the University;
- (xii) he shall prepare utilization certificates for funds received from the Government, University Grants Commission / AICTE and other funding agencies and cause them to be sent in time to the appropriate authority;
- (xiii) he shall prepare pay and allowance bills of the officers, teachers and other employees of the University and draw and disburse the amounts thereof giving effect to deduction of tax at source, Provident Fund, Insurance Premium;
- (xiv) he shall get the Annual Reports containing annual activities, printed after its approval by Board and send copies to the Government to be laid before the State Legislature;
- (xv) to purchase materials and properties required by the University as may be authorized by competent authorities;
- (xvi) to establish and administer such petty cash funds as are needed;
- (xvii) he shall have the powers to countersign travelling allowance bills of the University employees working under him;
- (xviii) he shall have powers to sanction expenditure up to Rs.25,000.00 per annum in each case chargeable to contingencies within the budget provision; and
- (xix) he shall issue account slip to all employees in the month of May-June every year in respect of their P.F. deposits.

Financial  
Powers

### 18. The Controller of Examinations.

(1) The Controller of Examinations as referred to in section 10 of the Act is a whole time officer of the University. He shall be appointed under such term and condition approved by the Board as per provision of the Act 16(1).

(2) In addition to the power conferred by the Act under section 16(2) and 16(3), the Controller of Examinations shall exercise the following power and perform the following duties;----

Powers &  
Duties.

Administra-  
tive Powers.

- (i) conducting examinations in a fair manner in the University and in the University Departments observing utmost confidentiality in the process of paper setting and printing followed by evaluation and publication of results as per academic calendar of various programs;
- (ii) appointing Flying Squads, Supervisors, Invigilators, Examiners, Scrutinizers, etc. from amongst the teachers of the University on approval of the Vice-Chancellor;
- (iii) maintaining academic records, examination records, tabulation records and processing of results, preparation of transcripts, issue of admit cards, certificates, degrees and diplomas and issue of the same to the successful students;
- (iv) maintaining separate confidential accounts and obtaining approval of Vice-Chancellor for its scrutiny before payment;
- (v) act as the Member Convener in the Examination Committee Meeting, Conducting Board Meeting, and Disciplinary Committee Meeting related to examination works and forwarding their recommendations to the Vice-Chancellor for approval before publication of results;
- (vi) conducting investigations into alleged malpractices by the students and recommending action, including removal of name from the Register of University students;
- (vii) prepare programmes of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Vice-Chancellor;
- (viii) he shall register candidates for various examinations of the University and scrutinize all such cases with reference to the relevant Regulations, if any, on collection of prescribed fees;
- (ix) he shall initiate payment of remuneration and other allowances to the paper setters, the invigilators, the examiners, persons associated with examination process and the examination expenses, as admissible;
- (x) he shall render such assistance to the Registrar, Dean Academic Affairs, Dean Post-Graduate Studies & Research, Professor, Training & Placement, other Deans and Vice-Chancellor as may be necessary in the performance of their



duties;

Financial  
Powers.

- (xi) he shall prepare Examination manual covering all aspects of activities involving Examination, Valuation and Publication of result with the approval of the Board, and shall implement it;
- (xii) he shall maintain the accounts of receipts, payments and utilization of Examination funds. He shall make audit of Examination Account every year as per the approval of the Vice-Chancellor;
- (xiii) he shall have the powers to countersign travelling allowance bills of the University employees working under him;
- (xiv) he shall have powers to sanction expenditure up to Rs. 25,000.00 per annum in each case chargeable to contingencies within the Budget Provision;
- (xv) he shall prepare an annual budget of examination taking into account the income and expenditure with approval of the Vice-Chancellor and shall place it before the Examination Committee for approval; and
- (xvi) he shall be responsible for audit of the Examination Account.

### 19. The Dean, Academic Affairs.

(1) The Dean, Academic Affairs as referred to in Section 5 of the Statutes is a whole time faculty member of the University on additional duty. He shall be appointed by the Vice-Chancellor under such terms and conditions as may be approved by the Board from among the Professors of the University for a period of three years on rotation.

Powers &  
Duties.

(2) He shall have following powers and duties :

Administra-  
tive Powers.

(i) he shall, organize meetings of Academic Council and Board of Studies for framing course curricula, syllabus and revising the existing curriculum and syllabus as per the academic regulations of the University;

(ii) he shall exercise any other power and perform duties that may be delegated and entrusted with by the Vice-Chancellor/Board;

(iii) he shall prepare an academic calendar of all examinations and other academic activities to be conducted by the University during a year well in advance preferably at the beginning of the Academic Year and cause it to be circulated to all concerned after the same has been approved by the Academic Council;

(iv) he shall act as the Chairman of Undergraduate Programme and Evaluation Committee (UGPEC);

(v) he shall submit the information to AICTE/UGC as required for approval process, if any; coordinate with all HODs

and Deans for NBA, NAAC, NIRF etc. applications and follow up actions thereof;

Financial Powers.

(vi) he shall have the powers to counter-sign travelling allowance bills of the University employees working under him; and

(vii) he shall have powers to sanction expenditure up to Rs. 25,000.00 per annum in each case chargeable to contingencies within the budget provision.

## 20. The Dean of the Students' Welfare.

(1) The Dean of the Students' Welfare as referred to in Section 10 of the Act is a whole time Professor of the University. He shall be appointed by the Board for such period and with such terms as may be prescribed by the Board. The selection procedure for appointment of the Dean of the Students' Welfare shall be same as prescribed for selection of Professor under Section 35 of the Act and provisions of the Statute.

Powers & Duties.  
Administrative Powers.

(2) He shall have the following duties and responsibilities ;—

- (i) organizing and Managing all matters related to students' welfare, insurance, conduct and discipline for all the students;
- (ii) coordinating N.C.C./Physical Training/N.S.S./Yoga programmes conducted for students and their sessional credits;
- (iii) liaison with parents/guardians of students with respect to their performance and conduct on a regular basis;
- (iv) co-ordination with Wardens / Assistant Wardens of Hall of Residences regarding smooth functioning of the hall of residence;
- (v) co-ordination with Presidents / Vice-Presidents of Students' Societies/Clubs about the extra-curricular activities of students and shall cause audit to the students' account with the help of Vice-Presidents and student representatives;
- (vi) co-ordination with the Counsellor for S.C./S.T. students regarding their problems;
- (vii) co-ordination with Foreign Student Advisors regarding difficulties of Foreign Students;
- (viii) co-ordination with Anti Ragging Squad, Anti Ragging Monitoring Cell and Ragging Prevention Cell;
- (ix) exercising such other powers as may be delegated by the Vice-Chancellor or the Board from time to time;
- (x) he shall have the powers to countersign travelling allowance bills of the University employees working under him;
- (xi) he shall have powers to sanction expenditure up to Rs. 25,000.00 per annum in each case chargeable to contingencies within the budget provision;
- (xii) he shall act as the Chairman of the Student Activity Council and Hall of Residence Council;

Financial Powers.

- (xiii) he shall co-ordinate with Law and Order authorities with respect to student discipline along with the Registrar;
- (xiv) he shall supervise the work of security staff and security agency appointed for the University and its hall of residence;
- (xv) he shall look after the overall development of Hall of Residences and act as Chairman of Hall Co-ordination Committee;
- (xvi) wardens and Assistant Wardens shall report to him regarding Hall of Residence Management; and
- (xvii) he shall attend to duties as assigned by Vice-Chancellor from time to time.

## 21. The Dean, Faculty and Planning.

(1) The University shall have a Dean, Faculty & Planning as per Clause 5 of the Statutes who is a whole time Professor of the University on additional duty. He shall be appointed by the Vice-Chancellor for such period and under such terms as may be approved by the Board from among the Professors of the University for a period of three years in rotation.

Powers &  
Duties.

(2) He shall have the following powers and duties ;—

- (i) he shall be responsible for preparation of Plan Documents and Plan Estimates and monitoring of Plan Expenditure;
- (ii) he shall be responsible for co-ordination of Plan development of the Departments, Schools and Centers. He shall plan and prepare proposals for inflow of fund from the Central / State Government for overall development of the University;
- (iii) he shall be responsible for co-ordination of the Publication of News Letter, Bulletin, Annual Report, Prospectus and other such publications of the Institute and updating the official Website of the University;
- (iv) he shall be responsible for answering queries from outside organizations such as U.G.C., A.I.C.T.E., State Government, Central Government, Indian & Foreign Universities, Ministry of Education, Parliament, etc. with approval of the Vice-Chancellor;
- (v) he shall monitor the Performance Appraisal Report (PAR) of the Faculty members and proposal for attending Short Term Courses / Conferences;
- (vi) he shall monitor cultural and other exchange programmes with foreign Universities and other Foreign visits of faculty members;
- (vii) he shall have the powers to countersign travelling allowance bills of the University Employees working under him;
- (viii) he shall have powers to sanction expenditure up to Rs.25,000.00 per annum in each case chargeable to contingencies within the budget provision; and
- (ix) he shall exercise such other powers as may be delegated by the

Financial  
Powers

Vice-Chancellor from time to time.

## 22. The Dean, Sponsored Research & Industrial Consultancy.

(1) The University shall have a Dean Sponsored Research & Industrial Consultancy as per Clause 5 of the Statute who is whole time Professor of the University on additional duty. He shall be appointed by the Vice-Chancellor for such period and under such terms as may be approved by the Board from among the Professors of the University for a period of three years in rotation.

Powers &  
Duties.

(2) He shall have the following powers and duties :—

- (i) he shall lay down procedures and rules for sponsored research, projects and industrial consultancy and maintain separate accounts for same;
- (ii) he shall be responsible for identification, motivation and training for the involved researchers and teachers;
- (iii) he shall be responsible for use of special operating procedures for Schools/ Departments/ Laboratories where sponsored and industrial consultancy research is conducted;
- (iv) he shall be responsible for compliance, monitoring and reporting to ensure that established requirements and procedures are implemented as intended. He shall cause audit to such accounts;
- (v) he shall be responsible for co-ordinating all the Testing and Consultancy work carried out in the University;
- (vi) all papers / proposals for Sponsored Research, Projects, Consultancy shall be monitored by him;
- (vii) he shall manage the e-learning, e-governance and video conferencing and related activities of the University and shall keep close liaison with industries, R&D Organization for liaison projects / consultancy of different departments of the University;
- (viii) he shall have the powers to countersign travelling allowance bills of the University employees working under him as well as project staffs and project investigators;
- (ix) he shall have powers to sanction expenditure up to Rs.25,000.00 in each case chargeable to contingencies within the budget provision; and
- (x) he shall exercise such other powers as may be delegated by the Vice-Chancellor from time to time.

Financial  
Powers

## 23. The Dean, Centre for Distance and Continuing Education.

(1) The University shall have a Dean Centre for Distance and Continuing Education as per Clause 5 of the Statute who is whole time Professor of the University on additional duty. He shall be appointed by the Vice-Chancellor for such period and under such terms as may be approved by the Board from among the Professors of the University for a period of three years in rotation.

(2) He shall have the following powers and duties :—

- (i) he shall arrange to provide competitive edge in the global business environment through updating of professional skills through distance mode. He shall cause to establish, manage centres for distance learning with approval of the Vice-Chancellor / the Board;
- (ii) he shall undertake arrangements to advance the qualifications of needy by providing hard and soft skills to be a better performer. He shall with approval of Academic Council frame syllabus, course materials, course fees and other related matters for distance learning centres;
- (iii) he shall be responsible for the fees collected, expenditures made and audit, etc. with respect to the Distance Learning Centre to Vice-Chancellor;
- (iv) he shall undertake arrangements to offer comprehensive state-of-the-art curriculum leading to professional MBA, MCA and other professional degrees/diplomas in the field of technical education through distance mode;
- (v) he shall arrange to design, develop and disseminate emerging technological know-how to the nook and corner of the country in particular and the world in general;
- (vi) he shall maintain close liaison with all its departments of the University so as to extend the benefits of state-of-the-art technical education and to motivate them towards continuing education;
- (vii) he shall be responsible for organizing conduct of summer schools, winter schools, short courses, conferences, seminars, workshops, symposium inside and outside the University. All papers relating to these shall be processed through him;
- (viii) he shall be responsible for arranging and co-ordinating University lectures;
- (ix) he shall co-ordinate academic program development, distance education program development through faculty-led implementation teams;
- (x) he shall have the power to organize Faculty Development Programmes and other training programme related to curriculum;
- (xi) he shall supervise recruitment, retention, and outreach activities related to academic programs through distance mode;
- (xii) he shall have the power to countersign travelling allowance bills of the University employees working under him and the project staffs and project investigators;
- (xiii) he shall have powers to sanction expenditure up to Rs.25,000.00 per annum in each case chargeable to contingencies within the budget provision; and
- (xiv) he shall exercise such other powers as may be delegated by the Vice-Chancellor from time to time.

Financial  
Powers.

#### **24. The Dean, Post-Graduate Studies & Research.**

(1) The University shall have a Dean for Post-Graduate Studies & Research as per Clause 5 of the Statute who is whole time Professor of the University on additional duty. He shall be appointed by the Vice-Chancellor for such period and under such terms as may be approved by the Board from among the Professors of the University for a period of at least three years in rotation.

(2) He shall have the following powers and duties :—

- (i) to formulate and determine policy and guidelines on the administration of post-graduate education, research, and regarding admission, course. examinations and award of degree;
- (ii) to formulate and determine policy and guidelines on the requirements for the award of the degrees of M.A., M.Sc., MBA, MCA, M.Tech., Ph.D. and Post-doctoral degrees;
- (iii) to provide the Board of Studies with policy and guidelines on the distribution of M.A., M.Sc., MBA, MCA, M.Tech. and Ph.D. places and the allocation of Post-graduate Studentships /Scholarship;
- (iv) to advise on all issues relating to the administration of regulations and procedures governing the M.A., M.Sc., MBA, MCA, M.Tech., Ph.D. and Post-doctoral degrees;
- (v) he shall be responsible for all P.G., Ph.D. admission. He shall act as Chairman of Post-graduate Programme and Evaluation Committee;
- (vi) he shall supervise recruitment, retention and outreach activities related to Post-Graduate & Research Programs;
- (vii) he shall keep liaison with the Controller of Examinations and supervise the progress of all M.A., M.Sc., MBA, MCA, M.Tech. and Ph.D. students with reference to the expected completion times for the relevant degree. He shall be responsible for the scholarship of all P.-G. and Ph.D. students as well as research scholars engaged in different research projects;
- (viii) he shall have the powers to countersign travelling allowance bills of the University employees working under him;
- (ix) he shall have powers to sanction expenditure up to Rs. 25,000.00 per annum in each case chargeable to contingencies within the budget provision; and
- (x) he shall exercise such other powers as may be delegated by the Vice-Chancellor from time to time.

Financial  
Powers

#### **25. The Professor, Training & Placement.**

(1) The Professor, Training & Placement as referred to in Section

10 of the Act is a whole time Professor of the University. He shall be appointed by the Board for such period and with such terms as may be prescribed by the Board. The selection procedure for appointment of the Professor, Training & Placement shall be same as prescribed for selection of Professor under Section 35 of the Act and provisions of the Statute.

(2) He shall have the following duties and responsibilities :—

- (i) organizing & Managing all matters related to students' industrial training programmes for all the students;
- (ii) coordinating the Training and Placement works for all the registered students of the University;
- (iii) he shall have the powers to countersign travelling allowance bills of the University employees working under him;
- (iv) he shall have powers to sanction expenditure up to Rs. 25,000.00 per annum in each case chargeable to contingencies within the budget provision; and
- (v) he shall exercise such other powers as may be delegated by the Vice-Chancellor from time to time.

Financial  
Powers

## 26. Head of the Department.

(1) The Head of the Department as referred to in Clause 5 of the Statute is a whole time officer of the University on additional duty. He shall be appointed by the Vice Chancellor from among the regular teacher of the university in the manner specified below:

- (i) The Head of the Department shall be appointed on rotation basis on completion of every two years from amongst the Professor on seniority basis at first instance and then from among the Associate Professor.
- (ii) In absence of Professor or Associate Professor in the department, then senior most regular Assistant Professor shall be appointed as Head of the Department if there be more than one such regular Assistant Professor.
- (iii) Notwithstanding anything contained in the foregoing provisions of this Statute, Vice Chancellor shall have the power for reasons to be recorded in writing to appoint any Professor /Associate Professor / Assistant Professor as the case may be, other than senior most, as Head of the Department. For the purpose of this Statute, Seniority in respect of any particular grade shall, in absence of special order made by Board in that behalf be determined by the combined length of service under Government and under the University in such grade.

(2) He shall have the following duties and responsibilities :—

- (i) he shall be responsible for teaching, research and organizational operation of the department. The Head of each Department shall be responsible to the Vice-Chancellor for the organizational operation

of the Department;

- (ii) within each Department, the Head of the Department shall be responsible for promotion of teaching, research, consultancy, laboratory development etc;
  - (iii) he shall coordinate to conduct workshops, seminars, conferences and short-term programmes or similar events for academic upliftment of the department;
  - (iv) prepare all related records for NBA/NAAC or other such processes of the department in coordination with Dean, Academic Affairs and take all necessary steps in due time;
  - (v) he shall maintain close liaison with the Vice-Chancellor, Deans, Registrar, Controller of Examinations, Comptroller of Finance and other officials and arrange for provision of facilities necessary for carrying out research by members of his Department in accordance with the approved programme;
  - (vi) he shall prepare and submit the Departmental budget, as recommended in the Departmental Faculty meeting, to the Finance Committee for inclusion in the budget of the University. He shall be responsible for maintaining students/staff discipline in the Department;
  - (vii) he shall be responsible for distribution of expenditure of departmental funds, purchase of consumables, laboratory & workshop materials, equipments/instruments and maintain departmental property;
  - (viii) the Head of the Department shall have responsibility for supplying accurate and up-to-date information on the results of research in his Department to the Vice-Chancellor/Board;
  - (ix) he shall be reporting authority in respect of all the employees in the Department who are subordinate to him;
  - (x) all official correspondences by any employee of the Department have to be routed through the concerned Head of the Department;
  - (xi) he shall have the power to assign various duties of the Department among the teachers and staff under his control;
  - (xii) he shall have power to sanction casual leave to all the employees of the Department;
  - (xiii) he shall maintain leave register in respect of all the employees of the Department;
  - (xiv) maintain all the academic and stock & store, cash books and other records as required for the department;
  - (xv) he shall have the powers to countersign travelling allowance bills of the University employees working under him;
  - (xvi) he shall be the Chairman of the respective Departmental Purchase Committee and shall have power to purchase up to Rs. 25,000.00 in the form of contingency from contingency fund;
  - (xvii) he shall countersign all the bills, purchase orders relating to all purchases including project consultancies etc. of the Department;
- and



(xviii) he shall exercise such other powers as may be delegated by the Vice-Chancellor from time to time.

## 27. Librarian .

(1) The Librarian as referred to in section 10 of the Act is a whole time officer of the University. He shall be appointed by the Vice Chancellor. He shall function under the supervision of the Library Committee formed by the Vice Chancellor on every two years.

(2) He shall have the following powers and duties :—

- (i) he shall manage and organize the functions of the library with respect to the books, journals and periodicals;
- (ii) he shall coordinate with the departments with respect to requirement of books and journals;
- (iii) he shall take necessary steps for purchase of books, journals and periodicals within the budget provision;
- (iv) he shall have the power to countersign travelling allowance bills of the University employees working under him and the project staffs and project investigators;
- (v) he shall have powers to sanction expenditure up to Rs.25,000/- per annum in each case chargeable to contingencies within the budget provision; and
- (vi) he shall exercise such other powers as may be delegated by the Vice-Chancellor from time to time.

Financial  
Powers

## 28. Other Officers and staff.

1. The following shall be the Other Officers and staff of the University; namely :--
  - (a) Medical Officer (on deputation from Government of Odisha);
  - (b) Estate Officer/ Maintenance Engineer;
  - (c) Assistant Registrars ;  
(Establishment/Finance/Academic/Stores & Purchases).
  - (d) Secretary to Vice-Chancellor/ Office Superintendent/Section Officers of various sections of University;
  - (e) System Manager /Jr. Instructors/ Computer Programmers/Demonstrators/ Computer Operators; and
  - (f) Physical Training Officer/ Physical Training Instructor.

Provided further that should there be any need in future to have a few more officers to facilitate the work of the University, such additional positions may be incorporated in the Statute by the Board/Government from time to time.

2. The following shall be the duties of other officers :

- (i) They shall be the custodian of all files, registers, documents, laboratory tools, equipments, etc. of their respective sections/laboratories.

Powers &  
Duties of Other

Officers.

(ii) They shall supervise the functions of all Ministerial and Group-D (Class-IV) employees in their respective section/laboratory and shall be responsible for providing the factual positions on the matters related to the concerned section/laboratory in writing as and when desired by the competent authorities.

(iii) They shall discharge such duties as may be assigned to them by the Vice-Chancellor, Registrar, Controller of Examination, Comptroller of Finance, Deans, Professor training & Placement, Heads of Departments and Librarian as the case may be from time to time.

### CHAPTER -3

#### THE POWERS & DUTIES OF OFFICERS

#### 29. The Board.

(1) The Board is the Apex executive body of the University and shall consist of members as prescribed by the Section 20 of the Act. The Vice-Chancellor shall be the Chairman of the Board as provided under the Act. In addition to the members prescribed in Section 20 of the Act, the Registrar will be the Convener-*cum*-Secretary of the Board.

(2) The Board shall constitute the Board of Governors Nomination Committee two months prior to the arising of vacancy under the category of eminent persons and alumni on the Board as per OTR Act, such as;-

(i) The said committee shall undertake search and identify for membership, eminent persons who are alumni of the College of Engineering and Technology (CET) or Odisha University of Technology and Research, who have distinguished themselves and having rich experience in the field of education, industry, commerce, social service or public administration;

(ii) The said committee may recommend a minimum of two names to the Board for each vacancy;

(iii) The Chairman of the Board shall chair the meetings of the said Committee;

(iv) In the absence of the Chairman the members present in the meeting may choose one among them to preside over the meeting;

(v) All decisions and orders of the said Committee shall be approved by the Chairman of the Board;

(vi) The procedures relating to meeting, preparation and confirmation of the minutes applicable to the meetings of the Board shall, *mutatis and mutandis*, apply to the meetings of this Committee;

Board of  
Management  
Nomination  
committee

- (vii) The Chancellor may nominate members from the list recommended by the said Committee, to fill the vacancy of eminent person and alumni; and
  - (viii) The Chancellor may also request the said Committee to rework the list in full or part for wider choice.
- (3) The Board shall exercise all powers and perform all duties as provided for in Section 21 of the OUTR Act and in addition shall be responsible:
- (i) to regulate and enforce discipline among members of the Teaching, Administrative and Ministerial Staff of the University in accordance with the Act and Statutes;
  - (ii) to make its own Standing Orders to regulate the disposal of its own business;
  - (iii) to re-designate the technical and administrative posts to maintain an uniformity of posts;
  - (iv) to add, alter or amend the University's Accounts Manual with approval of the Chancellor;
  - (v) to submit to the Government legislative proposals which it considers necessary for the betterment and promotion of technical education and research in the State;
  - (vi) to consider the proposals of the Academic Council for the institution of fellowships, scholarships, free studentships, medals and prizes.
  - (vii) To approve the recommendations of the Academic Council regarding degrees, diplomas, certificate fellowships, scholarships, medals and prizes to be awarded and the conditions thereon; and
  - (viii) To ratify the recommendation of the Academic Council.
- (4) The Board shall meet at least two times in a year preferably once in six months:
- Provided that the Chairman may, whenever he thinks fit on a written requisition of not less than one-third members call for a special meeting:
- Provided further that the Chairman may call a special meeting of the Board at short notice to consider any urgent special issues.
- (i) Every meeting of the Board shall be presided over by the Chairman and in his absence from any meeting, by a member chosen amongst themselves by the members present at the meeting.
  - (ii) Seven members shall constitute quorum. In the absence of quorum the meeting shall adjourned to the same day and time and venue next week.
  - (iii) All questions considered at the meetings of the Board shall be

decided by a majority of the votes of the members' present including the Chairman. In case of difference of opinion amongst the members, the opinion of the majority of members present shall prevail.

- (iv) Each member of the Board including the Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Board, the Chairman shall in addition have and exercise a casting vote.
- (v) The Secretary of the Board shall send a written notice (via e-mail) of every meeting to every member of the Board at least ten days before the date of the meeting. The written notice shall state the place and the date and time of the meeting.
- (vi) Agenda shall be circulated by the Secretary of the Board to the members at least five days before the meeting.
- (vii) Notices of motions for inclusion of any item on the agenda must reach to the Secretary of the Board at least ten days before the meeting.
- (viii) The Chairman shall have the power to invite any number of experts, not being members of the Board, to attend meetings of the Board:

Provided that such invitees shall not be entitled to vote at the meeting

- (ix) Any resolution except such as may be placed before the meeting of the Board may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members, who have signified their approval or disapproval of such resolution shall be as effective and binding as if such resolutions had been passed at a meeting of the Board:

Provided that in every such case at least two-third of the total members of the Board shall have recorded their approval or disapproval of the resolution.

- (x) Capital expenditure exceeding rupees one crore shall not be passed through circulation of resolution.
- (xi) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Secretary of the Board and circulated to all members of the Board with approval of the Vice Chancellor.
- (xii) The minutes shall be placed for confirmation at the next meeting of the Board.
- (xiii) Where in the opinion of the Chairman the situation is so emergent that an immediate decision needs to be taken in the interest of the Institute, the Chairman, in consultation with the Secretary of the Board may issue such orders as may be necessary, recording the grounds for his/her opinion:

Provided that such orders shall be submitted for ratification by the Board in the next meeting.

- (xiv) All orders and decisions of the Board shall be authenticated by the signature of the Chairman of the Board or any other person

Manner of Authentication of orders and decisions of the Board and maintenance of record thereof .

authorised by the Board in this behalf.

(xv) The Secretary of the Board, or any other person authorised by the Chairman of the Board shall act, individually, jointly or severally as the case may be, as the custodian of the data, records, common seal, funds of the University and any other property of the University.

(xvi) The members of the Board except the Ex-officio members and faculty representatives of the University shall be entitled to remuneration of rupees five thousand per meeting or day for attending the meetings which will be revised time to time with the approval of Board.

(xvii) The University shall make all necessary arrangements towards travel and accommodation for members of the Board and other invitee to the Board meetings.

### 30. Academic Council.

(1) The Academic Council shall be the principal academic body in the University. The Academic Council shall co-ordinate the academic programmes and policies and make such regulations as may be required for maintenance of standards of instructions, research, education, examination within the University which shall come into force from the date the Board may direct under Section 28 of the Act.

(2) The Academic Council shall exercise the powers and functions as prescribed in Section 23 of the Act. In addition the Council shall exercise the following powers;--

- (i) The Vice-Chancellor shall be the Chairman of the Academic Council as vide Act 22(2);
- (ii) The Academic Council shall scrutinize and approve the proposals with or without modification of the Boards of Studies (BOS) with regard to courses of study, the academic regulations, curriculum, syllabi and modifications thereof instructional and evaluation arrangements, methods, procedure relevant thereto etc., provided that where the Academic Council differs on any proposal, it will have a right to return the matter for reconsideration to the Board of Studies concerned or reject it;
- (iii) Approve academic calendar covering examination programmes, holidays/ vacations and other academic activities prior to commencement of academic session;
- (iv) Recommend to the Board regarding degrees, diplomas, certificates, fellowships, scholarships, medals and prizes to be awarded and the conditions thereof;
- (v) Appoint such Committee as are required by the Act or the Statutes and such other Committees either standing or *ad hoc* as it deems necessary, for proper discharge of its functions;
- (vi) Recognize, subject to the confirmation of the Board, the examinations of the recognized Universities equivalent to the corresponding examinations of the University through the recommendation of the Equivalence Committee;

Allowances  
for Board  
Members for  
attending the  
meeting of the  
Board.

Powers &  
Functions.

(vii) Propose regulations to the Board for the award and institution of Scholarships, fellowships, medals, prizes, diplomas, certificates and studentships;

(viii) The Academic Council subject to the provision of the Statutes may make/ alter regulations covering Courses of Study for the various examinations and degrees of the University in consultation with the Board of the Studies concerned and the Regulation amendment committee as the case may be;

(ix) All regulations providing for courses of study before being made by the Academic Council shall be submitted by it to the Board for consideration who may make such alterations or modifications as it deems fit or may refer the regulations for further considerations by the Academic Council and all such regulations shall have effect from the date the Board may appoint in that behalf;

(x) Discharge such academic activities which are considered necessary and proper to accelerate the process of modernization and improvement of standard and giving opportunity to the teachers and students to make innovations, utilize their creative talent, improve the standard of teaching, examination and research and quick response to the social needs;

(xi) Perform such other functions as may be assigned by the Board or the Vice-Chancellor;

(3) The Dean, Academic Affairs shall except the first meeting of the first Academic Council give not less than two week's notice of the date of a meeting of the Academic Council.

Notice of the Meeting.

(4) On the requisition made in writing and signed by more than 1/3rd of the total membership of the Academic Council, the Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Academic Council. The requisition must be in writing and signed by the requisitionists and be forwarded to the Dean Academic Affairs with a copy of the resolution or resolutions to be moved and the name of the proposer of each resolution.

Special Meeting.

(5) (i) No resolution shall be placed on the agenda for a meeting of the Academic Council unless the mover has forwarded the same to the Dean Academic Affairs, so as to reach him not less than fifteen clear days before the date fixed for the meeting :

Agenda.

Provided that it shall be competent for a member who has forwarded any such resolution to withdraw the same from the agenda before the same has been formulated by giving notice in writing of his intention so to do not less than two clear days before the date fixed for the dispatch of the agenda. Every resolution which has not been withdrawn shall be placed by the Dean Academic Affairs on the agenda of the meeting at which it is proposed to be moved after due approval of the Vice-Chancellor.

(ii) The Dean, Academic Affairs shall issue to every member of the Academic Council, not less than ten clear days before the date fixed for the meeting, a copy of the agenda setting forth the day and hour of the meeting and the business to be transacted thereat :

Provided however that the non receipt of the agenda by any member shall not invalidate the proceedings of the meeting:

Provided further that it shall be competent for the Vice-Chancellor to bring forward any business, which has not been placed on the agenda, which he considers that the exigencies of the moment require such urgent action.

Quorum.

(6) One-third of the members of the Academic Council in office on the date of the meeting shall form the quorum for a meeting of the Academic Council and no business shall be conducted or considered valid at a meeting at which there is no quorum.

Order of Business.

(7) At every meeting of Academic Council the following shall be the order of business, namely;--

- (i) ratification of the actions of the Vice-Chancellor taken in exercise of his powers under sub-section 5 of Section 13 of the Act;
- (ii) any motion for the change in the order of business set forth on the agenda;
- (iii) business brought forward by the Vice-Chancellor as also business remitted by the Board;
- (iv) business forwarded by the faculties / schools / centers / board of studies;
- (v) business brought forward by members of the Academic Council; and
- (vi) examination and confidential matters brought forward by the COE in absence of student members.

Procedure of the Meeting.

(8) The procedure of the meeting of the Academic Council shall be as follows;--

- (i) The Dean, Academic Affairs with the approval of the Vice-Chancellor shall circulate to all members an agenda setting forth the items for consideration of the Academic Council at every meeting. Each item shall be based on Memorandum to be prepared by the department concerned and approved by the Vice-Chancellor. Any item involving financial implications other than Examination matters shall have the opinion of the Comptroller of Finance recorded therein;
- (ii) It shall be competent for the Academic Council to frame for the efficient conduct of the business such standing orders as it may consider necessary. The Academic Council shall have power to modify the procedure of the meeting if it considers such modifications necessary for the better transactions of the business;
- (iii) As soon as it is convenient after each meeting, the Dean Academic Affairs shall prepare the minutes of the meeting and after the Chairperson has approved the same, send a copy thereof to all the members; and
- (iv) The Academic Council different sub-committees for looking into

specific academic need of the University.

### 31. Board of Studies (BOS).

- (1) The University shall have Boards of Studies (BOS) in subjects or in group of subjects prescribed under Section 24 (1) of the Act. The BOS shall ensure adequate standard in the framing of the syllabus, choice of text books and other academic matters.
- (2) It shall have the following composition and functions;--
  - (i) a Board of Study for a branch of study shall have members nominated by the Vice-Chancellor;
  - (ii) two external members of the rank of Professors in the relevant discipline of any reputed Institution/ University to be nominated by the Board/Vice-Chancellor;
  - (iii) the Vice-Chancellor may also consider nominating a member from a reputed Industry/R. & D. organization in the relevant discipline;
  - (iv) the HOD shall act as the Chairman of the relevant Board of Studies;
  - (v) teachers having more than five years of teaching experience in the Department/University shall be a member of Board of Studies; and
  - (vi) the Vice-Chancellor may constitute common Board of Studies taking members from amongst the members of other Boards of Study for common curricula covering more than one branch of study and for compulsory courses common to all branches of study.

Meeting.

- (3) Normally there shall be one meeting held in a semester at which the business of Board of Studies for the semester shall be transacted :

Provided that the Vice-Chancellor if he thinks fit, may permit additional meeting to be convened during the year. The meeting of the BOS shall be notified by the Dean, Academic Affairs to be conducted in the month of July and January every year.

- (4) Minimum of one-third members including the invited members but excluding the chairman shall constitute the quorum.

Quorum  
Term of  
Office.

- (5) The tenure of a Board of Studies shall ordinarily be three years.

Power &  
Duties.

- (6) The Board of Studies shall have the following powers and duties :—

- (i) prepare syllabus for various courses keeping in view the objectives of the University and the national requirement for consideration with the approval of the Academic Council;
- (ii) suggest methodologies for innovative teaching and evaluation techniques for consideration of the Academic Council;
- (iii) suggest panel of names to the Academic Council for appointment of examiners and paper setters. The Vice-Chancellor shall have authority to appoint one or more paper setters in extraordinary situation to maintain sanctity of examinations;
- (iv) co-ordinate research, teaching, extension and other academic activities in the Department;
- (v) board of Studies *sou motu* or on reference by the Vice-Chancellor may consider any matter and forward the recommendations to the Vice- Chancellor for such action as it may deem necessary; and
- (vi) discharge such other functions which are assigned to it by the



## Academic Council and the Board.

- Term of Office.
- (7) Subject to the provisions of Statutes, members of the Board of Studies shall hold office for three years except in the case of members appointed to fill temporary vacancies, in which case the appointment shall be only for the residue of the term of the particular Board of Study. In case of a temporary vacancy caused in the office of the Chairman, owing to death, illness or otherwise it shall be competent for the Vice-Chancellor to appoint another member of the Boards of Studies to act as Chairman for the unexpired period of the Chairman.

**32. The Finance Committee.** There shall be a Finance Committee in the University as per section 8(d) of the Act.

- (1) The Finance Committee shall consist of the following members :—

- Members.
- |  |    |                     |
|--|----|---------------------|
| (a) Vice-Chancellor;   | .. | Chairman            |
| (b) Registrar;   | .. | Member              |
| (c) Comptroller of Finance;  | .. | Member-<br>Convener |
| (d) Director, Technical Education & Training, Odisha;  | .. | Member              |
| (e) Dean, Faculty & Planning;  | .. | Member              |
| (f) A nominee of the Government in Skill Development and Technical Education Department not below the rank of Deputy/ Joint Secretary; | .. | Member              |
| (g) Secretary to Government in Finance Department or his nominee not below the rank of Deputy/Joint Secretary;                         | .. | Member              |

- (2) One-third or 3 whichever is higher will make the quorum and the Committee shall meet at least twice a year.

Quorum.

- (3) Meeting of the Finance Committee :

- (i) The Vice-Chancellor shall preside over the meeting of the Finance Committee.
- (ii) No act or proceedings of the Finance Committee shall be invalid merely by reason of existence of any vacancy in its membership.
- (4) A member of the Finance Committee, other than an *ex officio* member, shall hold office for a period of three years from the date of selection :

Term of Office.

Provided that he shall cease to be a member as soon as he ceases to hold the office by virtue of which he was a member of the Finance Committee.

Power and Functions.

- (5) The Finance Committee shall have the following powers and functions;—
- (i) to consider the draft annual accounts of the University prepared by the Comptroller of Finance and place the same before the Board along with the audit report thereon;

- (ii) to call for such information and records from any departments/ sections/ office of the University or require the assistance of the University for the purpose of examining the annual account;
- (iii) to prepare the final draft of the University budget after duly examining the proposals made by the Comptroller of Finance so that the budget may be placed before the Board for approval;
- (iv) to examine the proposal of borrowing funds and place its recommendations before the Board for approval as per Section 30 of the Act;
- (v) to pass the Annual Report including Local Fund Audit Report and to place it before the Board for approval;
- (vi) the Finance Committee may also suggest means of raising resources and to observe economic measures for better financial health of the University to the Board;
- (vii) the Finance Committee shall examine and recommend such other proposals as may be referred to it by Vice-Chancellor for considerations;
- (viii) the Finance Committee shall suggest / recommend to the Vice-Chancellor for deployment of funds for greater benefits of the University;
- (ix) the Finance Committee shall watch the progress of receipts and expenditure provided in the budget and to make recommendations to the Board for raising the resources of the University;
- (x) the Finance Committee shall make such reports and recommendations to the Board as may be necessary on matters affecting the finances of the University;
- (xi) the Finance Committee shall make proposals to the Board for supplementary budget where necessary; and
- (xii) the Finance Committee shall consider any other matter relating to the finances of the University that may be referred to it by the Board and advise the Board on any such matter as the Finance Committee may consider necessary to ensure a sound financial policy and practice in the University.

(6) The Committee shall prepare separately an Accounts Manual in the model of the accounts manual of any State University or AICTE. Such manual among other things would include detail procedures regarding the receipt and expenditure along with management of funds of the University, etc. The Committee may also review the Annual Accounts from time to time so as to bring about any modifications in case of necessity. Modifications of the provisions in the Accounts Manual shall be made with the approval of the Board.

### 33. Funds of the University.

- (1) Accounts and their maintenance:—The accounts of the University shall be kept in accordance with the University Accounts Manual and subject to such rules or instruction as may be issued by the Board from time to time.
- (2) Preparation of Annual Budget:—The budget for the ensuing financial year shall be prepared by the Comptroller of Finance and placed before the Finance Committee in time so that the budget may be considered by the Finance Committee and approved by the Board before the middle of December of every year.
- (3) Annual Accounts:—The annual accounts of the University relating to the financial year just ended shall be prepared by the Comptroller of Finance and placed before the Finance Committee and Board in accordance with the provisions contained in the Act and the Statutes.
- (4) Excess expenditure over budget allotment:—The Board on the recommendations of the Finance Committee shall be competent to incur expenditure outside or in excess of budget allotments for the year. It shall, however, be competent for the Vice-Chancellor to incur expenditure by re-appropriation from one head to another under the same major head, provided that no recurring liability is thereby involved.
- (5) The Comptroller of Finance to receive and make payments:—Subject to the control of the Vice-Chancellor, the Comptroller of Finance shall be competent to receive all payments on behalf of the University which shall be credited under the proper heads of account. The Comptroller of Finance shall also be competent to make all authorized payments including salaries and allowances, fees and other payments due to be paid from the funds of the University unless otherwise decided by the Board.
- (6) The University may park its funds with any Nationalised or Scheduled Banks i.e. Banks incorporated in India with a net-worth (paid up capital plus free reserves of the bank) of Rs. 100 crores fulfilling the capital adequacy, norms prescribed by Reserve Bank of India from time to time. These adequacy norms should be reflected in last published Annual Report/Balance Sheet of the Bank.

### 34. The Building and Works Committee.

There shall be a Building and Works committee to look into all the construction and developmental activities of the University as per section 8(e) of the Act.

- (1) The Building and Works Committee shall have the following members:
- (2) The following shall be the members of the Committee :--

Members.

- |  |    |                     |
|--|----|---------------------|
| (a) The Vice-Chancellor;                             | .. | Chairman            |
| (b) The Registrar;                                   | .. | Member              |
| (c) The Comptroller of Finance;                      | .. | Member              |
| (d) Dean, Faculty & Planning;                        | .. | Member              |
| (e) Professor-in-charge, Civil Works;                | .. | Member              |
| (f) Two Field Civil Engineers;<br>(Works Department) | .. | Members             |
| (g) Maintenance Engineer;                            | .. | Member-<br>Convener |

- Quorum.
- (3) The Committee shall meet as often as necessary but at least twice a year
- (4) One half or four members whichever is higher shall form a quorum for meeting of the committee.
- Power and Functions.
- (5) The Committee shall have the following powers and functions;--
- (i) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction;
  - (ii) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the grant placed at the disposal of the University for the purpose;
  - (iii) It shall prepare estimates of cost of buildings and other capital works, repairs & maintenance and the like;
  - (iv) It shall be responsible for making technical scrutiny as may be considered necessary by it;
  - (v) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary;
  - (vi) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors; and
  - (vii) The Committee shall perform such other functions in the matter of construction of buildings and development of land for the University as the Board/Vice-Chancellor may entrust from time to time.

### 35. Examination Committee.

- Members.
- (1) There shall be an Examination Committee as per Section 8(e) of Act having the following composition and functions:
- (2) The following shall be the composition of the Committee:
- (i) Vice-Chancellor—Chairman (*Ex officio*);
  - (ii) All Heads of the Departments;
  - (iii) Dean, Academic Affairs;
  - (iv) Dean of the Students' Welfare;
  - (v) Dean, Post-graduate Studies & Research;
  - (vi) Professor Training Placement;
  - (vii) Dean, Centre for Distance & Continuing Education; and
  - (viii) Controller of Examinations—Member-Secretary
- Quorum.
- (3) One-third of the members shall form the quorum of the Committee.
- (4) Ordinarily the committee shall meet at least thrice a year.
- (5) The Vice-Chancellor shall preside over all the meetings of examination committee. In his absence, a Professor of the University nominated by the Vice-Chancellor shall preside over the meeting.

Power and  
Functions.

- (6) The following shall be the powers and functions of the Examination Committee;--
- (i) to pass the Semester/Annual/Supplementary examination results;
  - (ii) to recommend to the Academic Committee, the list of candidates for conferment of degrees based on the above results for passing the same for post facto;
  - (iii) to scrutinize, alter and approve the recommendations of the Boards of Studies regarding appointment of paper setters and examiners for various examinations;
  - (iv) to consider the cases of examination malpractices/indiscipline in the examination halls as reported by the Invigilators and Centre Superintendent through the Controller of Examinations and award punishment as deemed fit and to make a report on the case of unfair means adopted by candidates, the extent of use of unauthorized or incriminating materials and comment about the performance of the students in general in the paper/subject;
  - (v) to examine the remarks of Conducting Board and recommend remedial steps including re-examinations; and
  - (vi) to issue guidelines to the Moderation Boards as and when necessary.

### 36. The Conducting Board.

There shall be a Conducting Board for each discipline of study (Engineering, Humanities & Basic Sciences, Architecture, Planning, MCA and other courses) to monitor the conduct of examination and to analyze the performance of students in the examinations. The members of the Conducting Board shall be appointed by the Vice-Chancellor.

- (1) The Conducting Board shall have the following members,---

Members.

- |   |     |                         |
|---|-----|-------------------------|
| (a) Dean, Academic Affairs;   | . . | Chairman                |
| (b) The Head of Department;   | . . | Member                  |
| (c) The Controller of Examination;                                    | . . | Non-Member-<br>Convener |
| (d) Four senior most teachers having<br>different specialization; and | . . | Members                 |
| (e) Special invitee as per<br>requirement for expert opinion.         | . . | Member                  |

- (2) The Conducting Board shall meet before the publication of results of each end semester and supplementary examination. The final results after modifications, if any, will be published only after the approval of the Vice-Chancellor.

Quorum.

- (3) One third or three of the members of the Conducting Board shall constitute the quorum excluding special invitee.

Power and  
Functions.

- (4) The Conducting Board shall have the following powers and functions,---

- (i) The Conducting Board shall have the duty to scrutinize the conduct of examination, evaluation process, the results in each of

the papers and the pattern of the question paper. Each member shall maintain full confidentiality of the matter;

- (ii) The Conducting Board shall scrutinize the results and remedial measures, conduct of re-examination in one or more papers, changes in examination process etc. for consideration by the Examination Committee or the Vice-Chancellor; and
- (iii) The Conducting Board may recommend punishment for malpractice cases reported during any examination.

## CHAPTER 4

### TEACHERS OF THE UNIVERSITY

#### **37. The Teachers.**

Teachers  
Classifica-  
tions.

(1) The following shall be teacher of the University as per Section 2 (u) of the Act, namely Professor, Associate Professor, Assistant Professor, Workshop Superintendent or such other persons imparting instruction or conducting or supervising research either in the Centers, Schools or in the Departments of the University. The Board may by notification include any other post from time to time as teacher.

Vacancy.

(2) The Registrar shall place before the Board a statement showing the posts of teachers lying vacant in the University Departments. The Registrar with approval of the Vice Chancellor and as per decisions of the Board shall advertise all the vacant posts at least in two news papers (one in state level Oriya newspaper and the other in National English daily), the website of the University and the University Notice Board.

Appointment  
of Teacher.

(3) The teachers of the University shall be appointed by the Board either on fixed tenure or permanent basis on the recommendation of the Selection Committee constituted under Section 35 of the Act and shall be subject to the provisions of this Statute.

Selection  
procedure.

(4) The Vice-Chancellor shall prepare a panel of at least five names of subject experts for each discipline which shall be approved by the Board. The constitution of Selection Committee shall be approved by the Chancellor prior to the conduct of interview.

(5) The experts to be selected for the appointment of teachers shall be normally from outside the State of Odisha.

(6) Candidates satisfying eligibility criteria as per AICTE/UGC norms on the last date of application shall only be considered for Interview.

(7) The selection committee members shall follow the weightage to be given to various components of selection such as career, publication, experience and interview etc. as prescribed in the Statutes as per AICTE/UGC Norms.

Scrutiny  
Committee.

(8) The Vice-Chancellor shall appoint a scrutiny committee consisting of three members of different disciplines not below the rank of Professor from within or outside the University to scrutinize all the applications received within due date. The scrutiny committee, with the approval of the Vice-Chancellor, shall shortlist the candidates to be called for interview. Such decision shall be taken on the basis of eligibility criteria

and the number of applications received by the University for Particular Post.

Selection  
Committee for  
Teachers &  
Dean of the  
Students'  
Welfare.

(9) The Selection Committee shall consist of the following,---

- (i) Vice-Chancellor; . . Chairman
- (ii) Nominee of the Government in Skill Development & Technical Education Department; . Member  
(Not below the rank of Joint Secretary)
- (iii) One Expert (nominated by Chancellor); . . Member
- (iv) Three Subject Experts (nominated by the Board); Members  
(approved by Chancellor)
- (v) Registrar; . . Member-Convener

The subject experts shall not be below the rank of Professors.

Quorum.

(10) Any five members including two subject expert and one nominee of the Government shall constitute the quorum for selection committee.

(11) All the teachers in the first instance, unless appointed on tenure basis, shall be on probation for a period of one year. On satisfactory completion of the said period, such teachers shall be confirmed by the Board on the recommendation of the Vice-Chancellor in their respective appointment and an order to this effect shall be issued by the University :

Appointment  
on  
substantive  
basis.

Provided that if the Vice-Chancellor on consideration of the Annual Performance Appraisal Report or any other report, does not feel satisfied with the performance of any such teacher, he may extend the period of probation of such teacher for one more year, and if at the end of such probation period where extended, his work is not found satisfactory the Vice-Chancellor shall place the matter before the Board for termination of his appointment.

### **38. Deputation of Teachers and Others to Government.**

A teacher, officer and any other employee may, at the request of the Government be deputed to work under the Government for temporary period on such terms and conditions as may be determined by the University.

### **39. Duties of Teachers .**

The following shall be the duties of a teacher :

- (1) The primary responsibility of a teacher of the University is to teach and prepare the students for the examinations as per the academic curriculum of the University, abide by the rules and regulations of the University issued from time to time. The teacher shall perform the duties as prescribed by AICTE from time to time.
- (2) Participating in University examination process including invigilation, supervision, tabulation, evaluation, scrutinization and setting question papers etc. as may be assigned.
- (3) Teachers may participate in the National/International Conferences/ Seminars/ Workshops etc. with the provision of financial assistance for academic growth.
- (4) Participating in student development activities, hall of residence

administration and other co-curricular activities of the University.

- (5) Conducting research in frontier areas of knowledge and supervising Ph.D. & Master's Level research and develop laboratories etc. for the purpose.
- (6) Conduct Sponsored Research /Industrial Consultancy and other projects.
- (7) Perform all other duties that may be assigned by the University from time to time.
- (8) Work load of a teacher shall be as per AICTE norm as notified from time to time.
- (9) Every teacher shall annually submit a self appraisal report in the Format prescribed by the University.
- (10) Notwithstanding anything contained in these statutes, the Board may appoint on such terms and conditions as it may deem fit;
  - (i) Any distinguished retired Professor as Emeritus Professor
  - (ii) Visiting Professors
  - (iii) Honorary Teachers who can take part in the activities of the University in their respective subjects.
  - (iv) Chair Professors sponsored by Industries / R&D organizations.
  - (v) Adjunct Professor

#### **40. Students' Feedback.**

The students of University department shall make an honest assessment of the teaching by a teacher at the end of each semester/trimester for theory papers taught as prescribed in Appendix-IX. However, the feedback of students having attendance below 75 % in a subject shall not be considered for assessment of teaching in that subject.

#### **41. Registration of Teachers.**

Every teacher appointed against a substantive post or tenure basis has to register himself as a teacher of the University. Only a registered teacher of the University is permitted to teach and participate in any academic and co-curricular activities of the University.

## CHAPTER 5

### SCHOOLS, CENTRE FOR STUDIES AND DEPARTMENTS

#### **42. The School of Studies.**

The university shall have such Schools of Studies as per Section 25 of the Act as may be decided from time to time by the Academic Council.

- (i) Every Dean/Head of a School of Studies shall be nominated by the Vice- Chancellor from among the Professors of the University for a period of three years.
- (ii) When the office of the Dean/Head is vacant or when the Dean/Head is unable to perform duties of his office for whatsoever reason, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.



- (iii) The Dean/Head shall be responsible for the conduct and standard of teaching and research in the school.
- (iv) The Duties and responsibilities of Dean/Head shall be same as the duties and responsibilities of a Department.

#### **43. Centre of studies.**

The University shall have such Centre of Studies as may be decided by the Board / the Vice-Chancellor.

- (i) Every Centre of Study shall be headed by a Dean/Head to be appointed by the Vice-Chancellor from among the Professors of the University for a period of three years.
- (ii) When the office of the Dean/Head is vacant or when the Dean is unable to perform duties of his office for whatsoever reason, duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (iii) The Dean shall be the Head of the Centre of Study. He shall be responsible for the conduct and standard of teaching and research in the school.
- (iv) The Duties and responsibilities of Dean/Head shall be same as the duties and responsibilities of a Head of the Department.

#### **44. The Departments.**

- (1) The Department shall be the primary unit of education, research, consultancy and administration. It shall carry on programme of teaching and research and where appropriate, extension education in a particular field of knowledge.

The University shall have the following Departments,---

- (a) Humanities;
- (b) Chemistry;
- (c) Physics;
- (d) Mathematics;
- (e) Civil Engineering;
- (f) Computer Science & Engineering;
- (g) Computer Science & Application;
- (h) Electrical Engineering;
- (i) Electronics & Instrumentation Engineering;
- (j) Information Technology;
- (k) Mechanical Engineering;
- (l) Architecture ;
- (m) Bio-Technology;
- (n) Textile Engineering;
- (o) Fashion & Apparel Technology;
- (p) Planning;
- (q) Management ; and

(r) Any other Department with approval of the Board/Government.

(2) The appointment of the Head of the Department (HOD) and his power and functions are described in the Section 26 of the Statutes.

#### **45. Central Facilities.**

The University shall have the following Central Facility which will be under the administrative control of the Vice-Chancellor. The Central Facilities shall have Professor-in-Charge appointed by the Vice-Chancellor for a period of two years. The duties and responsibilities of the Professor-in-Charge shall be same as the Head of Departments.

- (1) Central Workshop
- (2) Central Laboratory Facility
- (3) Central Library
- (4) Central Computer Facilities
- (5) Central Internet Facility
- (6) Central Transport Facility

Any such Central Facility can be created by the approval of the Board from time to time.

### CHAPTER-6

#### CONDUCT OF EXAMINATIONS

#### **46. Appointment of Examiners .**

Examinership cannot be claimed as a matter of right. All appointments of examiners shall be made by the Controller of Examinations who shall have the power to cancel or terminate any appointment as examiner/paper setter or any other work related to examination without assigning any reasons thereof at any time as and when necessary with the approval of the Vice-Chancellor

#### **47. Classification of Examiners.**

Examiners may be of any of the following two classes, namely :—

- (1) Examiners to be designated as Question Paper Setters who will set the question papers required for the examinations of the University.
- (2) Chief, Sole and Assistant Examiners to evaluate the answer papers, dissertations, thesis etc. or conduct *viva voce* and practical examinations and shall include special Examiners appointed for Special papers and/or special occasions.

#### **48. Question Paper Setters.**

(1) As far as possible, Question Paper Setters shall be appointed from among such teachers as are connected/unconnected with the teaching in the University :

Provided, however, that the teachers of the University may be appointed to prepare questions to be included in the Question Bank, if any, set up by the University.

**49. Chief and Assistant Examiners.**

- (1) Assistant Examiners from within the University shall be selected from among the Registered Teachers of the University / other Universities with a minimum experience of five years. Assistant Examiners shall function under the general supervision and guidance of the Chief Examiners. Chief Examiner should be not below the rank of Associate Professor or equivalent.
- (2) It shall be the duty of the Controller of Examination to maintain an up-to-date list of all Registered Teachers.
- (3) The Controller of Examinations shall maintain an up-to-date list of suitable teachers from outside the University including Teachers from institutions of Higher learning and research and other Universities. This shall be a comprehensive list maintained subject-wise so as to afford a wide choice of teachers for appointment as examiners / paper setters in all the examinations

**50. Principle Governing Appointment of Examiners.**

- (1) The principle of single examinership shall be followed in respect of theory papers of all University examinations. However, if the number of answer scripts exceeds 150 in a particular paper, more examiners may be appointed (one for each 100 scripts). There shall be a Chief Examiner, if more than one assistant examiner is appointed in that paper. The Chief Examiner will check at least 10 % of the evaluated scripts of the Assistant Examiners and can evaluate the paper like other examiners also.
- (2) In case of project and *viva voce* examinations, the principle of having a board of Internal Examiners and Two/one External Examiner shall be followed; The HOD shall be the Chairman.
- (3) No person shall ordinarily be appointed as Examiner in more than one theory paper in one Semester Examination. However, in case of non-availability, this could be extended to more theory papers as to be decided by the Vice-Chancellor

**51. Preparation of list of Examiners.**

- (1) The Controller of Examination shall annually prepare a list showing those who have been Question Paper Setters or Examiners during the preceding years from among the list.
- (2) The list prepared by the Controller of Examination shall be placed before the different Boards of Studies. The Boards of Studies shall consider these lists and recommend three names as Paper Setters and Examiners for any subject of examination for the purpose of appointment for the year. In absence of recommendations, the Controller of Examination shall appoint the question paper setters and examiners in consultation with the concerned HOD.
- (3) The list of Paper Setters/Examiners recommended by Board of Studies of different departments/schools/centres shall be approved by the Vice-Chancellor.

**52. Place of Examinations & Duties of Examiners.**

- (1) All examinations shall be held at such place as the Controller of Examination may decide from time to time. The Professor-in-Charge, Examinations and Invigilators for the University examinations should be ordinarily form among the teaching staff of the University.

- (2) The different University examinations shall commence according to the Schedule. Keeping within this Schedule, the Controller of Examinations shall prepare a calendar of examinations specifying the actual date of the commencement of the examination as well as a detailed time table for each individual examination.
- (3) The Vice-Chancellor may alter the Schedule as and when he feels necessary.
- (4) The Head of the Department shall be the Centre Superintendent in respect of sessional, practical, *viva voce*, project examination and shall notify a Schedule for conduct of such examinations in the Department within the stipulated date.
- (5) Ordinarily all odd / even semester examinations (theory, sessional, project *viva voce* etc.) shall be completed by end of November and April every year respectively.

### **53. Standard of Question Papers .**

The question papers set in any subject shall be such that a candidate of decided ability, well prepared in the subject can reasonably be expected to answer all questions within the time allotted.

### **54. Medium of Instruction and Examination.**

All examinations, except practical, sessional and *viva voce* etc. examinations shall be conducted by means of written papers (printed, written or typed) to be set in English and to be answered in English unless there be an instruction on the question papers to the contrary. The medium of instruction shall be English.

### **55. Unfair Means in Examination.**

(1) All instances of unfair means in examinations whether reported by the Centre Superintendents / Invigilators / Supervisors / Observers / Examiners or otherwise shall be placed before the appropriate Conducting Board by the Controller of Examinations as soon as practicable but preferably before the results of the relevant examination are passed for publication. The Conducting Board shall consider the reports and other materials, if any, and make a report of the scope and extent of the unfair means resorted to and specifically whether use of unauthorized or incriminating material referred to in the reports or produced before the Conducting Board as been made.

(2) In case the Conducting Board is satisfied that there is *prima facie* evidence of resort to unfair means in the examination, the Controller of Examinations shall forthwith issue notices to the candidate concerned precisely specifying the nature of the charge and calling upon the candidate to furnish his written reply to the charges within a period of twenty one clear days. The notice shall also inform the candidate that he shall have the right to a personal hearing on a specified date which shall be after the last date for receipt of the written reply from him.

(3) The written reply of the candidate along with the report of the Conducting Board, Examiners and other reports and materials pertaining to the matter shall be placed before a Committee comprising of Dean, Academic Affairs, Dean, Post-Graduate Studies & Research, respective Head with the Controller of Examinations as Convener.

(4) The Committee shall give a personal hearing to the candidate as indicated in the notice issued to the candidate by the Controller of Examinations and shall also consider the report of Board of Conducting Examiners and other reports and materials relevant to the case, if any.

(5) Provided, however, that in case no reply has been received from the candidate within the stipulated time and / or in the event the candidate failing to appear before the Committee at the appointed time, the Committee shall be competent to consider the other reports and other relevant material placed before them by the Controller of Examinations.

(6) If the Committee comes to the conclusion that the candidate has resorted to unfair means, the Committee may recommend to the Vice-Chancellor any of the following penalties to be imposed on the candidate commensurate with the gravity of the unfair means resorted to by him, namely :—

- |       |  |  |
|-------|--|--|
| (i)   | For writing the Regd. number or leaving any identification mark any where in the answer script except in the place provided for the purpose.   | A fine of<br>Rs. 2,000.00  |
| (ii)  | For possession (but not use) of unauthorized or incriminating materials  | Reduction of marks by 10 % in the concerned paper.   |
| (iii) | For misbehavior with the Centre Superintendent/Invigilators/Supervisors/ others connected with the conduct of Examination  | Cancellation of the result of the examination in that paper  |
| (iv)  | For use of unauthorized or incriminating materials   | Cancellation of the examination in the concerned paper   |
| (v)   | For use of unauthorized or incriminating of material combined with misbehaviour with the Centre Superintendent/ Invigilators/ Observers/ Supervisors or others connected with the conduct the examination. | Cancellation of the result of that examination in the concerned paper and debarring the candidate from appearing at the next examination in the concerned paper. |

All such order imposing penalties shall be published in the University Notice board

#### **56. Examination and other Fees.**

(1) The Board shall prescribe the fees for registration of students for admission into various examinations and for other purposes connected with examinations and other affairs of the University.

(2) The fees shall not be changed more frequently than once in three years, provided, however, that the University may recover the actual

postal expenses involved in mailing certificates, mark lists, diplomas and other documents from the recipients of such documents in addition to the fees.

### **57. The Academic Year.**

Working days.

(1) The academic year shall begin on the first of July of each year and end on the days 30th June of the next year.

Holidays.

(2) An academic year shall have not less than 160 working days excluding the end semester examination days or any other days as per provision of AICTE/UGC time to time. The teaching days are from Monday to Friday and the timing is from 9.0 am to 5.0pm.

(3) The University shall issue an Academic calendar for each academic semester and year showing the number of holidays and working days with approval of the Academic Council in the month of July every year.

## CHAPTER-7

### THE INSTITUTION OF DEGREES & DIPLOMAS

#### **58. Award of Degrees and Diplomas.**

The University shall, subject to the conditions laid down by the Board, award the following degrees :—

- (i) Master of Science;
- (ii) Master of Arts;
- (iii) Master of Technology ;
- (iv) Master of Business Administration ;
- (v) Master of Computer Application;
- (vi) Doctor of Philosophy in Engineering, Science, Management;
- (vi) Bachelor of Technology;
- (vii) Bachelor of Architecture;
- (viii) Bachelor of planning; and
- (viii) Such other Master, Doctor of Philosophy or Bachelor's Degrees as will be determined by the University from time to time.

#### **59. Honorary Degrees.**

(1) The Board shall, subject to the confirmation by the Chancellor, have power to confer Honorary Degrees and other Academic Distinctions on the recommendations of the Academic Council on persons, who by virtue of their eminence and attainments or contributions to the cause of learning and science or their established position in the Scientific World are fit and proper persons to receive Doctor of Science (D.Sc.).

(2) All proposals for the conferment of Honorary Degrees shall be made to the Academic Council. If accepted by the Academic Council, it shall be placed before the Board for approval. Then it shall be submitted to Chancellor for confirmation.

(3) Honorary Degree shall be conferred only at Convocation, and may be taken in person or in absentia.

(4) The person, on whom an Honorary Degree is to be conferred, shall be presented to the Chancellor by the Vice-Chancellor.

(5) The Diploma or Certificate for an Honorary Degree shall be signed by

the Chancellor.

#### **60. Pre-condition for Award of Degree.**

Degree shall be awarded to only such candidates who have successfully completed the prescribed academic requirements as per the regulations of the University provided the candidate:

- (i) has not been convicted in any Court of Law;
- (ii) is not a mental patient; and
- (iii) has a good moral and ethical character.

#### **61. Convocation.**

There shall ordinarily be one convocation held during the year for the purpose of conferring and awarding all degrees, diplomas, medals and awards. The Chancellor shall preside over the Convocation. The Vice-Chancellor may with the prior approval of the Chancellor invite a distinguished person to address the Convocation.

(1) The Chancellor, Vice-Chancellor, Registrar, All Deans, Members of the Academic Council, Members of the Board and the Candidates for the different Honorary Degrees shall wear the Academic Robes prescribed by the Board and assemble in the room set apart for the purpose at the appointed hour.

(2) The Hall shall be so arranged that the first row will be occupied by Chancellor, Vice-Chancellor, Chief Guest and Registrar. The second row will consist of Board Members and Deans. The subsequent rows will be occupied by the Academic Council Members.

(3) Ordinarily, the degrees shall be conferred on presentation at the Convocation in the following order, namely :—

- (i) Honorary Degrees in the order determined by the Vice-Chancellor
- (ii) Doctoral Degrees in the order determined by the Vice-Chancellor
- (iii) Master's Degree in the order determined by the Vice-Chancellor
- (iv) Bachelor's Degree in the order determined by the Vice-Chancellor
- (v) Medals in the order determined by the Vice-Chancellor
- (vi) Awards in the order determined by the Vice-Chancellor

(4) The Convocation time shall be decided after consultation with the Chancellor. Ordinarily, not less than four weeks, notice shall be given as per date and hour fixed by the Chancellor for the Convocation.

#### **62. Conferring Degrees / Medals.**

- (1) Recipients of Doctoral Degrees, Medals and Awards instituted by the University shall be awarded in person or in absentia.
- (2) All other degrees, diplomas shall be conferred in the Convocation to the recipients in person, faculty wise or in such other manners as may be determined by the Vice-Chancellor. But the same shall be distributed either through the respective Deans/Heads of Schools/Departments, Dean, Academic Affairs, Dean of Post-graduate Studies & Research. Apart from this, Degrees/Diplomas/ Medals may also be conferred in absentia.

#### **63. Distribution of Degrees and Diplomas .**

Notwithstanding the provision of Statutes the Board of the University may decide with the prior approval of the Chancellor that no Convocation shall be held in any year in which case the degree/ diploma shall be given to the candidate through the respective Dean, Academic Affairs or directly by the Registrar or otherwise as directed by the Board.

(1) The Degrees or Diplomas of the candidate may be sent by registered post by Dean, Academic Affairs on application, in the manner and on payment of such fees, as may be decided by the Board.

(2) Candidates for degrees/ diplomas shall submit to the Dean, Academic Affairs, their applications for admission to their several degrees in the prescribed form with the requisite fees as may be decided by the Board, not less than fifteen clear days before the day fixed for the Convocation. No person shall be admitted to a Convocation who has not sent his application with the fees to the Registrar.

#### **64. Withdrawal of Degrees, Diplomas and Certificates etc.**

(1) The University on recommendation of the Academic Council and with the prior approval of the Board can withdraw the degree awarded to a candidate, provided it is conclusively proved that the candidate,—

- (i) was involved in criminal activities and was convicted by law;
- (ii) has tampered with the transcripts, degrees, diplomas awarded by the University;
- (iii) had caused irreparable damage to bring down the reputation and prestige of the University;
- (iv) was involved in gross misconduct in any University Examination;
- (v) had made use of forged, false or manipulated documents; or
- (vi) misleading declarations to gain admission to a course to which he was not entitled;
- (vii) was involved in gross professional misconduct amounting to abuse of the Degree or Certificate awarded by the University; and
- (viii) any other misdemeanor considered as tantamount to gross misconduct by the Academic Council and the Board.

(2) Provided that no such removal for authorities or bodies and/ or such withdrawal of Degree or Certificate shall be made without giving the person concerned an opportunity of showing cause against the proposed action and of being heard by the Board.

#### **65. Right of Appeal.**

Any person aggrieved by an order as aforesaid may, within thirty days of the communication of the order, prefer an appeal before the Chancellor, whose decision shall be final.

### **PART III**

#### **CONDITIONS OF SERVICE OF UNIVERSITY EMPLOYEES**



CHAPTER 1  
GENERAL SCOPE

**66. Applicability.**

This part applies to all the University employees including employees of Group-A, Group-B, Group-C and Group-D grade as defined by the Government except the Vice-Chancellor.

**67. Definitions.**

(1) In this part unless the context otherwise requires,—

- (i) “Appointing authority” in respect of an employee means the Chancellor or any officer or Authority of the University empowered under the Act or these Statutes to appoint such employees;
- (ii) “Cadre” means the strength of a service or a part of a service sanctioned as a separate unit;
- (iii) “Duty” includes—
  - (a) Service as a Probationer; if such service is followed by confirmation or by regular appointment to University service;
  - (b) Joining time on transfer;
  - (c) Period of service in any substantive or temporary post;
  - (d) Period spent during a course of instruction or training or Government / University duty;
  - (e) Period spent on such other work which the Board may decide to be included under duty;
- (iv) “Emoluments” means payments made from the General Fund of the University in the shape of fixed additions to monthly pay and allowances and includes Pay, Special Pay, Compensatory Allowance, Dearness Allowance including Additional Dearness Allowance, etc. but does not include Honorarium;
- (v) “Employee” means a person employed by the University as full time employee on Permanent or Probation basis whether as an officer or as a teacher otherwise and includes, a Government Servant on Deputation on Foreign Service terms to work under the University but does not include a person engaged on Contract basis;
- (vi) “Foreign Service” means service in which a University employee received his pay with the sanction of the Board from any source other than the University Fund;
- (vii) “Headquarters of a University employee” means the station where the records of his office are kept or such other place as the Vice-Chancellor may by order specify on this behalf;
- (viii) “Holiday” means—
  - a. A Holiday prescribed or notified by the Board of the University; and
  - b. In relation to any particular office, a day on which it is ordered by the Vice-Chancellor to be closed for transaction of University business;
- (ix) “Honorarium” means a recurring or non-recurring payment granted to a University employee from the University Fund as remuneration for special work of an occasional or intermittent character done beyond

normal working hours without detriment to normal work;

- (x) "Joining Time" means any period which the Vice-Chancellor may, by order, declare that in the circumstances mentioned below, or in similar circumstances, a University employee may be treated as on duty,--
- (a) During a course of Instruction or Training;
  - (b) During the interval between the satisfactory completion of the course and assumption of duties, provided that the interval between the receipt of orders and the assumption of duties does not exceed the amount of Joining Time admissible to a University employee;
  - (c) In the case of a Professor other than the Probationer, the period spent on conducting any examination either in the University or outside such as the Odisha Public Service Commission, University Grants Commission, AICTE or other Institutions as decided by the Vice-Chancellor requiring such assistance and being permitted therefore;
 

Provided that the total period of absence on such examination work and / or attending Conferences, Seminars, Symposia, etc. shall not exceed 20 days, in a calendar year excluding holidays.
  - (d) In the case of a Non-Teaching Technical employee, the period spent on any assignment either within the University or outside to render expert service or advise provided the total period of absence, shall not exceed 20 days in a calendar year excluding holidays;
  - (e) The period spent by the teachers selected by the AICTE / U.G.C. / Central Government / State Government for Cultural and Academic Exchange Programme and Deputed abroad;
  - (f) The period spent by the teachers other than a Probationer selected by AICTE, University Grants Commission under the Visiting Associateship Scheme for visiting other Universities and Institutes of advanced study and research and for attending Summer Courses provided they are either being sponsored or approved by the appropriate authorities;
- (xi) "Leave Salary" means the monthly emoluments paid by the University to a University employee on leave;
- (xii) "Lien" means the right of a University employee who has served the University for at least 05 years to hold substantively either immediately or on the termination of period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;
- (xiii) "Ministerial employee" means an employee of a subordinate service whose duties are mainly clerical and includes Typists and Stenographers and any other class of employee specifically declared by the University;
- (xiv) "Month" means a calendar month;
- (xv) "Officiating in relation to a University employee" means officiating in a post when he performs the duties of a post on which another University employee holds a lien and includes a University employee officiating in a vacant post on which no other person holds a lien and officiating shall be construed accordingly;
- (xvi) "Pay" means the amount drawn monthly by a University employee as,—
- (a) The pay other than special pay or pay granted in view of his personal

qualification which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by the rising of his position in the cadre;

(b) Special pay and personal pay; and

(c) Any other recurring emoluments which may be specially classed as pay by the Board;

- (xvii) "Pay Scale" means pay which rises by periodical increment from a minimum to maximum;
- (xviii) "Permanent Post" means a post carrying a definite rate of pay and sanctioned without limit of time;
- (xix) "Permanent University employee" means a University employee who has a lien on a permanent post or would hold a lien on any post had his lien not been suspended;
- (xx) "Personal Pay" means pay granted to a University employee,—
- (a) to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure; or
  - (b) in an exceptional circumstances, on other personal consideration.
- (xxi) "Probationer" means a University employee appointed on Probation in or against a substantive post in a cadre;
- (xxii) "Service" means University service;
- (xxiii) "Special Pay" means an addition of the nature of pay to the employments of a post or to the pay of a University employee granted in consideration of—
- a. The specially arduous nature of the duties; or
  - b. A specific and significant addition to the work or responsibility.
- (xxiv) "The Sphere of Duty" of an employee means the local area within which his duties are ordinarily confined. In case of doubt the limits of a particular employee's sphere of duty may be prescribed by the University;
- (xxv) "Subsistence Allowance" means a monthly allowance made to a University employee who is not in receipt of pay or leave salary;
- (xxvi) "Substantive Pay" means the pay other than special pay, personal pay officiating pay or emoluments classed as pay by the Board, to which a University employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;
- (xxvii) "Temporary Post" means a post carrying a definite rate of pay scale and sanctioned for a limited time;
- (xxviii) "Tenure Post" means a permanent post which an individual University employee may not hold for more than a specified period;
- (xxix) "Transfer" means movement of a University employee from headquarters, station or department in which he is employed to another such station or department either,—
- a. to take up the duties of a new post, or
  - b. in consequence of a change of his headquarters.
- (xxx) "University" means Odisha University of Technology and Research.
- (xxxi) "University employees" means a person in the employment of the University

and drawing pay there from and includes the teaching and non-teaching staff in University Department, a constituent College or Centre of Advanced Studies of the University.

- (xxxii) "Vacation Department" means a University Department, Schools to which regular vacations are allowed during which University employees employed in them are permitted to be absent from duty.
- (2) Words and expressions used but not defined in these Statutes unless the context otherwise requires shall have the same meaning as they have seen assigned in Odisha University. First Statutes, 1990 and other Statutes or in Odisha Service Code, Odisha Pension Rules, 1977, Odisha Leave Rules, 1966, Odisha Civil Services (Classification, Control and Appeal) Rules, 1962, Odisha Government Servants Conduct Rules, 1959 as the case may be amended from time to time. For matters not prescribed in the Acts and Statutes of the University, the Government Rules shall apply *mutatis mutandis*.

### **68. Classification of Services.**

The University service may be classified by Government for Government departments subject to conditions that it will undergo for such modifications as may be done by the Government for their employees from time to time.

- (i) The strength of the sanctioned teaching posts shall be in the ratio of one teacher for every twelve (12) students. Within that ambit, vacancies, and level of teachers i.e. Assistant, Associate and Professors are kept flexible and may be determined as per AICTE guideline or needs of the University.
- (ii) The strength of non-teaching staff including technical, ministerial, administrative and others to that of the teaching staff shall normally be in the ratio 1.1:1.

### **69. Medical Certificate.**

Except as provided by these Statutes, no person may be substantively appointed to a permanent post in the University services, unless he produces a medical certificate of health signed by a Medical Officer of the rank not below the rank of Chief District Medical Officer. The production of a fresh medical certificate under this Statute will not be necessary if the University employee has already produced a Medical Certificate and has been in the University Service without break. The format of medical certificate to be used in case of appointments of teachers and other employees of the University shall be specified by the Board.

### **70. Age of entry.**

The age-limit for appointment in any post shall be the same as applicable to Government servants in the State of Odisha.

Provided however that, the upper age-limit may be relaxed by the Board in respect of Officers and Teachers.

### **71. Restriction of Private Business.**

- (1) Unless otherwise provided in these Statutes the whole time of a University employee shall be at the disposal of the University during the period of such employment and he will not use his official residence, office or engage himself in any trade, business, occupation or in any work other than that of his office without the prior permission of the Vice-

Chancellor whose orders on the matter shall be final and that he will not (except in case of accident or sickness certified by the competent medical authority) absent himself without obtaining the prior permission in writing of persons authorized in this behalf by the University.

- (2) The Odisha Government Servants Conduct Rules, 1959 shall apply *mutatis mutandis* to the University employees.
- (3) In addition to the rules mentioned in Clause (2) rules or Code of Conduct as determined by the Board from time to time with the approval of the State Government may also apply to the University employees.

#### **72. Transfer to a post carrying less Pay.**

A University employee may be transferred from one post to another by the Vice-Chancellor, provided that, except :

- (i) on account of inefficiency or misbehavior or such other compelling grounds
- (ii) on his written request,

.....a University employee shall not be transferred substantively to or appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien.

#### **73. Right to receive Pay.**

(1) Subject to such exception as may be specified by the Board, a University employee shall begin to draw the pay and allowances attached to his post with effect from the date on which he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.

(2) A University employee shall not be entitled to draw pay or allowance for any time, he/she may spend outside his sphere of duty without proper authority.

#### **74. Availing of Vacation .**

- (1) The vacation is applicable to the students as declared by the Vice Chancellor as per academic calendar.
- (2) All University employees are non-vacational and the list of holidays declared by the Government of Odisha is applicable in toto.
- (3) Presently as per order of Government of Odisha the 2<sup>nd</sup> and 4<sup>th</sup> Saturdays of a month are declared as holidays and other Saturdays are working days which are earmarked for all academic related meetings and extracurricular activities of the students etc.

#### **75. Substantive Appointment.**

- (1) More than one University employee cannot be appointed substantively to the same permanent post at the same time.
- (2) A University employee cannot be appointed substantively to a post on which another University employee holds a lien.

- (3) A University employee cannot be appointed, except as a temporary measure to two or more permanent posts at the same time.
- (4) Applications of an employee for a post carrying lower or same scale of pay shall not be forwarded by the University.

#### **76. Termination of Services due to Prolong Absence from Service.**

Where a University employee does not resume duty after remaining on leave for a continuous period of five years or where a University employee after expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension or any period which together with the period of the leave granted to him exceeds five years, he/she shall, unless the University in view of the exceptional circumstances of the case otherwise determine, be removed from service after following the procedure laid down in the OCS (CCA) Rules, 1962 as amended from time to time.

#### **77. Protection of Pay.**

Subject to terms of transfer when any Government servant whose services have been transferred to the University exercises his option for absorption in the service of the University, the University shall employ him in its service in a post whose grade, Pay Scale and Pay shall not be less than what he enjoyed at the time of absorption in the service of the University.

#### **78. Retirement.**

The date of retirement of a University employee, other than a Teacher / Vice-Chancellor or Government servant on Deputation to the University shall be the date on which he / she completes the age of sixty years or as decided by Government of Odisha time to time; and

- (1) An employee may retire voluntarily from service any time after completing thirty years of qualifying service or any other years as decided by Government of Odisha time to time or on attaining the age of fifty years by giving a notice in writing to the Vice-Chancellor of the University at least three months before the date on which he/she wishes to retire or by giving the said notice to the said authority before such shorter period as the University may allow in any case. It shall be open to the said authority to withhold permission to an employee who seeks to retire under this provision, if he/she is under suspension or if enquiries against him are in progress.
- (2) The Vice-Chancellor with the approval of the Board may also require a University employee to retire pre-maturely in the interest of the University at any time after he has completed twenty-five years of qualifying service or any other years decided by Government of Odisha time to time or attained the age of fifty years by giving a notice in writing at least three months before the date on which he/she is required to retire or by giving three months pay and allowances in lieu of such notice.

Provided that a review shall be conducted in respect of any University employee on completing thirty years of service or fifty years of age and fifty-five years of age in order to determine whether he/she should be allowed to continue further in service or be retired pre-maturely in the University's interest.

- (3) Pre-mature retirements laid down above shall be made applicable in respect of employees who are known to be lacking in integrity or whose physical and mental condition is such as to make them inefficient for further

services or whose continuance is not desirable in the interest of the University irrespective of assessment of their ability or efficiency in work.

- (4) Once it is decided to retain an employee after twenty five years of qualifying service or on completion of fifty or fifty five years of age, as the case may be, he/she should be allowed to continue up to the age of 55th/60th years without any fresh review. Fresh review may, however, be conducted at any time, if it is justified for exceptional reasons, such as subsequent works or work of conduct or the state of his/her physical health which may make earlier retirement clearly desirable.
- (5) The criteria and procedure to be followed for Pre-mature Retirement shall be as laid down by the Board subject to the approval of the Chancellor.

#### **79. Probation.**

The period of probation of a University employee in any appointment shall ordinarily be one year for direct recruits and as determined by the Vice-Chancellor may be extended for one more year.

#### **80. Travelling Allowance.**

The grant of travelling allowance shall be subject to the rules and procedure contained in the OTR Accounts Manual or rules and procedure of Govt. of Odisha OGFR.

#### **81. Remuneration.**

Unless expressly provided for to the contrary, an employee's time shall be wholly at the disposal of the University which shall be competent to employ him in any manner required without payment of any additional remuneration, whether the services required of him are such as would ordinarily entitle him to such remuneration from the University or not :

Provided that an employee performing examination related work shall receive remuneration for such duties as admissible.

- (1) The Vice-Chancellor may permit a teacher to take up consultancy work for and / or on behalf of a Government, public or private institution or enterprise in the following circumstances,—
  - (i) The consultancy work should not interfere with the normal work of the Department or affect the workload of the teacher prescribed under the Statutes;
  - (ii) The remuneration for the Consultancy Services, Fee, Honorarium, Reimbursement of expenses or otherwise shall be approved by the Vice-Chancellor; and
  - (iii) A fixed percentage of the consultancy fee as per SRIC Rules other than the amount towards reimbursement of actual expenses incurred by the teacher shall be payable to the University.

Any employee may receive without prior permission—

- (iv) The premium or prize awarded for an Artistic or Literary Composition or Performance in public competition.
- (v) The premium or prizes awarded for a Plan, Drawing or Design in public competition.
- (vi) Any reward payable in accordance with the provisions of any Act or Regulation or Rules framed there under.

- (vii) Any reward sanctioned for services in connection with the administration of the Customs and Excise Laws.
- (viii) Any fee payable to an employee for duties which he is required to perform in his official capacity under any Local Law or by order of the University.
- (ix) Any fee or incentive for the duties performed in connection with Schemes of the University or at the instance of Institutions and Funding Agencies like the AICTE, UPSC, OPSC, DST, DTET, University Grants Commission, Indian Council of Scientific and Industrial Research, Indian Council of Agricultural Research, etc.

### **82. Payment of Honorarium.**

Subject to the specific orders, if any, that may be passed by the Vice-Chancellor as per decisions of the Board, Honorarium may be granted in the following cases :—

- (i) Employees as are directly connected with conduct of examinations and publication of results.
- (ii) Employees directly engaged in essential services connected with the supply of water and electricity for work done by them on public holidays other than Sundays for which neither substitutes not alternative holidays could be given.
- (iii) Teachers engaged in examination/additional teaching work in holidays and vacations for which alternative holidays could not be given

### **83. Arbitration Fees.**

An employee with the previous sanction of the Vice-Chancellor may act as an Arbitrator and accept fees for the same provided the fee is not paid out of the General Fund of the University and provided further that no employee shall act as an Arbitrator in any case which may come of before him in any shape by virtue of any post which he may be holding.

### **84. Fees for Patents.**

An employee whose duties involve the carrying out of Scientific or Technical Research shall not apply for or obtain or cause or permit any other person to apply for or obtain a Patent for an Invention made by such employee, save with the permission of the University and in accordance with such conditions as the University may impose. Such permission will not be necessary in respect of an Invention in no way connected with the subject of his research.

### **85. Reimbursement of Cost of Medicines, etc.**

(1) The employees shall be entitled to the reimbursement of the cost of CT Scan, Medicines, X-Ray, Ultra Sound and Blood Transfusion, etc. incurred by them in connection with the treatment of Self and Dependent members of their family in accordance with the rules and procedure in vogue in the State Government in respect of their employees. They shall also be eligible for Medical Attendance and treatment outside the State in the same manner as admissible to the State Government employees under Annual Budget Provisions.



- (2) Until suitable funds are received by the University from the State Government in shape of increase in the Annual Block Grant for meeting the expenses under sub-statute (i) above, the existing practice in the University for this purpose shall continue within the fund limitation.

#### **86. Records of Service.**

- (1) The records of the service of the employees such as Service Book, Personal Files shall be maintained by the Registrar in the manner prescribed by the Board / Vice-Chancellor from time to time.
- (2) Daily attendance registers will be signed / put biometric impressions by all employees of the University on all working days including the Officers on Deputation from Government excepting the Vice-Chancellor.
- (3) The Wardens/Assistant Wardens of Hall of Residence shall maintain their own attendance register or biometric impressions on daily basis.

#### **87. Self-Appraisal of Work.**

The employee's own appraisal of the work done by him shall form the basis of the assessment of his performance as reflected in the Annual Confidential Roll or Confidential Character Roll by whatever name it may be called. In case of Teachers, this shall be done at the end of the academic year (May or June) as per AICTE/UGC/Government of Odisha guidelines.

### CHAPTER 2

#### PAY SCALE

#### **88. Fixation of Initial Pay.**

(1) When a University employee is promoted or appointed to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the pay scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued :

Provided that where an employee holding a post in a substantive capacity for a period of less than one year is promoted or appointed in a substantive or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, he will draw as initial pay the stage of the pay scale of pay next above his substantive pay in respect of the old post.

(2) When a person other than one in University service is appointed to a post under the University, the initial pay shall be the minimum of the pay scale prescribed for the post unless otherwise decided by the Vice-Chancellor on the recommendation of the selection committee :

Provided that the last pay drawn by a person who was in service under the State or Central Government or Public Sector Enterprise or Government owned College immediately before the joining of the University shall be protected while fixing his pay in the scale of pay to which he is appointed in the University as per the rules / guidelines of State Government.

**89. Increment.**

An increment shall ordinarily be drawn by a University employee as a matter of course, unless it is withheld in the case of gross negligence of duty, by the authority empowered to appoint. However, in case of disciplinary proceedings all orders regarding withholding of an increment to any employee shall indicate the period for which it is withheld and also whether the withholding shall have the effect of postponing future increments. The increments of the employees may be admitted from the first of the month in which it would fall due under the operation of the normal Rules and Orders of the State Government regulating increments.

**90. Service to be Counted for Increment.**

The following periods shall count for earning increments of an employee :—

All periods of duty in a post on a time scale counts for increment in that time scale. Provided that for the purpose of arriving at the date of next increment in that time scale, the total of all such period as do not count for increment in that time scale shall be added to the normal date of increment and the date of increment shall accordingly be substituted.

**91. Payment in case of Removal or Suspension.**

(1) The pay and allowances of a University employee, who is removed from service, ceases from and including the date of such removal.

(2) A University employee under suspension shall be entitled to a subsistence allowance for the first year of suspension, at an amount equal to the leave salary which the University employee concerned would have drawn, if he had been on leave on half pay and in addition to dearness allowance based on such leave salary as per the instruction of the State Government and the Rules as amended from time to time.

**92. Fixation of Pay on Reinstatement.**

(1) When a University employee who has been dismissed, removed, or compulsorily retired or suspended is reinstated, the authority competent to order the reinstatement shall consider and make specific order—

- (a) regarding the pay and allowances to be paid to the University employee for the period of his absence from duty; and
- (b) whether or not the said period shall be treated as a period spent on duty.

(2) Where such authority holds that the University employees has been fully exonerated, or in the case of suspension that it was wholly unjustified, the University employee shall be given the full pay to which he would have been entitled had he not been dismissed, removed or compulsorily retired or suspended, as the case may be, together with any allowances of which he was in receipt prior to his removal, dismissal or compulsorily retired or suspension.

(3) In other cases, the University employee shall be given such proportion of such pay and allowances as such authority may prescribe :

Provided that the payment of allowances under clause (2)

or clause (3) above shall be subject to all other conditions under which such allowances are admissible under the State Government rules and instructions.

(4) In a case falling under clause (2) the period of absence from duty shall be treated as a period spent on duty for all purposes.

(5) In a case falling under clause (3) the period of absence from duty shall not be treated as a period spent on duty, unless such authority specifically directs that it shall be so treated for any specified purpose :

Provided that if a University employee so desires such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the University employee, if otherwise admissible under State Government rules and instructions issued in this regard.

### **93. Drawal of Pay during Suspension.**

A University employee who shall be deemed to have been suspended for any period during which he is detained in custody or in undergoing imprisonment shall not be allowed to draw any pay and allowances other than subsistence allowances admissible for such periods until he is released and allowed to rejoin his duties after conclusion of the Criminal/Disciplinary / Vigilance proceedings as per State Government Rules and instructions issued in this regard from time to time.

### **94. Advance Increment.**

The Board may in exceptional circumstances to be recorded in writing grant advance increments (maximum three) to any University employee on a pay scale as a result of fixation of pay or to meet AICTE/UGC guidelines for higher teaching posts for extra technical qualification.

### **95. Pay for Dual Appointment.**

The pay of a University employee appointed substantively or as a temporary measure to officiate in two or more independent posts at one time shall be regulated as per rules of the State Government in this regard.

### **96. General Conditions of Service.**

Unless otherwise provided in the Statutes the rules in the Odisha Service Code as amended from time to time by the Government and other such circulars issued in this regard shall apply to University employees *mutatis mutandis*.

Provided that if a question arises on any matter pertaining or relevant to the condition of service of employees of OTR which has not been expressly or distinctly provided in these Statutes the same shall automatically be regulated by the corresponding rules of the Government and such cases shall be disposed.

Provided further that notwithstanding, the provisions in the preceding Statutes the State Government may issue special orders in respect of any matter pertaining or relevant to conditions of service of the employees of OTR in general or employees of specific category or any specific posts of OTR, as the case may be, if issuance of such special order is considered necessary, appropriate and expedient at any time in public interest.

## CHAPTER 3

## LEAVE

**97. Application of Government Rules.**

- (1) For matters not covered in the Act and Statutes of the University, all rules and procedure in the Odisha Service Code and the Odisha Leave Rules, 1966 relating to Earned Leave, Half Pay Leave, Commuted Leave, Extra Ordinary leave, Special Disability Leave, Maternity Leave, Hospital Leave, Maximum Leave, etc. shall apply *mutatis mutandis* to the University employees.
- (2) Any leave admissible under sub-statute (1) may be granted by the University.
- (3) The Vice-Chancellor may by order prescribe the officers competent to sanction different types of leave to different classes of employees.

**98. Surrender Leave.**

- (1) The employee of the University shall be entitled to encash unutilized amount of earned leave at their credit on the date of retirement or death as admissible to the State Government servants from time to time.
- (2) The benefit of encashment of surrender leave, if any, as applicable to the State Government employees from time to time would be admissible for the employees of the O.U.R.

**99. Study and Sabbatical Leave.**

(1) The Vice-Chancellor may grant study leave to an employee for a period not exceeding three years in one or more spells in his entire service to enable him to study Scientific, Technical or similar problems or to undergo a special course of instruction. Such leave is not debited against the leave account of the employee.

(2) The Professors and Associate Professors of the University may be granted Sabbatical Leave in accordance with the guidelines of AICTE from time to time, provided that the total duration of Sabbatical Leave shall not exceed two years during their entire service career including the services rendered in this University, AICTE Guidelines for grant of Sabbatical Leave to Professors shall apply.

(3) Before proceeding on Study Leave or Sabbatical Leave, the employee concerned shall be required to execute a bond with proper sureties that after the expiry of the leave he will return to the service of the University and serve thereafter at least for a period equal to the period of leave failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him/her paid to him/her or on his/her behalf together with interest thereon at the rate of eight per cent (8 %) per annum to be calculated from the date of such payment. The Bond to be executed would be in the form as prescribed by the University given in Appendix-X.

**100. Application for Study Leave.**

(1) All applications for study leave shall be submitted through proper channel and the course or courses of study contemplated and any examination which the candidate proposes to undergo should be clearly

specified therein.

(2) On completion of a course of study, a certificate together with certificate of examinations passed or of special study, shall be forwarded to the authority sanctioning the study leave, when the programme of study does not include or does not consist entirely of a course of study, the employee shall submit to the authority which sanctioned his leave, a diary showing how his time has been spent and a report indicating fully the nature of the methods and operations which have been studied including suggestions as to the possibility of applying such methods of operation in India. The sanctioning authority will decide whether the diary and report show that the time of the employee has been properly employed.

**101. Leave Travel Concession (LTC).**

The employees shall be eligible for Leave Travel Concession to visit places of interest once in ten years in service career under the University to any place inside India as admissible to the State Government in accordance with the rules made and orders issued by the State Government from time to time for State Government employees.

**102. Willful Absence from Duty after Expiry of Joining Time.**

A University employee who does not join his post within his Joining Time is entitled to no pay or leave salary after the end of the Joining Time. Willful absence from duty after the expiry of Joining Time may be treated as Misconduct.

CHAPTER 4

FOREIGN SERVICE

**103. Transfer of University Employee on Foreign Service.**

- (1) No University employee may be transferred to a foreign service without his consent subject to terms of transfer. A transfer to Foreign Service requires the, sanction of the Vice-Chancellor.
- (2) A transfer to Foreign Service is not permissible unless—
  - (a) the services of the University employee concerned is required by a foreign employer;
  - (b) the duties to be performed after the transfer as such should, for Academic and other reasons; be rendered by a University employee;

NOTE : 1. Deputation of a University employee on Foreign Service conditions should ordinarily be allowed when the deputation is to another University, an academic institution, a State Government, the Union Government or any International Organization.

2. The deputation of a University employee on Foreign Service conditions for employment under a private individual body or society shall not be allowed unless the circumstances are fully exceptional and an advantage which could not be obtained otherwise is thereby secured.

- (3) A University employee transferred to Foreign Service shall remain in the

grade and pay scale in which he was included in a substantive or officiating capacity immediately before his transfer and he may be given such substantive or officiating promotion as the authority competent to order promotion may decide. In giving promotion such authority shall take into account—

- (a) the nature of the work performed in the foreign service; and
  - (b) the promotion given to juniors in the pay scale in which the question of promotion arises.
- (4) The period of deputation on Foreign Service in the first instance in any individual case shall not exceed two years. If necessary, the said period may be extended by the Board for one more year only on the request of the foreign organization :

Provided that in case of any individual deputed to a Government owned Institute /Research Organization Management post, the period of two years may be extended by the Board for one year at a time, but the total period of deputation shall not in any case exceed five years.

- (5) The terms on which a University employee will be on Foreign Service shall be decided by the Board.

## CHAPTER 5

### DISCIPLINE, APPEALS AND MEMORIALS

#### **104. Application of Government Rules, Classification of Posts.**

Rules 12, 15 and 16 of the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962 as amended from time to time and the Government clarifications issued there under in the matter of suspension and for imposing major and minor penalties not inconsistent with the Act and Statutes, shall apply *Mutatis Mutandis* to all employees of the university.

#### **105. Maintenance of Records of Services.**

- (1) The service particulars of the University employees shall be maintained by the Registrar in such form as may be specified by the Board.
- (2) The confidential character rolls of all the University employees shall be maintained by the Vice-Chancellor in such form as may be specified by the Board.

#### **106. Nature of Penalties.**

The following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on a University employee, namely :—

- (i) Fine;
- (ii) Censure;
- (iii) Withholding of Increments or Promotion ;
- (iv) Recovery from Pay of the whole or part of any Pecuniary Loss caused to the University by negligence or breach of orders ;
- (v) Suspension;
- (vi) Reduction to a Lower Service, Grade, or post or to a Lower Pay Scale or to a Lower Stage in a Time Scale ;
- (vii) Compulsory Retirement;

- (viii) Removal from Service, which shall not disqualify for future employment under the University; and
- (ix) Dismissal from service which shall ordinarily disqualify for future employment under the University.

*Explanation.*—The following shall not amount to a penalty within the meaning of these Statutes namely :—

- (a) Withholding of increments of a University employee for failure to pass a Departmental Examination, if any, in accordance with the relevant provisions or orders governing the service or post or terms of his appointment;
- (b) Stoppage of a University employee at the efficiency bar in the pay scale on the ground of his unfitness to cross the bar;
- (c) Non-promotion, whether in substantive or officiating capacity of a University employee, after consideration of his case, to a grade or post for promotion to which he is eligible,
- (d) Reversion to a lower service, grade or post of an employee officiating in a higher service, grade on the ground that he is considered, after trial, to be unsuitable for such higher service, grade or post, or on administrative grounds unconnected with his conduct;
- (e) Reversion to his permanent service, grade or post of a University employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the term of his appointment or the Statutes and orders governing probation;
- (f) Replacement of the services of a University employee whose services have been borrowed from the Central or State Government or an authority under the control of the Central or a State Government at the disposal of the Government or authority which had lent his services;
- (g) Compulsory Retirement of a University employee in accordance with the provisions relating to his superannuation or retirement;
- (h) Pre-mature Retirement of an employee in accordance with these Statutes
- (i) Termination of the services—
  - (a) of a University employee appointed on probation during or at the end of the period of probation in accordance with the terms of his appointment or the Statutes and orders governing probation; or
  - (b) of a temporary University employee in accordance with the terms of his appointment; or
  - (c) of a University employee employed under an agreement in accordance with the terms of such agreement.

#### **107. Disciplinary Authorities.**

- (1) The Chancellor may impose any of the penalties specified in Statute 106 on

any University employee.

- (2) Without prejudice to the provisions of sub-statute (1) above, any of the penalties specified in items (i) to (ix) in Statute 106 may also be imposed on an employee by—
- (a) The Chief Executive i.e. the Vice-Chancellor, on a University employee appointed by or with the approval of the Board.
  - (b) The Vice-Chancellor, on a University employee appointed by the Vice-Chancellor without the approval of the Board.
  - (c) The Registrar in respect of all Group-C & Group-D employees of the University with approval of the Vice-Chancellor.

#### **108. Procedure for Imposing Penalties.**

- (1) No order imposing any of the penalties specified in items (i) to (v) of Statute 106 shall be passed except after—
- (a) the University employee is informed by the Disciplinary Authority in writing of the proposal to take action against him and the allegation on which it is proposed to be taken and is given an opportunity to make any representation as he may wish to make;
  - (b) such representation, if any, is taken into consideration by the Disciplinary Authority.
- (2) No order imposing on a University employee any of the penalties specified in items (vi) to (ix) of Statute 108 shall be passed except after an enquiry held so far as may be, in the manner hereinafter provided—
- (a) the Disciplinary Authority shall frame definite charges on the basis of a allegation in which the inquiry is proposed to be held and such charges together with statement of allegations on which they are based, shall be communicated in writing to the University employee; and he shall be required to submit within such time as may be specified by the Disciplinary Authority a Written Statement of his defense and also to state whether he desires to be heard in person;
  - (b) the University employee shall, for the purpose of preparing his defense, be permitted to inspect and take extracts from such official records as he may specify; provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the Disciplinary authority such records are not relevant for the purpose or it is against the University interest to allow him access thereto;
  - (c) on receipt of the returned statement of defense or, if no such statement is received within the time specified, the Disciplinary Authority may itself inquire into such charges as are not admitted of if it considers necessary so to do, appoint an Inquiry Officer for the purpose;
  - (d) if the University employee desires to be heard in person, he shall be so heard. If he desires that an oral inquiry be held or if the University so directs, an oral inquiry shall be held by the Inquiry Officer, as the case may be. At such inquiry evidence



shall be adduced as to such of the allegations as are not admitted and the University employee charged shall be entitled to cross-examine the witnesses, to give evidence in person and to have such witnesses, called as he may wish. Provided that the Inquiry Officer, as the case may be, may for reasons to be recorded in writing, refuses to call a witness;

(e) at the conclusion of the enquiry, the Enquiry Officer shall prepare a Report of Inquiry recording its findings on each of the charges together with reasons therefore, and it may, recommend any penalty specified in the said Statutes to be imposed on the university employee;

- (f) record of inquiry shall include—
- (i) The charges framed against the University employee and the statement of allegation furnished to him;
  - (ii) His written statement, if any;
  - (iii) The oral evidence if any, taken in the course of the inquiry;
  - (iv) The documentary evidence considered in the course of the inquiry ;
  - (v) The order, if any, made by the Disciplinary Authority and the Inquiry Officer in regard to the Inquiry;
  - (vi) A report setting out the findings on each charges and the reason thereof.

(g) after the Inquiry against a University employee has been completed and after the Disciplinary Authority has arrived at any provisional conclusion in regard to the penalty to be imposed, if it relates to any of the penalties specified in items (vi) to (ix) of Statute 106 the University employee charged shall be supplied with a copy of the report of the Inquiry and be given a further opportunity to show-cause why the proposed penalty should not be imposed on him :

Provided that if the Disciplinary Authority disagrees with any part or whole of the findings of the Inquiry Officer, the point or points of such disagreement together with a brief statement of the grounds thereof, shall also be communicated to the University employee.

(h) Notwithstanding anything contained in this Statute the provisions of this statute shall not apply in relation to the imposition on any University employee of any of the penalties specified in Statute 102, where the penalty is imposed on the ground of conduct which has led to his conviction on a criminal charges.

- (i) *Explanation.*—For the purpose of this Statute ‘Disciplinary Authority’ includes the authority competent under Statute 103 to impose upon the University employee any of the penalties specified in Statute 106.

### 109. Common Proceedings.

Notwithstanding anything contained in Statute 104 (a)—(c) employee

are covered in any case, the Vice-Chancellor may make an order directing that disciplinary action against all of them may be taken in a common proceedings. In such proceedings the Vice-Chancellor shall be competent to dispose of the proceedings in the following manner :—

- (1) If having regard to the nature of the charges and the circumstance in any case the Disciplinary Authority which initiates any Disciplinary Proceedings is satisfied that it is necessary or desirable to place under suspension the University employee against whom such proceedings are started, the said authority may pass an order placing him under suspension pending the conclusion of the enquiry and passing of the final order in the case.
- (2) A University employee who is detained in custody whether on criminal charge or otherwise, for a period exceeding forty-eight hours, shall be deemed to have been suspended by the Disciplinary Authority under this Statute.
- (3) A University employee in respect of, or against, whom an Investigation, Inquiry or Trial relating to a Criminal Charge, pending shall be placed under suspension by the Disciplinary Authority under which he is serving until the termination of all proceedings relating to that charge, if the charge is connected with his position as a University employee or is likely to embarrass him in the discharge of his duties or involves Moral Turpitude.

*Explanation,—*For the purpose of this Statute the ‘Disciplinary Authority’ shall have the same meaning as assigned to it in the foregoing Statute 104.

#### **110. Appeals and Review.**

- (1) A University employee shall have no right of Appeal on an order passed by the Chancellor; provided, however, that the Chancellor may on his own motion or otherwise review an original order passed by him.
- (2) Every University employee shall be entitled to appeal to—
  - (a) the Chancellor in respect of any original order passed by the Vice-Chancellor or Board;
  - (b) the Vice-Chancellor in respect of an order passed by any authority of the University other than the Board, provided that there shall be no Appeal or Review from an appellate order
- (3) No Appeal under this Statute shall be entertained unless it is submitted within a period of two months from the date on which the appellant receives a copy of the order appealed against.

#### **111. Memorial.**

- (1) Notwithstanding anything contained in these Statutes, a University employee shall be entitled to submit a Memorial to Chancellor against any order under this chapter within a period of six months from the date of such order.
- (2) The procedure for submission, and disposal, of Memorial shall be as specified by the Board from the time to time.

### CHAPTER 6

#### PENSION, INSURANCE, PROVIDENT FUND, GRATUITY & OTHER TERMINAL BENEFITS

#### **112. Provisions of Pension, Insurance and GPF, etc.**

The University shall maintain separate bank accounts, cash books and funds

for Pension, GPF and CPF. Separate committees shall be constituted for the purpose by the Vice-Chancellor with Comptroller of Finance as Convener. The OTR Act, 2021 under Section 44 provides that "With the previous approval of Government, the University may make appropriate provisions for the benefit of its officers, teachers and other employees under its control in matters of pension, insurance and provident fund, gratuity and for such other benefits as it may deem fit, in such manner as may be prescribed by Statutes". For the employees who joined before 1st January 2005 the existing approved Odisha General Provident fund rule 1938 and Odisha Pension Rules, 1977 as amended from time to time shall be applicable *mutatis mutandis*.

Those who have joined after 01-01-2005 will be governed by new Pension Rule of Government.

The benefits of the Group Insurance Scheme introduced by Government of Odisha for Government employees as amended from time to time shall be applicable to University employees as like as other University employees *mutatis mutandis*.

### **113. Terminal Benefits.**

(1) The employees who are subscribing to CPF or GPF with Pension benefits, the Terminal Benefits as applicable under the existing respective schemes will continue for them. The pension, family pension, gratuity, death gratuity for the employees other than those on deputation will be calculated based on the pay on the date he completes age of superannuation. The employee's own contribution towards GPF/CPF along with interest as applicable and unutilized leave salary shall be paid to the employee on the date of superannuation by the University provided no charges/ inquiry pending against him/her.

(2) The new Pension Scheme which has been instituted by Government of Odisha vide notification No. 44451-F., Dt. 17-09-2005 (as shown in Appendix-XI) effective from 1st January 2005 shall be applicable into the University employees who joined on regular establishment on or after 1-1-2005 as per the notification by Government of Odisha as amended from time to time.

(3) The employees shall also be entitled to gratuity including death gratuity at the same rates and subject to the same terms and conditions as applicable from time to time to the State Government employees.

(4) In the case of existing employees opting or deemed to have opted for the Pension Scheme the amount contributed by the University to their CPF together with interest accrued thereon till the date of their exercising option shall be credited to the Pension Fund of the University.

(5) The employees under the Pension Scheme shall subscribe to the GPF Account which shall be opened and operated in accordance with the provisions contained in the Provident Fund Act, and the Odisha General Provident Fund Rules. The University shall make appropriate budget provision in advance for the payment of the Pension, Provident Fund, Gratuity and other Terminal Benefits in time.

### **114. Counting of Past Service.**

The period of qualifying service rendered by an employee under any of the following institutions shall count for the purpose of gratuity, pension, family

pension, death gratuity, etc.:

- (i) State Government
- (ii) Any Government owned Indian University
- (iii) Any constituent College established by Government of India / Government of Odisha or Government owned College affiliated to any University established by the State Government.
- (iv) Any recognized Institution of Higher Education and / or Research established by the State/Central Government :

Provided that in case of an employee previously governed under the Pension Scheme of the above institutions, the former employer or the employee shall pay to the University the amount equivalent to pension and gratuity payable for the period of service rendered under such employer :

Provided further that in case of an employee previously governed by the CPF Scheme, the concerned former employer or the employee shall pay to the University the subscription of the employee along with the employer's contribution and interest thereon up to the date of payment which shall be deposited in his account as opening balance if the employee opts to be governed by the Pension Scheme, the employee's subscription along with the interest thereon shall be deposited in his GPF Account and the employer's contribution along with the interest thereon shall be credited to the Pension Fund of the University as per rules as may be framed by the University :

Provided also that in case of an employee previously governed under the GPF Scheme, the former employer shall pay to the University the GPF accumulation of the employee and interest thereon up to the date of payment which shall be deposited in his account as opening balance as per rules as may be framed by the University :

Provided further that if an employee has already received Provident Fund Accumulate and Retirement Benefits such as Pension/Gratuity for his past services under any of the aforesaid institutions, he may, at his request, be allowed to count such past service when followed by service qualifying for pension under these Statutes as a part of such service, provided he deposits with the University such amounts representing the Provident Fund, Gratuity and / or Pension, as the case may be, in suitable installments as may be framed by the University.

#### **115. Administration, Sanction and Payment.**

- (1) The subscription to the above Provident Fund will be deposited under separate Accounts in Nationalized Bank as the case may be under joint account of Vice-Chancellor and Comptroller of Finance of the University to be operated jointly by both of them.
- (2) The detailed procedure for investment, sanction, withdrawals and payment shall be regulated as may be prescribed in the University Accounts Manual. The appointed committees shall have the right to scrutinize such investments.
- (3) The Government shall for the purpose of smooth functioning of the University make a lump sum grant to it every year.
- (4) The Comptroller of Finance shall furnish the employees, their individual PF balance along with interest earned, annually at the end of each financial year separately.

Thus, salary, pension, gratuity and non-recurring as well as recurring expenditures would be provided to the University by the Government of Odisha in lump sum every year for smooth functioning of the University.

## CHAPTER 7

### RESIDENCE

The University shall frame the House Allotment Rules through the Board with respect to the residence of the employees in the Campus.

#### 116. Allotment of Residence.

(1) An employee is not entitled as of right to allotment of residential quarters by the University. Residential quarters may be allotted subject to availability either to an individual employee or to the incumbent of a post discharging a particular responsibility, which entitled him to the allotment. It shall be open to the University to cancel the allotment of the quarters in his favour. Subject to availability of quarters each of the employees shall be offered accommodation by the University. The employees who refuse or avoid occupation of quarters in the Campus shall not be provided with house rent allowance. It is mandatory for all regular teachers, Registrar, Comptroller of Finance, Warden of Hall of Residences, Controller of Examinations, HODs, Deans, Vice-Chancellor to stay in the Campus at Bhubaneswar subject to availability of University accommodation. Subletting of University quarters by any employee shall be treated as misconduct and disciplinary action shall be taken against such employee.

#### 117. Retention of Residence.

(i) Unless otherwise provided in any general or special orders issued by the University, a residence allotted to an employee may be retained on the happening of any of the events specified in Column (2) of the table below for the period specified in the corresponding entry in Column (3) thereof:

Provided that the residence is required for the *bona fide* use of the employees or members of his family.

Item No.	Events	Permissible period for retention of the residence
1	2	3
1.	Resignation, dismissal, removal, voluntary pre-mature retirement, compulsory retirement as a measure of penalty and termination of service in case of temporary employees.	One month from the date of acceptance of resignation, removal, voluntary retirement, pre-mature retirement, compulsory retirement as a measure of penalty and termination of service, as the case may be.
2.	Retirement	Three months from the date of retirement
3.	Death of an employee	Four months from the date of death
4.	Deputation, lien to other organization from the University.	Two months from the date of relief

- (ii) Where a residence is retained under sub-statute (i) above, the allotment shall be cancelled on the expiry of the admissible concessional period unless immediately on the expiry thereof, the employee resumed duty at his old station under the same controlling authority.
- (iii) An employee who has retained the residence by virtue of the concession under item (1) or item (2) of the table, shall, on re-employment in the eligible office under the same controlling authority within the period specified in the table, be entitled to retain that residence.
- (iv) While the allotment subsists under sub-statute (i) licence fee shall be charged in the case of licence fee paying employees at the same concessional rate as was being paid by them before the event except that in the event of death, no licence fee shall be recovered for the period.

**118. Assessment of License Fee.**

The assessment of license fee payable for different residential quarters or types of residential quarters allotted to employees may be in conformity with the principles and procedure laid down by the Board from time to time or as per Government of Odisha rule.

**119. Payment of License Fee.**

(i) Unless in any case it be otherwise expressly provided in these Statutes, an employee shall pay license fee assessed in accordance with Statute 115. The Chief Executive of the University i.e. the Vice-Chancellor shall be allowed furnished accommodation with exemption of the license fee, water and electricity charges.

(ii) On expiry of the period under Statute 114 permitting an employee to retain the residential accommodation, the University may, for good and sufficient reasons to be recorded in writings, permit the allottee to retain the said accommodation for a period of not exceeding four months on payment of enhance license fee which shall be ten times the license fee payable in respect of the quarters fixed under Statute 115 even in case of allottees who are exempted from payment of license fee.

**120. Unauthorized Occupation.**

On expiry of the period prescribed under Statutes 114 and 116 (ii) as the case may be, permitting an employee to retain the residential accommodation, the allotment of the accommodation in favour of the employee shall deemed to be cancelled and the employee shall be deemed to be in unauthorized occupation of the accommodation unless he has been permitted to retain the said accommodation on payment of enhanced license fee prescribed under Statute 116(ii).

**121. Eviction of Unauthorized Occupant and Payment of Penal License Fee.**

- (i) The University may initiate action to evict a person who is in unauthorized occupation.
- (ii) In the event of action being initiated for eviction, the unauthorized occupant shall be charged penal license fee at the rate of twenty times of the license fee payable in respect of the quarters fixed under Statute 115 from the date of unauthorized occupation till he is finally evicted, even in case of allottees

who are exempt from payment of license fee.

## CHAPTER - 8

### EXAMINATION AND OTHER FEES

#### **122. Registration, Migration and Other Fees.**

- (1) The Board shall prescribe the fees for Registration and Migration of students, for various examinations and for other purposes connected with examinations and other affairs of the University.
- (2) The fees shall not be changed more frequently than once in three years, provided, however that the University may recover the actual postal expenses involved in mailing Certificates, Mark Lists, Diplomas and other documents from the recipients of such documents in addition to the fees.
- (3) The existing fees shall continue till they are revised by the Board.

## CHAPTER - 9

### GENERAL DISCIPLINE AND RESIDENTIAL ARRANGEMENTS FOR STUDENTS

#### **123. Definitions.**

- (1) "Hall of Residence" means a place of residence of students of the University admitted to the privileges of the University or as students studying for any Degree, Diploma or Certificate awarded by the University, maintained by the University.
- (2) "Warden of Hall of Residence" means a Teacher in charge of administration of a Hall of Residence and appointed as such by the Vice-Chancellor in respect of University Hall of Residences.

#### **124. Discipline.**

- (1) A student admitted to the University shall be under the direct disciplinary control of the Dean of the Students' Welfare and general administrative control of the Vice-Chancellor. An undertaking shall be given by the student at the time of his admission to the course that he agrees to abide by the rules of the University, as the case may be, and if admitted to a Hall of Residence, by the rules of the Hall of Residence and that he shall withdraw himself from the University or the Hall of Residence should the appropriate authority decide that such withdrawal is necessary in the interest of the University.
- (2) It shall be competent for the Board to make, from time to time, rules controlling the discipline of the students in the Student Societies and Hall of Residences of the University inside or outside the campus.

#### **125. Punishment.**

The following punishments may for good and sufficient reasons be imposed on a student of the University after giving reasonable opportunity of hearing, namely :

- (1) Fine
- (2) Detention in a class

- (3) Rustication
- (4) Expulsion
- (5) Any other punishment as the authority may feel proper :

Provided that where the punishment to be imposed is expulsion from the University the disciplinary authority shall make a report to the Board who shall have power to rescind or modify the said punishment.

#### **126. Disciplinary Authority.**

- (1) The Vice-Chancellor may impose any of the punishments specified in Statute 125 with recommendations of disciplinary Committee comprising of the following members :—
  - (a) Dean of the Students' Welfare . . Chairman-  
*cum-Convener*
  - (b) Dean, Academic Affairs . . Member
  - (c) Dean, Post-Graduate Studies & Research . . Member
  - (d) All Heads of Departments . . Members
  - (e) Wardens of respective Hall of Residence . . Members
- (2) Without prejudice to the provisions of sub-statute (1) above The punishment of fine may also be imposed by—
  - (a) The Dean of the Students' Welfare in respect of all the students
  - (b) The Warden of the Hall of Residences in respect of boarders of the respective Hall of Residence.
  - (c) The HODs/ Dean in respect of the students of the respective Department/ Centres/ Schools as the case may be.
- (3) No punishment may be imposed on a student in accordance with the provisions contained in sub-statutes (2) to (5) of Statute 125 above without giving him an opportunity to state his position in defence and without being heard in person.
- (4) Any student on whom a punishment is imposed by any authority of the University other than the Vice-Chancellor may make an appeal to the later against the order of punishment whose decision thereon shall be final.

#### **127. University Hall of Residence.**

(1) The Board may arrange to provide Hall of Residence accommodation for the students of the University in the campus as per availability and for this purpose make proposals to the University Grants Commission, Central Government, the State Government and other agencies, if any. The Hall of Residence shall be managed in accordance with the rules framed by the Board from time to time. However in case of non-availability of Hall of Residence accommodation, the students may stay outside the campus with permission of Dean of the Students' Welfare.

(2) The Wardens and the Assistant Wardens of the Hall of Residence shall ordinarily be appointed from among the Teachers of the



University for a period of two years. Wardens and Assistant Wardens shall be entitled to get remuneration as decided by the Board from time to time. Their duties and responsibilities shall be as prescribed by the Vice-Chancellor.

#### PART-IV

#### MISCELLANEOUS

##### **128. Saving of Certain Actions.**

Nothing in these Statutes shall operate either to deprive any person or any right or privilege to which he is entitled by or under any law or by the terms of any contract or agreement subsisting between such person and the University or to confer on him any right or privilege in respect of any matter for which specific provision is made by the terms of any contract or agreement between himself and the University.

##### **129. Regulation of Pay and Allowances.**

Except as otherwise expressly provided in these Statutes, a University employee's claim to pay and allowances shall be regulated by the Statutes in force at the time in respect of which the pay and allowances are earned and the leave salary by the Statute in force at the time leave is granted.

##### **130. Relaxation.**

Where the Chancellor is satisfied that the operation of any provision contained in Part III or these Statutes causes undue hardship in any particular case, he may dispense with or relax the requirements of such provision to such extent and subject to such conditions as may be considered necessary to deal with the case in a just and equitable manner.

##### **131. Power to Issue Instructions.**

If on any particular point the Statutes in Part III are silent, the Chancellor may fill up the gap and supplement the Statutes in the Part by issuing administrative instructions not inconsistent with the provisions of the Act and the Statutes.

##### **132. Interpretation.**

(1) If any question arises as to the interpretation of these Statutes, the State Government may give a decision thereon which shall be final.

(2) Any alteration / modification of the provision of Statutes, shall require prior approval of Government in consultation with Finance Department.

##### **133. Repeal and savings.**

(1) The Odisha Universities First Statutes, 1990, the Odisha Universities Employees (Conditions of Service) Statutes, 1988, The Biju Patnaik University of Technology Statutes, 2006 in so far as their applicability is concerned to the employees of the OUTR. are hereby repealed.

(2) Notwithstanding such repeal, the action taken, things done, orders made or notifications issued under the said Statutes for those staff and employees shall be deemed to have been taken, done, made or

issued under these Statutes.

PROVIDENT FUND LEDGER  
Individual Account of each Subscriber

Name ..... Designation ..... Pay ..... Account  
No. ....

20	Open ing Balanc e	Subscri p- tion	Refund of withdrawal		Total of each month Cols. (2, 3 & 5)	With - draw als	Monthly Balance on which interest is payable (6-7)	Interest on monthly balance	Contribution Account			Monthly Balance on which Interest is payable	Interest on monthly balance
			Install - ment	Amount					Opening Balance	Monthly pay or leave salary etc. drawn by the subscri ber	Cont. by Univ.		
1	2	3	4	5	6	7	8	9	1 0	11	12	13	14

April  
May  
June  
July  
August  
September  
October  
November  
December  
January  
February  
March

Total deposits during the year  
Total interest added to principal  
Total including balance

Total withdrawals  
Closing  
Balance  
Total

Total contribution during the year  
Total interest added to contribution  
Closing balance of amount  
contributed

Checked by

Auditor

Accountant

Comptroller of Finance

## GUIDELINES FOR SABBATICAL LEAVE TO PROFESSOR OF A UNIVERSITY

1. Professors in a University not being eligible for study leave shall be eligible for grant of sabbatical leave for a period of one year at the end of every six years of continuous service in the Professors grade in the University for undertaking study, research and writing purposes within the country or abroad.
2. In reckoning the service in the Professor's grade for this purpose, 'six years' service rendered without any break will be taken into account i.e., it should not be intervened by any absence for a period exceeding three months of the University session (excluding vacation). For any absence for a period exceeding three months service for an additional period of equal duration will have to be rendered for the completions of six years service, for the purpose of sabbatical leave.
3. Sabbatical leave shall be granted for a period of twelve months including holidays and leave, vacation will not be allowed to be prefixed or suffixed with sabbatical leave.
4. Sabbatical leave may be availed of only twice of one year each only during the entire period of service of a Professor in the University, provided he has rendered approved service of not less than six years before each spell of sabbatical leave.
5. During the period of Sabbatical leave the Professor shall be allowed to draw the normal increments on the due date and the period of leave shall also count as regular service for purposes of pension / retirement benefits provided that the Professor rejoins the University on the expiry of his leave.

Note—(i) The programme to be followed during sabbatical leave shall be submitted for approval (by the University) along with the application for grant of leave.

(ii) On return from leave the teacher shall report to the University the nature of study, research or writing work undertaken during the period of leave.

6. A Professor shall, during the period of sabbatical leave, be paid full pay and allowance (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to his proceeding on sabbatical leave. The University shall not, however fill up his post.
7. A Professor on sabbatical leave shall not take up, during the period of the leave, any regular appointment under another organization in India or abroad.

The University Grants Commission with the help of a Committee reviewed these Rules. The Commission at its meeting held on 25th May 1984 accepted the recommendation made by the Committee that Principals of Colleges may also be considered for grant of sabbatical leave. Such leave may be granted for a period not exceeding six months and may be availed of only twice during the entire period of service. Such leave will be meant for increasing the Professional / Administrative competence; thereby increasing their usefulness to the College and not for obtaining degree. The other terms and conditions are the same as applicable to a Professor.

If a University Professor during the period of sabbatical leave is awarded a national Fellowship he shall be entitled to draw either the salary or the fellowship whichever is higher. In case his salary was higher the difference between the salary and the fellowship will be paid by the Commission.

If Professor is granted sabbatical leave he shall during the period of sabbatical leave be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him immediately prior to proceeding on sabbatical leave. In addition, he/she may receive subsistence allowance from an institution abroad if he/she is spending the period of sabbatical leave in a foreign University / Laboratory.

(Circulated by the University Grants Commission to their Letter No. F. 1-1/83 (CPP), dated 24-3-1986)

[See Statute- 96 (3)]

## ODISHA UNIVERSITY OF TECHNOLOGY AND RESEARCH (OUTR), ODISHA

Bond undertaking to be furnished by Teachers on deputation for higher studies under the Quality Improvement Scheme/Study Leave/Sabbatical leave.

I, \_\_\_\_\_, son/daughter of \_\_\_\_\_  
Bhubaneswar for a period equal to the period of deputation/study leave/sabbatical leave on my return from deputation/study leave/sabbatical leave and in default of the above, I undertake to refund the salary and allowances including other expenses with interest @ 6% compounded annually from the date of receipt, I would have received during the period of my deputation / study leave/sabbatical leave etc, failing which the University may take such legal action as may be necessary for realization of the amount.

I further undertake not to apply to any authority to cancel/revoke the bond under any circumstances at any time.

Place : OTR, Bhubaneswar

Signature :

Date :

Designation :

Witness No. 1 :

Signature

Name and Full address  
with occupation/Designation

Witness No. 2 :

Signature

Name and Full address  
with occupation/Designation

Counter signed by :  
The Vice-Chancellor  
OUTR

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The bond undertaking should be submitted in Non-judicial stamp paper and should be executed before a Notary/Executive Magistrate in duplicate. One copy is to be pasted in the service book of the teacher concerned and the second copy will be send to Registrar, OTR.

GOVERNMENT OF ODISHA  
FINANCE DEPARTMENT

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NOTIFICATION

Bhubaneshwar the 17th September, 2005

No. 44451-Pen-5/2005-F.—In exercise of the powers conferred by the provision to Article 309 of the Constitution of India, the Government of Odisha is pleased to make the following rules further to amend the Odisha Civil Services (Pension) Rules, 1992, namely :—

1. (i) These Rules may be called the Odisha Civil Services (Pension) Amendment Rules, 2005.
- (ii) They shall be deemed to have come into force with effect from the 1st day of January 2005.
2. In the Odisha Civil Services (Pension) Rules, 1992, after sub-Rule(3) of Rule-3 the following sub-rule shall be added namely :

“(4) Notwithstanding anything contained in these rules, all persons appointed under the Government of Odisha with effect from the 1st day of Jan, 2005 shall not be eligible for pension as defined under sub-rule(I) of Rule 3 of the said rules but shall be covered by the defined contribution pension scheme as specified below :

- (i) The monthly contribution would be 10 % of the salary and the dearness allowance to be paid by employee and the Government would also provide a matching contribution. The contribution so made would be deposited a non-withdrawable pension tide account. Such funds will be invested by pension fund members as approved by Pension Fund Regulatory and Development Authority (PFRDA) under different categories of scheme which will be a mix of debt and equity. The fund managers would give out early understood information about the performance different investment schemes so that the individual employee would be able to make informed choices about which scheme to choose.
- (ii) In addition to the above provision, each individual may also have a voluntary tier-II withdrawal account at his option. This option is provided as General Provident Fund will be withdrawn for employees recruited to the State Government service with effect from 1st January 2005. Government will make no contribution into this account. In tier-II system, the individual may subscribe 10 % of his salary and these assets would be manage through exactly the above procedure. However, the employee would be free to withdraw part or all of second tier of his money at any time. This withdrawable account does not constitute pension investment and would no special for treatment.
- (iii) At the time of the retirement, Government servant will receive the lump-sum amount of 60 % deposited in pension tier-I account as pension wealth and it is mandatory to the Government servant to invest remaining 40 % of his pension wealth to purchase as annuity from an insurance regulatory and development

authority-regulated life insurance company. The annuity shall provide for pension for the life time spouse at the time of retirement. The individual would receive lump sum of the remaining pension wealth which he would be free to utilize in any manner. The individual would have the flexibility to leave the pension system prior to age of 50 years or 60 years as the case may be. In such case the mandatory annuitisation would be 80 % of the pension wealth.

**APPLICATION FOR ADMISSION TO THE CONTRIBUTORY  
PROVIDENT FUND TO BE SUBMITTED IN DUPLICATE**

Account No. to be allotted by the C.O.F.	Name of the Applicant	Designation	Section to which attached	Whether the post is permanent or temporary or whether applicant is on probation to a permanent post or the applicant is temporary	Scale of pay and pay drawn on the date of Application	Rate of Subscription Per mensem	Whether the Applicant Has a family or not	EMARKS
1	2	3	4	5	6	7	8	9

1. Certified that I have got no lien on any post, whatsoever, in any Government Department.
2. I hereby declare that I have read the Odisha University First Statutes, 1990 and that I do hereby agree to be bound by the said Statutes.
3. Certified that my basic pay on ..... is Rs. .... per month in the scale of pay of Rs.....  
Station..... Signature of Applicant Signature of Registrar  
No.....[CPF] Dated the  
Returned with Account No..... allotted. This number should be quoted in all correspondence connected therewith.  
A form of nomination is prescribed forms duly filled in, may please be sent as soon as possible.

Comptroller of Finance