THE
ORISSA UNIVERSITY FIRST STATUTES
1990

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THE ORISSA UNIVERSITIES--FIRST STATUTES, 1990

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EDUCATION & YOUTH SERVICE DEPARTMENT

NOTIFICATION

The 1st January 1990

No 15-EYS

In pursuance of the power conferred by sub-section (3) of section 24 of the Orissa University Act, 1989, the state Government do hereby frame the following Statutes, namely :—

THE ORISSA UNIVERSITIES FIRST STATUTES, 1990

PART-I

Preliminary

CHAPTER-I
GENERAL

Short title and Commencement

1. (1) These Statutes may be called the Orissa Universities First Statutes, 1990.
(2)They shall come into force on the date of their publication in the *Orissa Gazette.*

Definitions

2. (1)In these Statutes, unless the context otherwise requires.
(a) ―Academic Year‖ means the year commencing on the first day of June of a calendar year and closing with the thirty-first day of May of the succeeding calendar year immediately following:
(b) ―Act‖ means the Orissa Universities First Statutes, 1990 (Orissa Act 5 of 1989);
(c) ―Board of Studies‖ means the Board of Studies constituted under these Statutes;
(d) ―Capitation Fee‖ means and includes tuition fee disproportionate to the normal tuition fee charged by similar institutions of 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 course under the University;

(e) ―Chairman, Post-Graduate Council‖ means the Chairman of the Council of Post-Graduate Department of the University;
(f) ―Clause‖ means a clause of the Statute in which the expression occurs;
(g) ―Clear Days‖ means the number of days to be reckoned excluding the first day and the last day;
(h) ―Donation‖ means any amount excluding capitation fee and any other fee paid by a student or his parents or guardians or any person directly or indirectly related to him either of the time of admission or at any other time for the purpose of securing admission into a College/Institution;
(i) ―Examination Committee‖ means the Examination Committee constituted under these Statutes;
(j) ―Faculties‖ means the faculties constituted under these Statutes;
(k) ―Finance Committee‖ means the Finance Committee constituted under these Statutes;
(l) ―Gazette‖ means the *Orissa Gazette* or the University Gazette;
(m) ―Government‖ means the Government of Orissa;
(n) ―Schedule‖ mean a Schedule attached to these Statutes;
(o) ―Section‖ means a Section of the Act;
(p) ―Statutes‖ means Statutes of the University made under the Act.
(q) ―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/field reports as a part of the University examination and all other matters connected therewith;
(r) The expression ―Pathya Parishads‖ and ―Bitta SAmiti‖ in respect of Sri Jagannath Sanskrit Vishwavidyalaya shall respectively means ―Boards of studies‖ and ―Finance Committee‖.

(2) Words and expressions used but not defined in these Statutes shall unless the context otherwise requires, have the meaning respectively assigned to them in the Act or Part-XIV of these Statutes.

PART-II
OFFICERS AND TEACHERS OF THE UNIVERSITY
CHAPTER-I
OFFICERS

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

(2) In addition to the officers specified in sub-section (1) of section 4, the following shall be the officers of the University, namely:--
(i) Director, College Development Council;
(ii) Director, Academic Staff Council;
(iii) Director, Students welfare;
(iv) Development Officer;

Provide that all other Class I and Class II Officers mentioned in Schedule ‗B' shall be the officer of the University for the purpose of Section 21 and 22 of the Act, and conditions of their service.

(3) The recruitment policy for different posts including the teaching posts of the University and the requisite qualifications of officers for recruitment to such posts shall be such as may be specified in the riles by the respective appointing authority with the prior approval of the Chancellor. Such rules shall be in conformity with the guideline, if any, issued by the University Grants Commission and of the Government of India from time to time.

(4) (i) The following Class I posts as specified in Schedule B under Statute 300 of these Statutes shall form a common cadre and the Vice-Chancellor shall be competent to transfer the holder of such posts from one post to the other within the cadre namely :-

(a) Deputy Registrar;
(b) Development Officer;
(c) Deputy Controller of Examination;

(ii) The following Class I posts as specified in Schedule B under Statute 300 of these Statutes shall form a common cadre and the Vice-Chancellor shall be competent to transfer the holder of such posts from one post to the other within the cadre namely :-

(a) Assistant Registrar;
(b) Assistant Controller of Examination;
(c) Students Welfare Officer;
(d) Budget-*cum*-Accounts Officer;
(e) Secretary to Vice-Chancellor;
(f) Administrative Officer;

(5) The Officers of the University as specified in sub-statute (2) of the statute and Controller of Examinations as specified in sub-statute (1) of section 4 shall be appointed by the Vice-Chancellor either on fixed tenure or permanent basis. Unless appointed on fixed tenure basis they shall in the first instance be on probation for a period of two years and on satisfactory completion of the probation period, they shall be confirmed by the Vice-Chancellor in their respective appointment;

Provide that if the Vice-Chancellor on consideration of the Annual Performance Appraisal Report or any other 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 one year or he may terminate his appointment.

(6) The officer appointed on tenure basis under sub-statute (5) of his Statute may on satisfactory completion of the period of fixed tenure be appointed on substantive basis:

Provide however, 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.

CHAPTER II

TEACHERS

4. (1) In addition to the teachers specified in sub-section (2) of section 4, the following shall be the teachers of the University, namely:--

(i) Professors and Readers appointed as Director of Correspondence Courses or Principals/Vice-Principals as the case may be;

(ii) Part tome Lecturers.

(iii) Shikshaka (Instructor)

(2) The teachers of the University shall be appointed by the Syndicate either on fixed tenure or permanent basis on the recommendation of a Selection Committee constituted in accordance with sub-section (2) of section 21.

(3) The Registrar with the prior approval of the Vice-Chancellor shall place before the Syndicate a statement showing the posts of teachers lying vacant in the Post-Graduate Departments of the constituent college of the University and request for selection of experts for each such post.

(4) The Syndicate shall prepare a panel of six name of experts for each vacant post of teachers in accordance with principals laid down in sub-section (2) of section 21. The Syndicate shall be guided by the following principles :--

(i) The expert to be selected for appointment of all teachers shall be from outside the territorial jurisdiction of the University concerned.

(ii) The expert to be selected for appointment of Readers and Professors shall be from outside the State of Odisha.

Provided, however, that this provision mat be relaxed by the syndicate in cases of language subjects where suitable experts outside the state are not available.

(5) (i) After the panel of names of experts is prepared as specified under sub-statute (4) the Register shall place the list of experts before the Vice-Chancellor to experts. If an expert to select could not accept the offer, the Vice-Chancellor shall select other experts to fill up the shortfall in the quorum from the remaining names in the said list.

(ii) In the case of appointment of a Professor, the vice-Chancellor shall request the Chancellor for nominating an expert to the Selection Committee in addition to the experts appointed in accordance with clause (i) above and the Chancellor shall issue the letter of appointment to such expert confidentially. If the expert nominated does not accept the offer of appointment the Vice-Chancellor shall request the Chancellor for nomination of another expert.

(6) Unless appointed on tenure basis the teachers shall in the first instance be on probation for a period of two years. On satisfactory completion of the said period such teachers shall be confirmed by the Syndicate on the recommendation of the Vice-Chancellor in their respective appointment.

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 extent the period of probation of such teacher for one year more, and if at the end of such probation period of two or three years where extended his work is not found satisfactory, the Vice-Chancellor shall place the matter before the Syndicate for termination of his appointment.

(7) A teacher appointed on tenure basis may on satisfactory completion of the period of tenure be appointed on a substantive basis on the recommendation of the Vice-Chancellor. It shall also be competent for the Syndicate to extend the period of tenure appointment for time to time not exceeding two years in total.

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 shall place the matter before the Syndicate for termination of his appointment on the expiry of his tenure.

(8) The following shall be the work load of the teachers of the University, excluding the time required for preparation, guidance for research and other departmental and academic assignments namely :-

i)	Lecturer	Eighteen periods per week.
ii)	Reader	Fifteen periods per week.
iii)	Reader-cum-Head of Department or Reader-cum-Principal	Ten periods per week.
iv)	Professor	Twelve periods per week.
v)	Professor-cum-Head of Department or Chairman, Post-Graduate Council.	Eight periods per week

(9) Every teacher shall annually submit a self-assessment report giving details of courses and the number of periods taught by him along with the research and publications, if any, made by him in the form specified in the schedule.

5. Not with standing anything contained in this status but subject to the provision oh sub-section (2) of section 21 of the act , the Syndicate may appoint on search terms and conditions as it may deem fit -

i) Any distinguished retired Professor as Emeritus Professor;

ii) Visit Professor;

iii) Honorary teachers who can take part in the activities of the University in their respective subjects

CHAPTER III

THE VICE-CHANCELLOR

Powers

6. (1)The Vice-Chancellor, in addition to the powers conferred by the act, shall-

(a) Give effect to the direction and orders of the Chancellor including the appointment dismissal and suspension of the officers appointed by the Chancellor and exercise general control over the affairs of the University.

(b) Be responsible for the discipline of the University and shall have power to take all steps required for maintaining discipline in the University.

(c) Convene the meetings of the senate, Syndicate and the academic council and shall when present preside over them.

(d) Fix the salary and other emoluments of the officers, teachers and other employee in consultation with the Comptroller of Finance.

(e) Dispense with subject to the provisions of the act, strict compliance with provisions of this statute and regulations in respect of the time, place and manner of examination hours of transaction of business in the office of the Registrar, the dates of payment of examination fees, and dates for submission of applications for examinations, attendance certificate, recognition of examinations and examination form the production of attendance certificates.

(2) The Vice-Chancellor shall review the performance of the teachers and officers of the University and submit a report thereon to the Chancellor under sub-section (16) of section 6 in the following manner namely:-

(i) He shall see that the confidential character roles (or the annual confidential role or by whatever name it may be called) of all officers and teachers are written by the respective reporting officers in the form specified in the schedule by the end of April in each year in respect of the officers and by the end of June in every year in respect of the Teachers. Thereafter, they shall be put up to him by the first week of July.

(ii) Ordinarily in the second week of July every year, he shall review the performance of all officers and teachers of the concerned University on the basis of the aforesaid Character Rolls and other documents or information as he may consider necessary and prepare a report with regard to the performance of each of them and furnish the same to the Chancellor.

Procedure for selection of a member by Syndicate

7. (1) The Syndicate for the purpose of selection of a member to the committee under sub-section (3) of section 6 of the Act shall hold the meeting and recommend the name of the person obtaining majority vote through secret ballot.

(2) The manner and procedure for selection of the member shall be such as may be determined by the Syndicate in this behalf.

(3) Where a vacancy occurs or is about to occur in future in the office of the Vice-Chancellor, the Registrar shall under the direction of the Syndicate, cause a notification to be a published in the gazette to notify the vacancy and a copy of the same shall be sent to the Chancellor and to each member of the Syndicate.

Forwarding the name of selected person

8. The Registrar shall thereafter forward the name of the person duty selected by the Syndicate to the Chancellor.

9. The Vice-Chancellor may approve expenditure in the following manner:-

(i) No limit if the expenditure is incurred on the recommendation of the Tender Committee, Purchase Committee in accordance with the Odisha Universities Accounts Manual and of the Comptroller of Finance.

(ii) No limit for examination expenditure including printing of question papers, centre advance to examination centre, etc.

(iii) Up to Rs. 50,000 on any item if no procedure is specified for after obtaining the opinion of the Comptroller of Finance, and Syndicate shall be reported to on such expenditure as required under sub-section (14) of section 6.

(iv) Reappropriation from one detailed/minor head to another under the same head of account with the concurrence of the Comptroller of Finance.

Salary allowances and leave admissible to the Vice-Chancellor

10. (1) The Vice-Chancellor shall be paid a consolidated salary of rupees seven thousand and six hundred per month with effect from the 1st may 1989 or such sum as may be fixed by the Chancellor from time to time in consultation with the Government whichever is more and house rent allowance on the same scale as admissible to State Government Officers under the Odisha House Rent Allowance Rules or be provided with rent-free furnished quarters in lieu of such allowance.

(2) When travelling of official business the provision of Chapter X entitled ―Travelling Allowance‖ of the Odisha Universities Accounts Rules, 1987 shall be applicable to the Vice-Chancellor.

(3) 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 term of his appointment.

(4) The Vice-Chancellor shall be entitled to reimbursement of the cost of medicines and to Leave Travel Concession as are admissible to employees of the University as specified in part XIV of these Statute.

(5) In case the Vice-Chancellor retains the 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.

CHAPTER IV

THE REGISTRAR

Power and duties

11. (1) In addition to the powers conferred by the Act, the Registrar shall exercise and perform the following powers and duties, namely :-

(a) To be the custodian of the records the common seal and such other property of the University as the Syndicate and the vice-Chancellor shall commit to his charge;

(b) To conduct the official correspondence of the Syndicate the Senate and the Academic Council;

(c) To issue all notice convening the meetings of the Senate the Syndicate, the Academic Council and Committees, if any appointed by them;

(d) To appoint Class IV employees of the University on the recommendation of a Selection Committee constituted by the Vice-Chancellor for the purpose; and

(e) To exercise such other powers and perform such other duties as may from time to time, be coffered and imposed on him by the Senate, the Syndicate, the Academic Council and the Vice-Chancellor.

(2) The registrar may with the approval of the Syndicate delegate such of his powers and duties, as may be necessary from time to time, to other officers subordinate to him.

12. (1) The Registrar shall be appointed by the Chancellor either on tenure or permanent basis on the recommendation of a Committee consisting of the Vice-Chancellor, the Director and one member to be selected by the Syndicate from among themselves excluding the Vice-Chancellor and Director.

(2) Unless appointed on tenure basis, the appointment of the Registrar shall in the first instant, be on probation for a period of two years. On satisfactory completion of the said period the officer shall be confirmed by the Chancellor in his appointment on the recommendation made by Vice-Chancellor to the effect. The Vice-Chancellor shall on completion of the said probation period submit a report regarding his performance to the Chancellor for consideration:

Provided that if the Chancellor on consideration of the report receive from the Vice-Chancellor, does not feel satisfied with his performance, he may extend the period of probation by one year more or terminate his appointment and if at the end of extended probation period, his work is found unsatisfactory, the Chancellor may terminate his appointment.

(3) Not withstanding anything contained in sub-statutes (1) and (2), in the event of a temporary vacancy caused in the office of the Registrar, the vice-Chancellor shall with the prior approval of the Chancellor, make such arrangements to fill the temporary vacancy as may be necessary for performing the duties on such terms and conditions to be approved by the Chancellor.

CHAPTER V

COMPTROLLER OF FINANCE

Powers and duties

13. The Comptroller of Finance shall Act as the Secretary to the Finance Committee of the University constituted under theses Statutes and in addition to the powers conferred on him by the Act, he shall exercise the power and perform the duties specified below, namely :-

(a) receive all contributions, grants, gifts and endowments made in favour of, or for the purpose of the University;

(b) Collect income and fees received by the University and account for students loan and scholarship funds and make payment;

(c) Be responsible for day to day financial transactions of the University and for proper accounting thereof and of incidental matters including correspondence relating thereto;

(d) Establish and administer such petty cash funds as are needed;

(e) Shall be the treasure of all funds contributed for students organizations, if any of the University;

(f) Scrutinize all bills except those specified in clause (h) and if they are in order and within the budgetary provisions of the university and are not in violation of the rules of the University, make prompt payment;

(g) Prepare utilization certificate for funds, received from the Government, University Grants Commission and other funding agencies and cause them to be sent in time to the appropriate authority through the Registrar;

(h) Prepare pay and allowance bills of the officers, teachers and other employees of the University and draw and disburse the amounts thereof;

(i) Maintain accounts of the University in pursuance of the provision of the Odisha University Accounts Manual, 1987;

(j) Develop and operate an internal audit system so that the records of all officers of the University and employees responsible for the custody of the property and funds may be verified by the audit;

(k) Place statement of accounts at such intervals as may be decided by the Syndicate and report the financial position of the University to Finance Committee and Vice-Chancellor from time to time;

(l) Render such assistance to the Registrar as may be necessary in regard to the management of the properties and investments of the funds of the University and the scrutiny of the contracts to be signed by the Registrar;

(m) Bring any serious irregularity in financial transactions of the University to the notice of the Syndicate through the Vice-Chancellor and the Finance Committee; and

(n) Exercise such other power and perform such other functions as may from time to time be conferred and imposed on him by the Syndicate and the Vice-Chancellor.

CHAPTER VI

OTHER OFFICERS OF THE UNIVERSITY

Controller of Examination

14. (1) The Controller of Examinations shall devote his whole time to the duties of his office and shall exercise such power and perform such duties as may from time to time be assigned to him by the Syndicate and the Vice-Chancellor. In particular, the Controller of Examinations shall perform the following duties, namely :-

(a) Prepare a calendar of all examinations 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 Vice-Chancellor;
(b) Call for applications from candidates for various examinations of the University and scrutinize all such applications with reference to the relevant Regulations, if any;
(c) Prepare in time detailed programmes of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Vice-Chancellor;
(d) Send programmes, admit cards, question papers, centre advances and other examination materials to various examination centers in time;
(e) Act as the Secretary of Examination Committee where he shall have the right to speak and place all connected papers and otherwise take part in the proceedings of the said Committee and in all such case, his advice shall be recorded in the proceedings of the said Committee, but he shall not be entitled to vote;
(f) Take all steps for appointment of examiners, tabulation and publication of results in accordance with Statutes and Regulations;
(g) Pay or cause to be paid remuneration and other allowance to examiners and examiner expenses, as admissible, to all centers of examinations;
(h) Be the custodian of all tabulation and other Registrars and Examination records;
(i) Ensure that Diplomas and Certificates of all examinations are prepared and distributed to successful candidates after their results are published;
(j) Be responsible to the vice-Chancellor for conduct of examinations and publication of results and distribution of Diplomas and certificates to candidates; and
(k) Render such assistants to the Registrar and Vice-Chancellor as may be necessary in the performs of their duties;

Deputy Controller and Assistant Controller of Examinations

(2) The Deputy Controller of Examinations and the Assistant Controller of Examinations shall devote their whole time to the duties of their office and shall perform such duties and exercise such powers as may from time to time be assigned to them by the Syndicate and the Vice-Chancellor and render such assistance to the Controller of Examinations and the Registrar as may be necessary in the performance of the duties.

(3) In the event of a temporary vacancy caused in the office of the Controller of Examinations, the Deputy Controller of Examinations and the Assistant6 Controller of Examinations, the Registrar may, subject to the approval of the Vice-Chancellor, make such arrangements to fill the temporary vacancy as may be necessary on such terms and conditions approved by the Vice-Chancellor.

Deputy Registrar

15. The deputy Registrar shall devote his whole time to the duties of his office and shall exercise such powers and perform such duties as may from to time be assigned be to him by the Syndicate, the Vice-Chancellor and the Registrar.

Assistant Registrar

16. The Assistant Registrar shall devote his whole time to the duties of his office and shall perform such duties and exercise such powers as may from time to time be assigned to him by the Syndicate, the Vice-Chancellor and the Registrar.

Development Officer

17. (1) Development Officer shall devote his whole time to the duties of his office and shall be responsible to the Vice-Chancellor for formulation of the development planes of the University and in taking steps for their effective implementation.

(2) He shall liaise with University Grant Commission and other founding agencies in relation to all development and research schemes of the University and shall ensure that the founds from such agencies and received are utilized in time.

(3) He shall be responsible to the Registrar for sending the Utilization certificates prepared by the Comptroller of Finance in time to the funding agencies.

(4) He shall exercise such power and perform such duties as may be assigned to him from time to time by the Vice-Chancellor and the Registrar.

Budget-cum-Accounts Officer

18. The Budget-cum-Accounts Officer/Accounts Officers/Budget Officers shall generally render such assistance to the Comptroller of Finance in the performs of his duties and exercise such powers and perform such duties as may from time to time be assigned to him by the Vice-Chancellor, the Registrar and the Comptroller Finance.

Other Officers

19. The administrative Officer, the Secretary to Vice-Chancellor and other officers of the University shall devote their whole time to the duties of their office and shall exercise such powers and perform such duties as may from time to time be assigned to them by the Vice-Chancellor and the Registrar.

Filling up Temporary Vacancies

20. Vice-Chancellor may fill up the vacancies temporarily caused in the post of officers specified in this chapter.

CHAPTER-VII

Power and Function of the Syndicate

21. Subject to the provision of the Act, the Syndicates shall have the following powers and functions, namely:-

(1) To provide or purchase lands, buildings, premises, furniture, laboratory apparatus, equipment and other means needed for carrying on the work of the University;

(2) To invest any money belonging to the University including any unemployed income in any of the securities specified in sbu0section (3) of section 27 of the Act or to place on fixed deposit in any Bank any portion of such money not required for current expenditure;

(3) To direct the form, custody and use of the common seal of the University;

(4) To formulate the yardstick for creation of posts as a required under sub-section (1) of section 22;

(5) To administer all properties and funds placed at the disposal of the University for specified purposes;

(6) To accept endowments, bequests, donation and transfer of any movable and in movable property to the University on its behalf;

(7) To admit colleges subject to the provisions of the act and this statute and any law made by the Government of India/Rules made by an All India Statutory Body to the privileges of the University;

(8) To deprive any colleges subject to the provisions of section 19 from privileges of the University in accordance with the procedure laid down in this Statutes;

(9) To prescribe the qualifications of teachers of colleges admitted to the privileges of the University and of teachers of the University and the constituent colleges subject to the qualifications if any prescribed in this behalf by the University. Grants Commission, the Bar Council of India, All India Council for Technical Education, Medical Council of India or such other All India Statutory Bodies or the State Government, as the case may be;

(10) To charge and collect such fees as may be prescribed by these Statutes and the Regulations;

(11) To arrange for the conduct of the University examinations and publish the results thereof;

(12) To make its own Standing Orders to regulate the disposal of its own business.

(13) To add alter or amend the Odisha Universities Accounts Procedure 1987 in conformity with the Odisha Universities Accounts Rules, 1987 and to make proposals for new Rules or for the amendment or repeal of any of the existing rules of the Odisha Universities Accounts Rules, 1987 to the Chancellor.

(14) To take note or cognizance of any misconduct by a student in a college or hostel or approved lodging or by any student how seeks admission to the Universities or any of its examination when brought to the notice of the Syndicate by the head of the College, hostel or approved lodging or a member of an authority of the University or by the Registrar or by the Controller of Examinations, and by itself impose or authorizes such officer or teacher of the University as may be determined, to impose such punishment as is deemed necessary;

(15) To transfer any movable or immovable property belonging to the University for its benefit;
(16) To incur loan for the benefit of the University with the prior concurrence of the Government;
(17) To establish, equip and maintain University Laboratories, Libraries, Museums and Institutes of Research;
(18) To provide for the general inspection at fixed periods of all colleges and hotels;
(19) To institute, in consultation with the Academic Council, Fellowships, Travelling Fellowship, Scholarship, Studentship, Bursaries, Exhibitions, Medals, and Prizes;
(20) To prescribe the conditions under which any grant-in-aid or subvention may be given to any person or body;
(21) To determine, subject to the provisions of the Odisha Universities Accounts manual 1987, the accounts to be maintained by the University;
(22) To enter into any agreement with Government or any other management for assuming the management of any institution and for taking over its properties and liability or for any other purpose not repugnant to the provisions of the Act, and these Statute; and
(23) To establish and maintain Post-Graduate Departments, Constituent Colleges and Schools and Hostels;

Procedure and Quorum of the meeting of the Syndicate

22. (1) The Syndicate shall meet as and when required to conduct efficiently the business of the University in its day to day administration on dates and hours to be fixed from time to time by the Vice-Chancellor, who shall preside, when present at every meeting of the Syndicate. Non-receipt of the notice or the agenda by any member shall not, however, invalidate the proceedings of meetings. In the absence of the Vice-Chancellor it shall be competent for the members of the Syndicate to elect one of their members to act as Chairman to preside over the meeting.

(2) The Registrar shall with the approval of the Vice-Chancellor circulate to all the members an agenda setting forth the items for consideration of the Syndicate at every meeting. Each item shall be based on a Memorandum to be prepared by the officer concerned and approved by the Vice-Chancellor. Any item involving financial implications shall have the opinion of the Comptroller of Finance recorded therein.

(3) Decision of the majority at any meeting of the Syndicate shall be deemed to be the decision of the Syndicate and shall be binding on all. The decision arrived at in the meeting of the Syndicate cannot be revised within a period of six months except by a 2/3rd majority.

(4) The proceeding of the Syndicate shall be conducted in camera and any member may speak more than once on any subject that may be before the Syndicate but no discussion on any item in the agenda shall be permitted by the Chairman after a decision has been taken thereon. It shall be competent for the Syndicate to frame for the efficient conduct of its business such Standing Order as it may consider necessary.

(5) As near as may be one-third of the members of the Syndicate in office at the time shall from the quorum and no business shall be conducted or considered valid at a meeting at which there is no quorum.

(6) As soon as may be convenient after each meeting the Registrar shall prepare the minutes of the meeting and after the Chairman has approved the same, send a copy thereof to all the members.

(7) The Syndicate may act through any of its Committee appointed by it on any specific matter or purpose and may delegate such of its powers to such committee.

CHAPTER VIII
THE ACADEMIC COUNCIL

23. the provisions of the Act, the Academic Council shall have the following powers and functions, namely:-

(a) to make proposal to the Syndicate for the establishment of Developments, Colleges, institutions of higher learning, special centers and specialized Laboratories, Libraries and Museums and School of studies;

(b) to make recommendation to the Vice-Chancellor with regard to the creation of teaching posts of the University;

(c) to formulate and modified the schemes for Developments of teaching;

(d) to frame regulations in the matters specified in section 12 (2) (e) of the Act;

(e) to appoint a Board of Social Services and Sports for looking after Physical Education, Games, Sports, N.C.C., N.S.S., and other co-curricular and extra-curricular activities;

(f) to appoint a Committee of Advance Studies and Research for directing supervising and monitoring inter-faculty, inter-University and University-cum-Industry Projects; and

(g) to perform in relation to academic matters, all such duties and to do all such acts as may be necessary for carrying out the provision of the Act and the Statutes.

Meeting of the Academic Council

24. There shall be at least one meeting of the Academic Council in every academic year on such date and at such hour as may be fixed by the Vice-Chancellor, who shall, when present, preside over its meeting. In the absence of the Vice-Chancellor, it shall be competent for the members of the Academic Council to elect one of their members to act as Chairman to preside over the meeting.

Notice of meeting

25. The Registrar shall save with reference to the first meeting of the first Academic Council give not less than six weeks' notice of the date of the meeting of the Academic Council convened in accordance with provisions of Statute 24.

Special meeting and how called

26. On the requisition made in writing and signed by more than one-fourth of 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 forwarded to the Registrar with a copy of the resolution or resolutions to be moved and the name of the propose of each resolution.

Date for receipt of resolutions

27. No resolution shall be placed on the agenda for a meeting of the Academic Council unless the mover has forwarded the same to the Registrar, so as to reach him not less than thirty clear days before the date fixed for the meeting and unless it conform to the provisions governing the admissibility of resolutions at meeting of the Senate as specified in these Statutes;

Provide 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 two clear days before the date fixed for the dispatch of the agenda.

Placing of resolution on the agenda

28. Every resolution, which has not been withdrawn in accordance with provisions in Statute 27, shall be placed by the Registrar on the agenda of the meeting at which it is proposed to be moved.

Agenda

29. The Registrar shall issue to every member of the Academic Council, not less than twenty one 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.

Amendments Notice of

30. (1) Any member wishing to move an amendment to a resolution on the agenda of any meeting shall forward a copy of it to be received by the Registrar not less than nine clear days before the date of the meeting at which the resolution is intended to be moved.

(2) On the receipt of amendments, the Registrar shall prepare an amended agenda setting forth all the resolutions and amendments received and forward by post a copy of the same to each member of the Academic Council not less than five clear days before the date fixed for meeting.

Quorum

31. One-third of the members of the Academic Council in office of the date of the meeting shall from 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

Procedure of the meeting

32. At every meeting of the ac academic council the following shall be the order of business, namely:-

i) Ratification of the action of the Vice-Chancellor taken in exercise of his powers under sub-section (15) of section 6 of the Act;
ii) Any motion for a change in the order of business as set forth on the agenda;
iii) Business brought forward by the Vice-Chancellor as also business remitted by the Syndicate;
iv) Business forwarded by the faculties;
v) Business brought forward by the Boards of Studies;
vi) Business brought forward by members of the Academic Council;

Provided that election to any authority of the University or should it be necessary to elect a Chairman under Statute 24, such elections shall take precedence over the business aforesaid.

33. (1) The procedure at the meeting of the Academic Council shall ordinarily be regulated by the procedure laid down for the Senate as far as practicable.

(2) The Academic Council shall have power to make standing orders modifying the procedure of the meeting if it considers such modifications necessary for the better transaction of business.

(3) The Academic Council while appointing different Committees may take eminent members of the Senate who have specialized knowledge on the subject as a member of such Committee.

(4) The Academic Council shall have power to make standing orders prescribing the procedure for conduct of business of its Committee or Committees.

CHAPTER IX

THE SENATE

Meeting & proceedings

Meetings of the Senate

34. There shall be at least one meeting of the Senate in an academic year preferably in the month of August on a date to be fixed by the Vice-Chancellor, at which the annual report, the accounts and the audit report of the University as referred to in sub-section (3) of section 9 shall be presented.

Notice of meeting

35. The Registrar shall under the direction of the Vice-Chancellor, save with reference to the first meeting of the Senate constituted for the first time give not less than six week notice of the date of meeting. The Registrar shall send to each member copies of the documents referred to in Senate 34, nit less than thirty clear days before the date of the meeting.

Resolution

36. Any member may move a resolution at any meeting other than an adjourned meeting and forward a copy of the resolution to the Registrar so as to reach him at least thirty clear days before the date of such meeting ;

Provide that the Vice-Chancellor shall have the power to accept in special cases resolution forwarded by members 24 days before the date of meeting.

Admissibility of Resolution

37. The Registrar shall place all resolutions forwarded by the members before the Vice-Chancellor who shall direct him to include such resolutions in the agenda as are in conformity with the conditions specified in Statute.

Withdrawal of Resolution

38. (1) No Resolution shall be admitted which does not comply with the following conditions namely:-

(i) It shall be clearly and precisely expressed and shall raise substantially on definite issue;

(ii) It shall not raise issues which do not fall within the powers and jurisdiction of the Senate;

(iii) It shall not contain arguments, inference, ironical expression or defamatory statements nor shall it refers to the character or conduct of persons expect in their official capacity;

(iv) It shall not refer to any matter which is under adjudication by a Court of law;

(2) A member who has forwarded a resolution may, by giving written notice, which shall reach the Registrar at least two clear days before the date fixed for the dispatch of the agenda papers, withdraw the resolution.

(3) The Vice-Chancellor may disallow a resolution on the ground that it cannot be discussed in the meeting of the Senate consistently with the interests of the University.

Inclusion of Resolution in the Agenda

39. (1) The Registrar shall include in the agenda of a meeting all resolution of which due notice has been given and which have not been withdrawn or disallowed in accordance with these Statutes.

(2) Any member, who wishes to move a resolution on any report or statement included in the agenda, may do so by giving notice of the resolution, which shall reach the Registrar at least nine clear days before the date of the meeting. Resolutions of which due notice has been received by the Registrar under this statute and allowed by the Vice-Chancellor shall be included in the amended agenda.

Date for dispatch of agenda

40. Not less than twenty one clear days before the date of a meeting and not less than fifteen clear days before the date of an adjourned meeting, the Registrar shall under the direction of the Vice-Chancellor, issue to every member an agenda specifying the day and the hour of the meeting and the business to be brought before the meeting but the non-receipt of the agenda by any member shall not invalidate the proceeding of the meeting.

Notice of amendment

41. Any member, who wishes to move an amendment to a resolution on the agenda of any meeting of the Senate, shall forwarded to a copy of the same to the Registrar so as to reach him not less than nine clear days before the day of the meeting at which the resolution is to be moved.

Amended Agenda

42. The Registrar Shall, under the direction of the Vice-Chancellor, prepare an amended agenda showing all the resolutions and amendments and shall send by post a copy of it to each member of the Senate not less than five clear days before the date of any meeting.

Hours of meeting

43. The Senate shall meet at such hour as may be fixed by the Vice-Chancellor; Provided that:-

(a) Should the meeting be fixed in the forenoon there shall be an interval of adjournment for lunch to be fixed by the Chairman at each meeting, should it be found necessary to carry on the business to the afternoon;

(b) If at the time prescribed for adjournment proceedings under closure motion are in progress, the Chairman shall not adjourn the meeting until the questions consequent thereon have been decided;

(c) If any voting is in progress, the voting and the proceedings consequent thereon shall be completed before the meeting is adjourned;

(d) On all occasion of emergency, the Chairman shall have the power to suspend or adjourn the meeting.

Chairman

44. The Vice-Chancellor shall, when present, preside at all meeting of the Senate and in his absence the members present shall elect a member from among themselves to preside at such meetings. The Vice-Chancellor or the member so elect to preside at the meeting shall be designated as Chairman of the meeting. The Chairman shall have power to adjourn the meeting.

Quorum

45. (1) As near as may be one-fourth of the members of the Senate in office on the date of the meeting shall from the quorum for a meeting of the Senate. If a quorum is not there within fifteen minutes after the time appointed for a meeting, the meeting shall not be held and the Registrar shall make a record of the same. No travelling allowance shall be admissible to the members, who come after the dissolution of the meeting.

(2) If at any time during the progress of a meeting any members call the attention of the Chairman to the number of members present, he shall within a reasonable time count the number of members present and if a quorum be not present, he shall declare the meeting adjourned and shall leave the chair. Such adjournment shall recorded by the Registrar and the record shall be signed by the Chairman.

Business at adjourned meetings

46. (1) Subject to the provision of these Statutes no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place:

Provided that the vice-Chancellor may bring any urgent business before an adjourned meeting, with or without notice.

(2) When a meeting is adjourned for fifteen days or more, not less than seven clear days notice of the adjourned meeting and of the business to be transacted at it adjournment or of the business to be transacted at an adjourned meeting.

Order of business

47. The business to be transacted at a meeting of the Senate shall be placed on the agenda in the following order, namely:-

(i) Business brought forward by the Vice-Chancellor;

(ii) Business brought forward by members of the Senate.

Provided that election to any authority, or should it be necessary to elect a Chairman under Statute 44, such elections shall take precedence over the business aforesaid.

Correction of mistakes

48. (1) At any meeting of the Senate, the Chairman may, without any formal motion made, permit the correction of clerical or typographical mistakes in notices of motions or in reports of statements or other business placed before the meeting.

Complimentary motion

(2) At any meeting of the Senate, motion of a complimentary character, without previous notice, may be moved by the Chairman or by any member with the previous permission of the Chairman.

Amendments to resolutions with short notice

49. At any meeting of the Senate any member may move any amendment to any resolution –

(a) Brought forward by the Vice-Chancellor or

(b) Moved by a member under sub-statute (2) of Statute 39.

Motion without notice

50. At any meeting of the Senate, the following resolutions or motions may be moved without previous notice, namely:-

(i) A resolution relating to business not included in the agenda but brought forward by the Vice-Chancellor;

(ii) A motion for a change in order of business as stated in the agenda;

(iii) A motion for the adjournment of the meeting or the debate on any question to a specified time or date;

(iv) A motion that the Senate resolves itself into a Committee to consider any matter before the Senate at the time;

(v) A motion that the meeting be dissolved;

(vi) A motion that the meeting pas to the next business on the agenda; and

(vii) A motion that the question be now put by the Chairman of the meeting.

Amendment without previous notice

51. At any meeting of the Senate, the following amendments may be moved without previous notice, namely:-

(i) Notwithstanding anything contained in statute 47 amendments to a motion for a change in the order of business as stated in the agenda, substituting an order different from that in the motion;

(ii) Amendments to a motion for the adjournment of the meeting or debate to a specified time or date;

(iii) Amendment to a motion brought forward by the Vice-Chancellor at special meetings on less than fifteen clear days notice or at ordinary meetings of less than twenty-one clear days notice and to resolutions moved by a member;

(iv) Amendments to any resolution or amendment on the agenda which in

the opinion of the Chairman, have been rendered necessary by and are consequential upon, any motion passed by the Senate at the same meeting; and

(v) Amendments of a purely verbal or formal kind, which in the opinion of the Chairman do not affect the sense or import of the motion to which they refer.

Resolutions or amendments not on agenda

52. Save as provided in Statutes 48, 50 and 51 no resolution or motion or amendment which is not placed on the agenda shall be moved at a meeting of the Senate.

From of resolution

53. (1) Every resolution to be moved at a meeting shall be affirmative in from and shall begin with the word _That'.

(2) Any resolution or amendment standing in the name of a member who is absent from the meeting or who declines to move it, shall lapse.

(3) Every motion at a meeting must be seconded, otherwise it shall lapse.

(4) Any member may second a resolution by saying _I second the motion' and may reserve his speech by adding _I reserve my speech'.

(5) When a motion has been moved and seconded, the question shall be stated by the Chairman unless the motion is ruled out by him.

Moving of amendments

From of Amendments

54. (1) An amendment may be moved at any time after the question has been stated by the Chairman and before it is put. The order in which amendments to a resolution are to be moved shall be determined by the Chairman.

(2) An amendment to a resolution shall be –

(i) By leaving out certain words;

(ii) By inserting or adding certain words;

(iii) By leaving out certain words to insert or add others.

When the amendment is of the first kind, the from in which it is to be moved shall be —That the words (mentioning them) be left out.‖ When the amendment is of the second kind, the from shall be —That the words (mentioning them) be added or inserted‖ and there shall then follow words specifying the place in which the words mentioned are to be added or inserted. When the amendment is of the third kind the from shall be —That the words (mentioning them) be added or inserted‖ followed by words specifying the place in which the words mentioned are to be added or inserted and that the words (mentioning them) be deleted‖.

Relevancy of amendments

55. An amendment most not reduces the original motion to its negative or opposite from. Every amendment must be relevant to the resolution to which it is moved and must be so worded that, if carried, the motion as amended would form an intelligible and consistent whole. An amendment must not be virtually an independent proposition.

Not more than one resolution and one amendment at a time

56. (1) Not more than one resolution and one amendment thereto shall be placed before a meeting at the same time.

(2) If an amendment be negative, any other amendments to the original motion may than be moved. If any amendment be carried the motion as amended shall be stated by the Chairman and may then be debated as a substantive motion to which further amendment if any to the original motion may be moved and such further amendments shall be disposed of in the same manner as the previous amendments.

Withdrawal of motion

57. No resolution or amendment shall be withdrawn from the decision of the meeting without its unanimous consent. To withdraw the motion the member who moved it must signify his desire in the meeting. The chairman shall then take the sense of the meeting, by asking ―Is it your pleasure that the motion be withdrawn?‖ If no one objects, he shall declare the motion withdrawn.

Ruling out of order, resolution or amendment

58. The Chairman may rule a resolution or an amendment, out of order at any time before the question is put by him to the vote.

Procedure on motions under Statute 50

59. (1) Motion made under Statute 50 shall take precedence over any matter that may be before the meeting at the time and must be disposed of before such matter.

Procedure on motions under Statute 50 when negative

(2) When a motion under clauses (iii), (v), (vi) and (vii) of Statute 50 has been brought forward and has been negative, no other motion of the same kind shall be again brought forward during the debate on the same matter until after the lapse of what the Chairman shall deem a reasonable time, nor shall, if a debate is permissible on such motion, any debate or discussion be allowed on such second or subsequent motion.

Procedure for change in the order of the business

60. A motion for a change in the order of business as stated in the agenda shall be made immediately before the commencement of order business. It cannot be moved at any other time.

Motion for adjournment

61. (1) A motion for the adjournment of the meeting or debate to a specified time may be made at any time but not so as to interrupt a speech. The motion shall be in the form ―That this meeting do now adjourn to‖ or ―That the debate on this questions be now adjourned to‖, followed by words indicating the day and hour proposed for the adjourned meeting or debate.

(2) An amendment to any motion for adjournment of the meeting or debate shall be for substituting a different day or hour for the one originally proposed.

(3) If the motion for the adjournment of the debate be carried, the debate shall stand adjourned to the time specified in the motion and the meeting shall pass to the next business, if any on the agenda.

(4) If the motion for the adjournment of the debate is carried, the member who moved it, may claim precedence or take part at a later period in the debate when it is resumed. A member who moves the adjournment of the debate with the intention of taking part in it when resumed most confine himself when moving the motion for adjournment to the bare words of the motion. If the motion for adjournment is negative, the mover cannot speak again on the main question.

Motion for resoling into a Committee

62. A motion that the Senate resolves itself into a Committee may be made at any time but not so as to interrupt a speech. The motion shall specify the item or items of business to be considered in the Committee.

Motion for dissolution

63. (1) A motion for the dissolution of a meeting shall be in the form ―That this meeting do now dissolve‖ and may be made at any time but not so as to interrupt a speech.

(2) If the Chairman is of the opinion that the motion for dissolution is an abuse of the rules of the meeting, he may decline to state the question thereupon to the meeting.

(3) If the motion be carried, the business still before the meeting shall lapse, and the Chairman shall declare the meeting dissolved.

Motion to pass to the next business on the agenda

64. (1) A motion to pass to the next business shall be in the form ―That the meetings do now pass to the next business on the Agenda‖, and may be moved at any time after the main question has been stated by the Chairman but so as to interrupt a speech.

(2) The member moving motion shall confine himself to the words of the motion. The member who seconds the motion shall confine himself to the words ―I second the motion‖. If the Chairman is of the opinion that the motion to pass over to the next item is an abuse of the rules of the meeting, he may decline to put the question to the meeting. If he accepts the motion, it shall be put forthwith without amendment or debate. If the motion is carried, the main question together with the amendments to it, if any moved or given notice of, shall lapse.

Closure motion

65. (1) A motion for closure shall be in the form, ―That the question be now put by the Chairman‖ and may be moved at any time, after a question has been stated by the Chairman, but not so as to interrupt a speech. A member who moved the closure motion shall confine himself to the words. ―I move that the question be now put by the Chairman‖. The member who seconds the motion shall confine himself to the words ―I second the motion‖.

(2) Unless it shall appear to the Chairman that such motion in an abuse of the rules of the meeting or an infringement of the rights of the minority or that the matter before the meeting has not been sufficiently discussed, it shall be put forthwith and decided without amendment or debate.

(3) When the motion. ―That the question be now put by the Chairman‖ has been carried and the question consequent thereon has been decided any member may claim without any further closure motion that such further question or questions which may be necessary to bring to a decision any question already stated by the Chairman be put and unless the Chairman withholds his absent, such further question or questions shall be put forthwith and decided without amendments or debate.

Speeches

66. (1) A member can speak only when there is any matter before the meeting or when he moves or seconds a motion, except –

(i) When putting a question or Answering a question arising out of the discussion;
(ii) When speaking on a point of order;
(iii) When offering a personal explanation; or
(iv) When, with the special permission of the Chairman, making a statement.

(2) A member in possession of the meeting may speak before moving any motion which he intends to move, but he shall speak to the point and shall concluded his speech by formally moving the motion.

How often speeches permitted

67. (1) Except as otherwise provided in these Statutes, a member may not speak more than once on the same matter.

(2) A member who has spoken to the main point may not move or second an amendment to it or a motion referred to in Statute 48 during the debate on other same matter, but he may speak on any such new matter when moved and recorded by other members, if debate is permissible.

(3) A member who has moved or seconds an amendment or a motion under Statute 50 shall not, after such amendment or motion has been disposed of move or second any other amendment, or motion under the said Statute or speak to the main point. He may however speak or move or second an amendment to any such new motion when moved and seconded by other member, if amendment or debate is permissible;

Provided that a member who successfully moves the adjournment of the debate on any question to a specified time may claim precedence or take part at a later period in the debate when it is resumed under sub-statute (4) of Statute 61

(4) A member who complains that his speech has been misunderstood, or that his conduct or question has been impugned in the debate, may be allowed to make a personal explanation.

(5) A member may, with the special permission of the Chairman, make a statement on any matter arising from the debate on any matter.

Condition for right of reply for mover

68. When the Chairman has ascertained that no other member entitled to address the meeting desires to speak, the mover of the resolution may reply upon the whole debate. Provided that the mover of the resolution of the kind specified in Statute 50 or of an amendment shall have no right of reply. No member shall speak to a question after the mover has made his reply.

(E. G. No. 1-1-1-1990)

Duration of speeches

69. No speech shall exceed five minutes in duration;

Provided that the mover of a resolution or of an amendment when moving the same may speak for fifteen minutes;

Provided further that the Chairman may at his discretion increase or decrease the duration of the speeches.

Order of speeches

70. The member who first rises to speak at the conclusion of a speech has the right to be heard. In case of more than one member rising simultaneously, the chairman shall decide as to who is in possession of the meeting.

Speeches by Chairman

71. The chairman has the same right of moving or seconding or speaking to a resolution or an amendment as any other member but he shall vacate the chair while so engaged and the chair shall during such time be taken by a member nominated by him. Without leaving the chair, the Chairman may, however, at his discretion or at the request of any member explain to the meeting the scope of any resolution or amendment or make any statement on any matter arising from or connected with the proceeding of the meeting.

Personal explanation

72. Any member may rise to explain any misconception of expression used by him, but he shall confine himself strictly to such explanation.

Such personal explanation may be offered whilst another member is speaking only if the member who is speaking gives way by resuming his seat.

Point of order

73. (1) Any member may call the Chairman‘s attention to a point of order even whilst another member is speaking but he shall confine himself to a statement of the point of order and shall not make a speech on such point of order.

(2) No point of order can be raised while the Chairman is taking the votes on a question or taking a poll except with his permission and only on a matter arising out of or during the vote or poll. The Chairman may deal with the matter immediately or when the vote or the poll is completed.

Putting matters to vote

74. When the debate on a resolution is concluded or if there be no debate, the Chairman shall put the matter to the vote by saying, ―The question is‖ followed by the words of the resolution and the Senate shall then divide unless the Chairman ascertain that the matter is carried affirmatively by unanimous vote. If there be an amendment, he shall say, ―It has been moved‖ followed by the words of the resolution; then he shall say, ―Since it has been moved by way of amendment‖ followed by the words of the amendment and then if the amendment be one of the kind specified in item **(i)** of sub-statute (2) of Statute 54 he shall put the question by saying ―Shall the words or word proposed to the left out, be left out?‖ If the amendment be of the kind specified in item **(ii)** of the said sub-statute by saying, ―Shall these words be there added or inserted If the amendment be of the kid specified in item **(iii)** of the sub-statute (2) of Statute 54 he shall put the question by saying, ―Shall the following words or word be left out and to add or insect the following words or word ?‖

Decision by majority vote

75. (1) All matters considered at meeting of the Senate shall be decided by a majority of the votes of the members present unless otherwise provided in these Statutes.

(2) The Chairman shall be entitled to vote on any matter and if the votes be equally divided the Chairman shall have a casting vote.

Manner of taking vote/poll

76. On any motion being put to the vote, the Chairman shall have the power to decide the manner in which the vote of the Senate shall be taken.

In case a member demands a poll, the same shall be taken by recording the votes of the individual members.

If in view of the importance of the subjrct6 of a motion, any member moves that the vote be taken by secret ballot, it shall be open to the Chairman to have the ballot paper of the members deposited individually on a ballot box.

Powers of Chairman

77. (1) The chairman may direct a member, who persists in irrelevance or tedious repetition either of his own arguments or the arguments used by other members in debate, to discontinue his speech.

(2) If the Chairman rises, the members speaking or offering to speak shall sit down at once.

(3) The Chairman shall be the sole judge on any point of order and may call any member to order and shall have all powers necessary to enforce his decision on all points of order.

(4) The Chairman may direct any member whose conduct in his opinion, grossly disorderly to withdraw immediately from the meeting and any member so directed shall do so forthwith and absent himself during the

remainder of the day's meeting.
(5) The Chairman may in the case of grave disorder arising at a meeting suspend the meeting for a time to be specified by him.

Proceeding of meeting

78. (1) The proceeding of each meeting of the Senate shall be prepared by the Registrar and countersigned by the Chairman of the meeting.
(2) The Registrar shall within six weeks after the meeting send a copy of the proceedings of the said meeting to each member of the Senate.
(3) If no modification to the proceedings is suggested by any member who was present at the meeting within ten days of the dispatch of the same proceedings they shall be deemed to be correct.
(4) If no modification to the proceedings is suggested by any member who was present at the meeting within the time aforesaid by means of a letter addressed to the Registrar clearly specifying the points which require correction, the same shall be placed before the Chairman of the meeting who may allow the modification if he is so satisfied.

Senate in committee Procedure of

79. The procedure to be followed at debate in the Committee of the Senate shall be the same as those provided in those Statutes in respect of the Senate: Provided that –

(a) No notice of a motion shall be required;
(b) Motion need not be seconded;
(c) A member may speak on a motion any number of times.

Travelling Allowance to non-official members

80. The non-official members of the Senate shall be entitled to Travelling Allowance, Daily Allowance, etc. as admissible to members of the Authorities of the University in accordance with the provision of the Orissa University Accounts Manual, 1987.
Note- For the purpose of this Statute the members specified in clauses (m) to (v) of sub-section (1) of section 9 of Act shall be held to be the non-official members.

PART – III
FACULTIES AND BOARDS OF STUDIES
CHAPTER – I
FACULTIES

Constitution of Faculties

81. (1) The Utkal University, Berhampur University and Sambalpur University shall have such of the following faculties as it may deem it necessary to constitute, namely :-

1. Faculty of Arts;
2. Faculty of Science;
3. Faculty of Education;
4. Faculty of Law;
5. Faculty of Medicine;
6. Faculty of Commerce and Management Studies;
7. Faculty of Engineering; and
8. Such other Faculties as may be constituted by the Syndicate in this behalf.

(2) Sri Jagannath Sanskrit Vishwavidyalaya shall have the following Faculties, namely :-

1. Veda, Dharmashastra and Karmakanda;
2. Sahitya and Linguistics;
3. Vyakarana and Linguistics;
4. Darshana;
5. Buddhism and Pali;
6. Jainism and Prakrit;
7. Tantra and Agama;
8. Jyotisha, Ganita and Sciences;
9. Purana-Itihasa;
10. Ayurveda;
11. General Humanities;
12. Fine Arts and;
13. Such other Faculties as may be constituted by the Adhishad in this behalf.

82. (1) The Faculty of Arts shall consist of such departments of teaching specified in these Statutes as the Syndicate may deem appropriate and may include such other departments of teaching as may be instituted by the University from time to time.

(2) The Faculty of Science shall consist of such departments of teaching specified in these Statutes as the Syndicate may deem appropriate and may include such other departments of teaching as may be instituted by the University from time to time.

(3) For purpose of awarding degrees to candidates having a first degree in Arts or Science, the following subjects or departments of teaching as the case may be, may be included in the Arts and Science Faculties, as the Regulation may provide in this behalf :-

(i) Mathematics;
(ii) Geography;
(iii) Psychology; and
(iv) Anthropology

(4) The Faculties of Engineering and Medicine may include such other departments of teaching as may be instituted by the University from time to time.

(5) The Faculties of Education and Law shall each be deemed to consist of one department of teaching in the subject.

Constitution of Faculties

83. (1) Each Faculty shall consist of ten members in to, five each the Senate and the Academic Council.

(2) Appointment of members to the Faculties shall be made by the Syndicate.

Terms of members

84. All members of a Faculty other than *ex officio* members shall hold office for a term of three years:

Provided that the term of the Members of authorities and *ex officio* members shall be co-terminus to their office and membership.

Quorum

85. Four members shall constitute the quorum in the meetings of the Faculty.

Dean of Faculty

86. Each Faculty shall elect on of its own members to be its Dean, at its first meeting and the members so elected shall hold office for a period of three years from the date of his election:

Provided that in case of temporary vacancy in the office of Dean, owing to death or otherwise, it shall be competent for the Syndicate to appoint one of the members of the concerned Faculty to act as Dean until such time till the members of the Faculty may elect a member as Dean who shall hold office for the unexpired period of the term of his predecessor in office, including the period of appointment of acting Dean, if any.

Duties of the Faculty

87. It shall be the duty of the Faculty to report on any matter that may be referred to it by the Syndicate, the Academic Council o the Vice-Chancellor:

Provided that any Faculty may suo motu place any matter before the Syndicate for consideration.

Functions of the Faculty

88. In addition to the duties assigned by the Syndicate and the Academic Council the Faculty shall discharge the following functions, namely:-

(i) To look into the matters of inter-departmental teaching and research and co-ordinations;

(ii) To recommend any matter to a Board of studies for consideration and report;

(iii) To make recommendations for collaboration with industry and other organization by a department of studies for the purpose of research and extension;

(iv) To hold meeting of the Faculty or a committee of the Faculty along with any other Faculty or a committee thereof for the discussion of any matter of common interest; and

(v) To recommend to the Academic Council for introduction of new course.

Meeting of the Faculty

89. Meeting of the Faculty shall be convened by the Dean at such time as may be necessary or on the request of the Vice-Chancellor or on the written requisition of not less than one third of the members constituting the Faculty for the time being.

CHAPTER- II

BOARDS OF STUDIES

Boards of Studies, nature and appointment

90. Subject to the provision to the Act the Syndicate may constitute Boards of Studies following subjects, namely:-

(1) Arabic and Persian
(2) Analytical and Applied Economics
(3) Anthropology
(4) Ayurveda
(5) Bengali
(6) Botany
(7) Biology
(8) Buddhism
(9) Chemistry
(10) Commerce
(11) (a) Computer Science/Applications
(b) Electronics/Applied Electronics
(12) Criminology
(13) Dance, Drama and Music/Photography
(14) Dharmashastra
(15) Earth Science
(16) Economics
(17) Education
(18) English
(19) Engineering
(20) Environmental Science
(21) Fine Arts/ Arts and Craft/ Painting and Commercial Art/ Sculpture/ Architecture
(22) Foreign Language (French, German, Russian, Chinese, Japanese, Sinhalese, etc.)
(23) Geography/ Applied Geography
(24) Geology and Mineralogy
(25) Greek and Latin
(26) Hindi
(27) History
(28) Home Science
(29) Homeopathy
(30) Industrial Relations and Personnel Management/ Labour Welfare/ Labour Law and Personnel Management
(31) Jainism
(32) Journalism
(33) Jyotish (Ganita and Phalita)
(34) Karmakanda
(35) Law
(36) Library and Information Science
(37) Linguistics
(38) Life Science
(39) Management Studies/ Industrial Management/ Bank Management
(40) Marine Science
(41) Mathematics/ Statistics/ Applied Mathematics
(42) Medicine/ dental Surgery/ Sanitation and Public Health

(43) Military Science
(44) Mimansa
(45) Nyaya-Vaisesika (Prachina Nyaya nad Navya Nyaya)
(46) Oriya
(47) Pali
(48) Pharmacy
(49) Philosophy
(50) Physics
(51) Physical Education
(52) Political Science
(53) Prakrit
(54) Psychology
(55) Public Administration
(56) Purana-Itihasa
(57) Sanskrit
(58) Sahitya
(59) Sankhya-Yoga
(60) Sarvadarshan
(61) Science
(62) Sociology
(63) Social Work
(64) Social Studies
(65) Statistics
(66) Tantra-Agama
(67) Telugu
(68) Tourism & Indian Monuments/ Tourism & Travel Management/ Tourism
(69) Urdu
(70) Veda
(71) Vyakarana (Prakriya, Kaumudi Siddhanta Kaumudi, Chandrika, Hainamamruta, etc.)
(72) Vedanta (Advait, Vishistadvaite, Dvait and Achintyabheda, etc.)
(73) Zoology and;
(74) Such other subjects as the University may specify in this behalf:

Provided that in case of any Board of Studies which comprises more than one subject or an allied subject, the Syndicate shall, when appointing members to such Board of Studies, ensure that representation is given on the respective Board of Studies to the various subjects or allied subjects comprised therein.

Provided further that it shall be lawful for the Syndicate, if it is satisfied that adequate representation has not been given to the different subjects or allied subjects comprising any Board of Studies, to appoint committee consisting of not more than three teachers in the subjects in question and their recommendations shall be finalized by the Board concerned.

Composition of Board of Studies

91. The members of the Board of Studies shall be appointed by the Syndicate and shall be so elected as to consist of experts or others possessing special knowledge of their respective subjects, due regard being made to the presentation of colleges and P.G. Departments of the University

and such other authorities and persons of other Universities of the State as may be considered necessary to constitute an expert and competent Board of Studies in each case;

Provided, however, that where is a University Department paid from the funds of the University, the Head of such Department shall be *ex officio* member of the Board of Studies in his subject.

Provided further that the Heads of Post-Graduate Department in all colleges not below the rank of Reader shall also be *ex officio* members of the Boards of Studies in their respective subjects. In case there are more than two such colleges, the Syndicate shall appoint two Heads of Department of such Colleges as members of the Board of Studies:

Term of office

92. Subject to the provisions of Statute91 members of the Board of Studies shall hold office for one year except in the case of members appointed to fill temporary vacancies, in which case the appointment shall be only for the residue of term of the particular Board of Studies.

Chairman

93. Each board of studies shall elect one member to be its Chairman at its first meeting and the member so elected shall hold the appointment as such for the term of the particular Board of Studies.

Provided that in the temporary vacancy caused in the office of the Chairman owing to death, illness or otherwise it shall be competent for the Syndicate to appoint one of the members of the Board of Studies to act as Chairman till such time as the members of the Board of Studies in question may elect another member as Chairman or till expiration of the unexpired portion of the Chairman at whose place the appointment is made, whichever is earlier.

Duties

94. It shall be the duty of each Board of Studies to consider and report on any matter which may be referred to it by the Syndicate and the Academic Council and in particular to make recommendation to the Syndicate or the Academic Council, as the case may be on—

(a) Text books, syllabi for the University course of studies, and
(b) Persons fit to be question paper-setters and examiners in the University:

Subject to the condition that it shall be competent for the Syndicate or the Academic Council, as the case may be to consider and dispose of the said recommendations in such manner as it may deem fit;

Provided that the Board of Studies sou moto or on reference by the Vice-Chancellor may consider any mater and forward their recommendations to the Vice-Chancellor for such action as he may deem necessary.

Meetings of Board of Studies

95. The meeting of the Board of Studies shall be convened by the Registrar or on requisition by the Chairman. Normally there shall be one meeting held in the academic year at which the business of the Board of Studies for the year shall be transacted but it shall be competent for the Vice-Chancellor if he thinks fit to permit an additional meeting or meetings to be convened during the year.

Number of members of a board

96. Each Board of Studies shall consist of not less than three and not more than nine members excluding the ex officio members:

Provided that the total number of members of any Board of Studies including the ex officio members shall not exceed twelve.

Quorum

97. (1) As near as may be, one-third of members of a Board of Studies shall form the quorum, except in the case of Board of Studies consisting of three members when two members shall form the quorum.

(2) The proceedings of the Board of Studies shall be conducted in Committee, each member being permitted to speak more than once on any matter before the meeting at the time. The Chairman shall preside at all meetings, the members present shall elect a Chairman to preside such meeting.

Joint meetings

98. The Vice-Chancellor may, whether the thinks fit, call for a joint meeting of more than one Board of Studies for consideration of any matter of common interest of the concerned Boards. The member present shall elect a Chairman from among themselves to provide over such joint meeting.

PART—IV

REGISTRATION OF UNIVERSITY POST-GRADUATE TRACHERS, COLLEGE TEACHERS, GRADUATES AND UNIVERSITY NON-TEACHING EMPLOYEES, AND ELECTIONS AND NOMINATIONS.

CHAPTER I

Registration of University Post-Graduate Teachers, College Teachers, Graduates and University Non-Teaching employees

Maintenance of Registers

99. There shall be maintained—

a. A register of Post-Graduate Teachers of the University;
b. register of College Teachers;
c. register of Graduate; and
d. register of non-teaching employees of the University;

Provided that separate registers shall be maintained for the scheduled Castes and Scheduled Tribes and Lady registered Graduates.

Register of University Post-Graduate Teachers,

100. (1) Register of the Post-Graduate teachers of the University shall contain the names of all University teachers who comply with the conditions hereinafter specified.

(2) Each University Post-Graduate teacher shall apply to the registrar of the University in the form prescribed by the Syndicate to have his name registered as Registered Post-Graduate Teacher of the University. The application form duly countersigned by the Head of the Post-Graduate Department shall reach the Registrar on or before the 30th July of each academic year along with a fee of Rs. 100 (Rupees one hundred) only which shall entitle him to continue as such member so long he remains a teacher in the Post-Graduate Department of the University.

(3) Subject to the provision of the Act and the Statutes every University Post-Graduate teacher who gets himself registered in the aforesaid manner shall be eligible for nomination and election as the case may be, to the authorities of the University and other bodies as well as for consideration as examiners members of boards and Committees of the University.

Inspection of Register and Supply of copy.

101. (1) The registrar of University Post-Graduate teachers shall be brought up-to-date within the 30th August of each academic year and the registrar shall publish the list on the notice board in the office of the Registrar on the 15th September of each year.

(2) Any registered University Post-Graduate teacher may on application to the Registrar and an hour and date to be fixed mutually between them inspect the list of University Post-Graduate teachers and on payment of a fee of rupees twenty obtain an authenticated copy of the same.

REGISTER OF COLLEGE TEACHERS

Register of

102. (1) The Register of college Teachers shall contain the names of all Teachers of the college whether affiliated to or constituent of the University

college teachers

including the teachers of the Directorate of correspondence courses, who shall comply with the conditions hereinafter specified for the purpose.

(2) Each such teacher shall apply to the Registrar in the form prescribed by the Syndicate to have his name registered as a Registered College Teacher of the University. The application duly countersigned by the Principal of the college/Director, Correspondence Course, shall reach the Registrar on or before the 30th July for each academic year, paying the fee Rupees one hundred which shall entitle him to continue as a member so long he remains a teacher as such.

(3) Every college teacher who gets himself registered in the aforesaid manner shall be eligible for election and nomination, as the case may be, to the authorities of the University and for consideration for appointment as an examiner and member of Boards and Committees of the University.

Provided that these privileges shall be available only so long as the teacher is employed in a college admitted to the privileges of the University and that registration as a registered college teacher shall confer no other right or privilege by virtue of such registration.

Publication of list and supply of copy

103. (1) The register of college Teachers shall be brought up-to-date by the 30th of August of each academic year and the Registrar shall publish the list on the Notice Board in the office of the Registrar on the 15th of September of each year.

(2) The Registrar shall send a copy of the list to all the colleges including Directorate of correspondence Courses by registered post with a direction that the list shall be published on the concerned Notice Board.

(3) Any college teacher may on application to the Registrar and at an hour and date to be fixed mutually between them inspect the list of College Teachers of the concerned college and on payment of a fee twenty obtain an authenticated copy of the same.

REGISTER OF GRADUATES

Register of Graduates

104. (1) The register of the Graduates of the University shall contain the names of all graduates of the University who comply with the conditions hereinafter specified.

(2) Every graduate of the University, and any graduate of any other University established under any law ordinarily residing in the area over which the University has its jurisdiction shall be entitled to have his name entered in the Register of Graduates of the University and for this purpose shall fill up the form prescribed by the Syndicate at any time before the 20th of January of any academic year by paying the lump sum of one hundred rupees which shall entitle him to life membership.

Inspection and supply of copy.

105. Any registered graduate may, no application to the Registrar and at an hour and date to be fixed mutually between them, inspect the list of Graduates and on payment of a fee of rupees twenty obtain an authentic copy of the same.

Publication of lists

106. (1) The Registrar shall prepare a list of registered graduates and shall publish the same on the Notice Board in the office of the Registrar within seven days after the first day of March of the year.

(2) The date of the publication of the said list in the Notice Board shall be announced by Registrar in the Gazette. All objections to the correctness of the entries made in the list shall reach the Registrar within ten days from the date of publication of the list. The Syndicate shall, after considering the objections, if any, approve the list before the end of April every year. The decision of the Syndicate under this Statute shall be final.

REGISTER OF UNIVERSITY NON-TEACHING EMPLOYEES

Register of university non-teaching employees

107. (1) The Register of non-teaching employees of the University shall contain the names of all employees including the non-teaching employees of the Constituent Colleges who shall comply with the conditions hereinafter specified.

(2) Each non-teaching employee of the University may apply to the Registrar in the form prescribed by the Syndicate to have his name registered as a registered non-teaching employee of the University. The application duly countersigned by the Branch Officer under whom he is working shall reach the Registrar on or before 20th January of the year with a fee of rupees one hundred which shall entitle him to membership so long as he continues as an employee of the University.

(3) The list of registered University non-teaching employees shall be revised and corrected ordinarily before the first day of March of each year. Intimation shall be sent within a month of the enrolment to all the employees who have enrolled for the first time as such members. The applications for revision or correction shall reach the Registrar not later than 15 clear days before the said date.

(4) Any non-teaching employee of the University whose name is entered in the register of the University non-teaching employees in conformity with these Statutes shall be eligible for election to an authority of the University subject to the provisions of the
Act.

Inspect ion and supply of copy

108. Any registered non-teaching employee may, on application to the Registrar and at an hour and date to be fixed mutually between them, inspect the list of non-teaching employees of the University and on payment of rupees twenty obtain a copy of the same.

Transfer of Registration.

109. If a person who has paid the prescribed fee for the registration of his name as a Registered Graduate or Registered University Post- Graduate Teacher or Registered College Teacher or Registered University non-teaching employee ceases to be qualified for the retention of his name in that particular register, but becomes qualified for the entry of his name in any one of the other registers, his name shall be struck off from the former register and shall be entered 10 the latter register on application to the Registrar.

CHAPTER II

ELECTIONS AND NOMINATIONS TO THE SENATE, SYNDICATE AND ACADEMIC COUNCIL

Vice-Chancellor to arrange time of election

110. It shall be the duty of the Vice-Chancellor to fix the time and date on which each election shall take place to fill up any vacancy in tile Senate or the Syndicate, as the case may be.

Returning Officer

110. (1) The Vice-Chancellor shall be the Returning Officer in the case of all the election other than the election under clause (n) of sub-section (1) of section 9, Subject to the overall control of the Vice-Chancellor, the Registrar, or the Assistant returning Officer appointed for the purpose shall conduct all elections in respect of which the Vice-Chancellor is the Returning Officer. The Speaker of the Orissa Legislative Assembly shall be the Returning Officer in the case of the election to be held in pursuance of clause (n) of sub-section (1) - of section 9.

(2) The Returning Officer shall have power to give directions and rulings from time to time in respect of the elections, not inconsistent with these Statutes,

(3) The Vice-Chancellor shall prescribe all forms for the conduct of elections to the authorities of the University

Procedure of election of members of Orissa Legislative Assembly

112. Notwithstanding anything contained in these Statutes it shall be competent for the Speaker of the Orissa Legislative Assembly to prescribe such procedure as he deems fit for the conduct of election of members of the Orissa Legislative Assembly in pursuance of clause (n) of sub-section (1) of section 9.

(A) ELECTIONS TO SENATE

Notice of vacancy in Gazette.

113. Whenever a vacancy in the Senate i required to be filled up or such vacancy arises by reason of death, resignation or otherwise or is about to arise, the Vice-Chancellor shall direct the Registrar to notify the vacancy in the Gazette, and such prominent dailies of Orissa as may be considered appropriate by him. In the case of lection of the members of the Orissa Legislative Assembly under clause (n) of sub- section (1) of section 9, he shall cause a copy of the notification to be sent to the Secretary, Orissa Legislative Assembly to arrange for the election.

114. The Registrar after fixation of date by the Vice-Chancellor under Statute 110 shall call upon :-

(1) The members of the Academic Council to elect the required number of members from among themselves under Clause (m) of sub-section (1) of section 9.

(2) The Presidents, Vice-Presidents, Secretaries and Assistant Secretaries of the College Unions and University Students Union of the concerned University to elect the required number of members from among themselves under clause (p) of sub-section (1) of section 9.

(3) The registered non-teaching employees of the concerned University to elect one member from among themselves under clause (q) of sub-section (1) of section 9.
(4) The registered college teachers of the concerned University to elect ten members from among themselves and the Registered University Post-Graduate Teachers of the concerned University to elect three members from among themselves, under clause (s) of sub-section [1] of section 9. and
(5) The registered graduates other than the ladies of the concerned University to elect seven members from among themselves and the registered lady graduates of the concerned University to elect three members from among themselves, under clause (t) of sub-section [1] of section 9.

Calling for nominations

115. (1) Fourteen clear days' notice shall be given by the registrar by a notification published ill the Gazette and such prominent dailies of Orissa as may be considered appropriate calling for filing nominations for any or all the vacancies specified in Statute 114 and a copy of the notification shall be sent to the members of the concerned Academic Council for their information and the Chairman, Post-Graduate Council, the Principals of Colleges concerned and the Officers of the University tor wide circulation among the concerned electors.
(2) Each elector shall be at liberty to nominate an eligible person to fill the vacancy. Every nomination shall be in writing in the prescribed form by the proposer and seconded by another voter, accompanied with a statement that the nominee agrees to serve on the authority, if elected, There shall be also attached to the nomination a statement from the nominee declaring that he is not subject to any of the disqualifications specified in section 30. Every nomination paper shall be signed by the proposer and the seconder. No nomination paper shall be valid which does not conform to the aforesaid conditions and which is not received by the last date and hour fixed for filing nominations in the Notification.
(3) All nomination papers shall be scrutinized by the Registrar at the place and on the date and hour notified in the notice of vacancy, and the candidates for election or their representative shall be entitled to be present at the time of scrutiny. A list of candidates, whose nomination papers have been declared valid, shall be published on the Notice Board in the Office of the Registrar.
(4) It shall be open to any candidate validly nominated to withdraw his candidature by notice in writing subscribed by him and delivered to the Registrar in person by the candidate himself or his proposer, so as to reach him not later than the date and time fixed for the same in the Notification.
(5) If the number of candidates validly nominated and who have not withdrawn, is equal to the number of vacancies to be filled up under a particular provision of the Act, such candidates shall be declared to have been duly elected.
(6) If the number of candidates validly nominated is less than number of vacancies to be filled, the candidates so nominated shall be declared elected and the electorate shall subject to the provisions of these Statutes, be called upon to file fresh nominations to fill up the vacancy or vacancies, as the case may be,
(7) If the number of candidates validly nominated exceeds the number of vacancies to be filled, then the election shall be proceeded with in the manner

hereinafter specified.

116. (1) Polling for all elections shall be conducted by direct election at such places on such date and during such hours as may be notified by the Registrar. It shall be competent for the Vice-Chancellor to appoint Assistant Returning officers from among the teachers and Officers of the University, as he may deem necessary, and assign to them such duties and functions as he may consider appropriate for the efficient conduct of elections.

(2) The Vice-Chancellor may appoint Polling Officers for each polling Centre. The Polling Officers shall perform such duties and functions as may be assigned to them by the Vice-Chancellor for the efficient conduct of the elections.

(3) Each candidate for an election may appoint polling agents in the form prescribed for the purpose. Not more than one person shall be permitted as polling agent by one candidate for anyone polling centre. The candidates are solely responsible for the conduct of their polling agents.

(4) The Registrar shall take steps for printing of Ballot Papers for each Constituency. The Ballot Papers shall contain the names of the candidates with their address arranged in alphabetical order and shall bear on each of them the signature of the Registrar.

(5) No candidate or his polling agent or any other person shall be permitted to engage himself in canvassing in any manner in the area of polling as may be specified by the Returning Officer.

(6) No candidate, either by himself or through one of his agents, shall take recourse to any election malpractice a: specified in sub Statute, (7).

(7) The following shall be considered as malpractice in any election to any authority of the University, namely :-

(i) Any appeal to the electorate to vote on the basis of caste, creed, sex, religion or region;

(ii) Assault on a candidate for election by a candidate or his agents;

(iii) Canvassing in any form Within the area of polling;

(iv) Assault of any officer connected with the election duty by a candidate or his agent;

(v) False declaration in the nomination paper.

(8) Any election malpractice may result in setting aside the election of the candidate guilty of such malpractice and the candidate securing the next highest number of votes may be elected to the concerned authority.

117. (1) The polling for election of members from the Academic Council, Non-teaching employee of the University and Post-Graduate teachers of the University shall be conducted by the Registrar in the University Premises.

(2) Elections to the Senate from amongst the Registered Graduates shall be conducted by direct election in the manner specified in these Statutes;

(3) The Ballot Papers in the case of elections to the Senate under clauses (p), (s) and (t) of sub-section (1) of section 9 except the election of Post-Graduate Teachers shall be sent to the respective Principals of Colleges and Head, as the case may be, who shall keep them in safe custody, The Principals of the Colleges shall ordinarily be Assistant Returning Officer for the conduct of elections to the Senate. In a situation when the Principal is unable to remain at Head-quarters on the day of election for reasons which appear satisfactory to the Vice-Chancellor a senior teacher of the college nominated by the

Principal may be appointed as the Assistant Returning Officer.

(4) (i) The elections Under clauses (p) and (s) except the post-graduate teachers be shall conducted at all the colleges and Head Office as the case may be. of the concerned University Elections under clause (t) of sub-section (1) of section 9 shall be conducted at the polling centers which shall be set up in the colleges located at the Sub-divisional Head-quarters of the area within the jurisdiction of the concerned University, Where more than one college is located at the same place it shall be competent to the Vice-Chancellor to have the election conducted at anyone college to be selected by him for the purpose.

(ii) The registered college teachers and the office beaters of the University/College Students Unions shall be issued identity cards containing photographs of the elector affixed thereon by the respective Principal of the college or such other teacher nominated by him and the Director of correspondence Courses. The Registrar shall issue to each registered graduate and registered lady graduate an identity card with the elector's photograph affixed thereon. No later shall be allowed to the place of polling unless he/she carries with him/her the identity card issued to him/her and shows the same to the Assistant Returning Officer or the officer in charge of polling. In cases where a Registered College Teacher or an office bearer of the Students Union (i.e. the president, the Secretary or the Assistant Secretary) ceases to be an elector by cessation of studentship or employment in the college or otherwise, the Principal of the concerned College shall immediately intimate the same to the Assistant Returning Officer, under intimation to the Registrar, in case of an election conducted at a college other than the one where the voter is a teacher or a student, as the case may be.

Voting by persons suffering from physical in-capability

118. If an elector is incapacitated by reason of blindness, or other physical cause. He may record his vote by the Polling Officer, who shall certify in th e prescribed form his incapacity and attest the fact of his having been requested by the elector to mark the ballot paper for bun and of having been marked by him 10 the presence of the elector.

Counting of votes

119. (1) The counting of votes shall be conducted on the date, hour and place notified by the Registrar,

(2) The Vice-Chancellor shall be competent to reject a ballot paper if he has reason to believe that :-

(i) The ballot paper has been obtained by unlawful means and deposited in the ballot box: or

(ii) A ballot paper is not the one signed by the registrar and issued to the elector: or

(iii) The ballot paper is found to be signed. OT erased or overwritten or over marked at tampered in and manner,

(E. G. No. 1-1.1.90)

(3) In the case of rejection the word "rejected" shall be endorsed on the ballot paper.

120. No person shall be present at the counting of votes except the Vice-Chancellor. The Registrar. the candidates and their representatives, and such persons as the Vice-Chancellor may appoint to assist the Registrar, The

persons securing the largest number of valid votes shall be declared elected by the Vice-Chancellor. In case of a tie in the votes, the matter shall be decided by the Vice-Chancellor by drawing lots.

(B) Elections to Syndicate

121. (1) Whenever any vacancy in the Syndicate arises by reason of death, resignation or otherwise or is about to arise, the Vice-Chancellor shall direct the Registrar to notify the vacancy.
(2) The Registrar shall issue the notification calling upon :-
(i) the members of the Senate to elect two members from among themselves; and
(ii) the members of the Academic Council to elect one member from among themselves
(3) The notification calling for nominations together with the programme for election shall be published in the Gazette and such other dailies of Orissa as may be considered appropriate by the Vice-Chancellor, specifying the place, date and hours of polling.
(4) Fourteen clear days‘ notice shall be given for recipient of nominations. Each member of the Academic Councils hall be at liberty to nominate one member of the Academic Council to fill the vacancy. Each member of the Senate shall be at liberty to nominate the required number of one or two members of the Senate, as the case may be, to fill the vacancy. Every nomination shall be in writing ill the prescribed form by the proposer and seconded by another voter, accompanied with a statement that the nominee agrees to serve on the authority, if elected there shall also be attached to the nomination a statement from the nominee declaring that he is not subject to any of the disqualifications specified in section 30. Every nomination paper shall be signed by the proposer and the seconder. No nomination shall be valid which does not conform to the aforesaid conditions and which i s not received by the last date and hour fixed for filing nominations in the notification. Nor will it be competent for a person who is a Member of the Syndicate through a particular electorate or otherwise to be eligible for election to the same.
(5) All nominations shall be scrutinized by the Registrar at the place and on the date and hour set forth in the notification. The candidate or his representative, duly authorized by him in writing shall be entitled to be present at the time of scrutiny. A list of the candidates whose nominations have been declared valid shall be published on the Notice Board in the office of the Registrar.
(6) It shall be open to any candidate validly nominated to withdraw his candidature by notice in writing subscribe, by him delivered to the Registrar in person by the candidate himself or his proposer, so as to reach him not later than the date and hour fixed for the same in the notification, and such withdrawal once made shall be final.
(7) If the number of candidate or candidates validly nominated and who have not withdrawn is equal to the number of vacancy or vacancies to filled, such candidate or candidates shall be declared to have been duly elected to the Syndicate.
(8) If there is no valid nomination or the number of candidates is less than the number of vacancies to be filled, the candidate validly nominated shall be

declared elected and the electorate shall, subject to the provisions of these Statures, be called upon afresh to file nominations to fill up the vacancy or vacancies, as the case may be.

(9) If the number of candidates validly nominated exceeds the number or vacancy or vacancies to be filled. than the election shall be proceeded with in the manner hereinafter specified,

122. (1) Polling for election to the syndicate shall be by direct election and be conducted in the open meeting of the Senate or the Academic Council, as the case may be on the date and hour specified in the notification issued by the registrar.

(2) The Registrar shall take steps for printing of Ballot papers which shall contain the names of the candidates with their address arranged in alphabetical order and shall bear on each of them the signature of the Registrar.

(3) If polling is conducted for a single vacancy, each elector shall be entitled to vote for one member only and the candidate polling the largest number of valid votes shall be declared elected by the Vice-Chancellor. In case of a tie in the votes, the matter shall be decided by the Vice-Chancellor by drawing lots.

(4) If polling is conducted for two vacancies, each elector shall be entitled to vote for two candidates. The two candidates polling the largest number of valid votes shall be declared elected by the Vice-Chancellor. In case of a tie in the votes, the matter shall be decided by the Vice-Chancellor by drawing late.

Preservation of records of election

123. The ballot papers together with the particulars of the counting of the votes shall be preserved with the Registrar in the case of elections conducted by him, for a period of three months after the date of the declaration of the results, or in the case of dispute till the same is disposed of

Time of objection

124. Any objection to the conduct of an election or the manner of counting the votes shall be made in writing to the Chancellor not later than seven clear days from the date of the declaration of the results

Date from which takes effect

125. The results of all elect ions shall be published in the Gazette and shall take effect in case if anticipatory elections from the date of occurrence of the vacancy and 10 other cases from the date of the declaration of the result of the election

Election not invalid by vacancies or defect in electoral roll

126. No election to an authority of the University shall be invalid by reason of existence of any vacancy among the persons entitled to vote at such election or any defect in the electoral roll

(C) Nominations to the Senate, Syndicate and Academic Council

127. The nominations the Senate, the Syndicate and the Academic Council shall be conducted in accordance with the procedure hereinafter specified

Nominations by the Chancellor

128. (1) In the case of nominations by the Chancellor to the Senate under Clauses (1) (o), (t) and (v) of sub-section (1) of section 9 to the Syndicate under clauses (g), (j) and (k) of sub-section (1) of section 10 and to the

Academic Council under clauses (j) and (k) of sub-section (1) section (11), the Registrar shall with the approval of the Vice-Chancellor, address the Secretary to the Chancellor requesting the Chancellor to nominate the required number of members and for this purpose shall furnish all relevant particulars and information to the Secretary to the Chancellor as may be required and called for.

(2) The criteria for nomination under various clauses shall be as follows:-

(i) All University Post Graduate Teacher s, College Teachers and Registered Graduates should have been registered as such in accordance with the statutes:

(ii) In the case of nominations to the Senate and the Academic Council under clause (1) of sub-section (1) of section 9 and clause (j) of sub-section (1) of section 11, the Principals of Colleges should have at least 10 years teaching experience in any college affiliated to any University established under law and are known for maintaining academic standards and discipline in the college. The Principals shall be 80 nominated that all the districts within the territorial jurisdiction of the University, institution for women, minorities, professional technical and post-graduate colleges as well as non-Government colleges are properly represented in the concerned authorities.

(iii) In the case of nomination of two Principals to the Syndicate under clause (k) of sub-section (1) of section 10, they should have 20 years of teaching experience in any college affiliated to any University established under law. They shall be nominated on
seniority-cum-rotation basis keeping in view the representation of different districts within the territorial jurisdiction of the University;

(iv) The two persons to be nominated to the Senate from amongst the learned societies, under clause (o) of sub-section (1) of section 9 within the jurisdiction of the University shall have been known for their contribution to the cause of education or arts, or science, or fine arts. The learned societies should have been in existence for at least ten years at the time of nomination.

(v) The criteria for nomination of five eminent persons to the Sail ate under clause (v) of sub-section (1) of section 9 and two persons of academic eminence to the Academic Council under clause (k) of sub-section (1) of section 11 shall be that the persons should have been known for their contribution to the cause of higher education or oriental studies, eminence in professions like Medicine, Engineering, Architecture, Armed Services, Public Service, Law, etc. distinguished record of social service, excellence in athletics, sports and games as evidence by participation in State. National and International events, and contribution in the field of fine arts performing arts, and the like.

(vi) The two Post Graduate Professors of the University and one Professor from an affiliated college to be nominated to the Syndicate under clause (g) of sub-section (1) of section 10 should have been Professors for not less than five years and known for their eminence in any branch of learning and with experience in administrative positions like Chairman. Post-Graduate Council. Head of the Department and Warden of Post-Graduate Hostels. They shall be nominated on seniority-cum-rotation basis.

(vii) The person to be nominated under clause (j) of sub-section (1) section 10 should not be a teacher of any affiliated college or a teacher or any other employee of the concerned University either at the time of nomination or at any other time during the tenure of his membership of the Syndicate. He

should ban been known for his contribution to the cause of higher education in the State.

Nominations by the vice, Chancellor

129. The Registrar shall obtain the names of suitable students who have shown outstanding performance in academic pursuits or sports from the Principals of Colleges and the Chairman. Post-Graduate Council of the University and there after request
the Vice-Chancellor to nominate three students including a lady student from the list of students so obtained by him for nomination to the Senate by the Vice-Chancellor in accordance with clause (u) of sub-section (1) of section 9.

(D) Co-option of members by the Academic Council

Co-option of members by the Academic Council.

130. The Registrar shall, with the approval of the Vice-Chancellor place a proposal in the meeting of the Academic Council for co-option of not more than ten teachers of Colleges within the jurisdiction of the University so as to secure such representation of different branches of learning as the Academic Council may consider adequate. For this purpose, information on the different branches at learning represented by the existing members of the Academic Council shall also be placed by the Registrar to avoid co-option of a teacher whose branch of learning has already been represented in the Academic Council. In co-opting teachers, due weights shall be given to representation of professional and technical subjects in the curriculum of the University.

PART-V
HONORARY DEGRESS, CONVOCATION AND ACADEMIC ROBES
CHAPTER I
Honorary Degrees

Honorary Degrees

131. (1) The Syndicate may subject to the approval of the Chancellor in each case, confer any of the following honorary degrees upon a person on the ground that by reason of his eminence and attainment or contribution to the cause of learning or education he is a fit and proper person to receive such degrees, namely:-

(i) Doctor of Laws (L.L.D.)

(ii) Doctor of Literature (D.Litt.)

(iii)Doctor of Science (D.Sc.)

Provided that no proposal to confer an honorary degree shall be brought before the Chancellor unless it is passed in a meeting by not less than two-thirds of the members of the Syndicate in office.

(2) Honorary degrees shall be conferred at Convocation to be convened at such time at hour as the Chancellor may decide and may be taken in person or is absentia.

(3) The person upon whom an honorary degree is to be conferred shall be presented by the Dean of the respective Faculty and in case of a person who has been approved by the Chancellor for the Degree of LL.D by the Vice-Chancellor:

Provided that if the Degree of LL.D is to be conferred on the Vice-Chancellor, he shall be presented by the Dean of Faculty of Law:

Provide further that in case the Degree of D.Litt. or D.Sc. is to be conferred on the Dean of the respective Faculty, he shall be presented to the Chancellor by the Vice-Chancellor.

(4) Ordinary, and in accordance with sub-statute (1) the honorary degree of LL.D. shall be conferred on persons who have attained eminence in public affairs, the honorary degree of D.Litt. on persons who have attained eminence by virtue of their contribution to learning or education and the honorary degree of D.Sc. on persons who have attained eminence by virtue of their contribution to science and an established place in the scientific world.

132. The forms of the honorary degrees shall be prescribed by the Syndicate.

133. The Chancellor shall preside at the Convocation when he is present and in his absence the Vice-Chancellor shall preside.

134. The Chancellor, Vice-Chancellor, Deans of concerned Faculties, members of the Senate, the Syndicate and the Academic Council and the Registrar shall assemble in the room set apart for the purpose, at the appointed hour and on the date fixed for Convocation.

135. The Registrar and members of the Senate, Syndicate and the Academic Council in twos, Deans of concerned Faculties, Director, Vice-Chancellor and the Chancellor shall proceed in procession to the Hall in which the degrees are to be conferred.

136. The Hall shall be so arranged that the Chancellor‘s chair shall be somewhat in advance of the chairs of the Vice-Chancellor, Deans and the Director. The members of the Senate and the Academic Council who signify their intention of being present at the convocation shall be provide with special seats.

(E.G.No.1-1-1990)

137. (1) The Chancellor, Vice-Chancellor, Director, Deans of Faculties and members of the Senate, Syndicate and the Academic Council having taken their seats, the Chancellor/Vice-Chancellor shall any:

―This Convocation of the University has been called to confer Honorary degrees upon persons on whom the Syndicate has decided to confer such degrees. Let the candidates be presented‖

(2) The candidates shall then be presented as prescribed in sub-statute (3) of statute 131. When the candidates have been presented, the Chancellor/Vice-Chancellor shall say to the candidates, who shall remain standing.

―By virtue of the power vested in me as Chancellor/Vice-Chancellor of the …… University, I admit you to the degree …… in this University, and in token thereof you have been presented with these diplomas, and I authorized you to wear the robes ordained as the insignia of your degree.‖

(3) When the candidates have been presented the Registrar shall lay the Record of the degrees that have been conferred, before the Chancellor/Vice-Chancellor who shall sign the same.

(4) After the record has been signed, the Chancellor, Vice-Chancellor, Director, Deans of Faculty and Members of the Senate, syndicate and the Academic Council shall rise up and the Chancellor/Vice-Chancellor shall say:

―I dissolve this Convocation‖.

(5) Then the Registrar and the members of the Senate, Syndicate and the Academic Council in twos, Deans of Faculties, Director, Vice-Chancellor and the Chancellor shall retire in procession to the room set apart for the purpose, all present in the Convocation Hall standing.

CONVOCATION FOR CONFERRINGOTHER DEGREES/DIPLOMAS AND MEDALS

CHAPTER-II

138. (1) There shall ordinarily be one Convocation held during the year for the purpose of conferring and awarding all degree/diplomas, medals and awards. Recipients of Doctorate Degrees and Medals and Awards instituted by the University shall be awarded such Degrees, Medals and Awards in person, All other degree/diplomas shall be conferred in the convocation to the recipients in groups, faculty-wise or in such other manner as may be determined by the Vice-Chancellor, but the same shall be distributed either through the respective Heads of the Instructions/Departments or directly by the Registrar:

Provided that Degrees/Diplomas/Medals may also be conferred in absentia.

(2) Notwithstanding the provisions of sub-statute (1) the Syndicate of the University may decide with prior approval of the Chancellor that no Convocation shall be held in any year in which case the Degrees/Diplomas shall be given to the candidates through the respective Heads of the Instructions/Departments or directly by the Registrar or otherwise as may be directed by the Syndicate.

(3) The Degrees/Diplomas of the candidates can be sent by post, on application, in the manner and on payment of such fees, as may be decided by the Syndicate.

(4) Candidates for Degrees/Diplomas shall submit to the Registrar, their applications for admission to their several degrees in the prescribed from with the requisite fees as may be decide by the Syndicate not less than 15 clear day before the date fixed for the Convocation, No person shall be admitted to a Convocation who has not thus sent his application with the fees to the Registrar.
(5) The Convocation shall be commenced at such time and hour as the Chancellor may decide.
(6) The Chancellor shall preside over the Convocation when he is present and in his absence, the Vice-Chancellor shall preside.
(7) Ordinarily not less than four weeks' notice shall be given in the Gazette of the date and hour fixed by the Chancellor for the Convocation.
(8) The Vice-Chancellor may, with the prior approval of the Chancellor, invite a distinguished person to address the Convocation.

139. The Chancellor, Vice-Chancellor, Deans of Faculties, Members of the Senate, the Syndicate and the Academic Council shall wear the academic robes prescribed and assemble in the room set apart for the purpose at the appointed hour.
140. Ordinarily the degrees shall be conferred on presentation at the convocation in the following order, namely:-

(a) Honorary Degrees in the order determined by the Vice-Chancellor;
(b) Doctor's Degrees in the order determined by the Vice-Chancellor;
(c) Medals in the order determined by the Vice-Chancellor;
(d) Awards in the order determined by the Vice-Chancellor;

141. (1) the Graces of the Syndicate on behalf of the candidates shall be supplicated for the different degree, by the respective Deans.
(2) The formula to be used for each grace shall be as follows:-

Mr. Chancellor
Vice-Chancellor.

I move that a grace of the Senate/Syndicate/Academic Council be passed that those persons whom the Syndicate on the reports of the examiners has certified to be qualified for the degrees of ……...be admitted to that degree.

Whereupon the Chancellor/Vice-Chancellor shall put the question ―Doth it please you that this grace be passed?‖ and the Senate/Syndicate/Academic Council assenting the Chancellor/Vice-Chancellor shall say, ―This grace is passed‖.

142. When the graces have been passed, the Registrar and Member of the Senate, the Syndicate and the Academic Council in twos, Deans of Faculties, Director of Higher Education, Vice-Chancellor and the Chancellor shall proceed in procession to the Convocation Hall.

143. The seats in the Hall shall be so arranged that the Chancellor's chair shall be somewhat in advance of the Vice-Chancellor and the Director of Higher Education, Orissa. Seats shall be so assigned to the Deans. Principals of Colleges and Members of the Senate, the Syndicate and the Academic Council that there shall be adequate space for the presentation of candidates as may be required.

144. The Candidates shall wear dress pertaining to their respective degrees and shall be seated facing the Chancellor/Vice-Chancellor.

145. (1) The Chancellor, Vice-Chancellor, Director of Higher Education, Orissa. Deans of Faculties and Members of the Senate, The Syndicate and the Academic Council having taken their seats, the Chancellor/Vice-Chancellor shall say-

This Convocation of the University has been called to confer degrees upon the candidates who in the examinations recently held for the purpose, have been certified to be worthy of the same. Let them stand forward.''

If the Convocation is held for conferring degrees honor is cause the Chancellor, Vice-Chancellor shall say-

—…… This Convocation of the University has been called to confer degrees honor is cause upon persons on whom the Syndicate has decided to confer such degrees. Let the Candidates be presented…..‖

Doctorate Degrees will be awarded in the Convocation to the successful candidates in person.

(2) Then, the candidates standing, the Chancellor/Vice-Chancellor shall putto them the following questions:

Question- Do you sincerely and solemnly promise and declare that, if admitted to the Degree for which you are severally candidates, and for which you have been recommended, you will in your daily life and conversation conduct yourselves as becomes Members of the University?

Answer- I do promise.

Question- Do you promise that to the utmost of your opportunity and ability you will support and promote the cause of morality and sound learning?

Answer- I do promise.

Question- Do you promise that you will as far as in you lay, uphold and advance social order and the wellbeing of your fellow men?

Answer- I do promise.

In the case of candidates for Professional Degrees, the following questions shall also be asked:-

Question- Do you promise that you will faithfully and carefully fulfill the duties of the profession which you will be called upon to follow by virtue of the Degree to be conferred, that you will, on all occasions maintain its purity and reputation and that you will never deviate from the straight path of its honorable exercise by making your knowledge subservient to unworthy ends?

Answer- I do promise.

(3) Then the Chancellor/Vice-Chancellor shall say-

Let the candidates be now presented.

(5) The candidates shall then be presented to the Chancellor/Vice-Chancellor for admission to their respective Degrees by the respective Deans of Faculties or by other Members of the Senate/Syndicate, as the case may be.

(6) When all the candidates for the same Degree have been presented the Chancellor/Vice-Chancellor shall say to the candidates who shall remain standing.

―By virtue of the power vested in me as Chancellor/Vice-Chancellor of the …….University, I admit you to the Degree …….. in this University, and in token thereof you have been presented with these Diplomas, and I authorize you to wear the robes ordained as the insignia of your Degree‖.

(7) The Registrar shall then request the Chancellor/Vice-Chancellor to admit the candidates who have passed the Examinations, but could not attend the convocation, to their respective Degrees.

The Chancellor/Vice-Chancellor shall say-

―By virtue of the power vested in me as Chancellor/Vice-Chancellor of the …… University. I admit the candidates who have passed the examinations, but have not been able to attend the Convocation to their respective Degrees.‖

(8) The Registrar shall thereafter request the Chancellor/Vice-Chancellor to admit the candidates who have passed the examination other than Doctorate Degrees to their respective Degrees.

The Chancellor/Vice-Chancellor shall say-

―By virtue of the power vested in me as Chancellor/Vice-Chancellor of the …….. University. I admit the candidates who have passed the examinations other than those for the Doctorate Degrees, to their respective Degrees‖.

(9) The proceedings at the Convocation may be conducted in English/Oriya.

(10) The Registrar shall then lay the records of the Degrees that have been conferred before the Chancellor/Vice-Chancellor who shall sign the same.

(11) Thereafter the Chancellor or the Vice-Chancellor, as the case may be shall request the distinguished person to address the candidates exhorting them to conduct themselves suitably into the position to which by the Degrees conferred upon them they have attained.

(12) The address being ended or if there is no address, after the record has been signed the Chancellor, Vice-Chancellor, Director of Higher Education. Deans of Faculties and Members of the Senate, the Syndicate and the Academic Council and other Members present shall rise of and the Chancellor/Vice-Chancellor shall say-

―I dissolve this Convocation.‖

(13) The Registrar and Members of the Senate, the Syndicate and the Academic Council in twos, Deans of Faculties, Director of Higher Education, Vice-Chancellor and the Chancellor shall retire in procession to the Hall in which the graces of the Senate/Syndicate were passed, all present in the Convocation Hall standing.

146. The Academic Robes for the Chief Guest, the Registrar and the candidates for the deferent Degrees of the University shall be such as may be specified by the Syndicate subject to the provisions of Chapter-IV.

CHAPTER III
Conferring and withdrawal of Degrees, Diplomas and Certificates

147. (1) The Diploma conferring Degrees for the year will be given to the candidates either through the Head of the concerned College/Institutions or directly by the Registrar.

(2) The Syndicate may withdraw a Degree or Diploma or Certificate

conferred on any person for good and sufficient reasons on the recommendation of the Academic Council and may remove any person from membership of any of the authorized or bodies of the University for the reasons mentioned in sub-section (1) of section 29:

Provided that so such removal from authorities or bodies and/or such withdrawal of Degree, Diploma or Certificate shall be made without giving the person concerned an opportunity of showing cause against the proposed action and of being beard by the Syndicate.

(3) The following may be considered good and sufficient reasons for withdrawal of a Degree or a Diploma or a Certificate awarded by the University, namely:-

(i) Gross misconduct in any University Examination;

(ii) Making use of forget, false or manipulated documents or misleading declarations to gain admission to a course to which he was not entitled;

(iii) Gross professional misconduct amounting to abuse of the Degree/Diploma or Certificate awarded by the University.

(iv) Any other misdemeanor considered as tantamount to gross misconduct by the Academic Council and the Syndicate.

(4) The following may be considered as good and sufficient reasons for removing the name of a student from the Register of University students, namely:-

(i) Gross misconduct of a student:

(ii) Any of the grounds mentioned in clauses (1), (2) and (iv) of sub-statute (3) supra.

(5) 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 thereon shall be final.

CHAPTER IV
Academic Robes

Academic Robes.

148. The Academic Robes for the Chancellor, Vice-Chancellor, Members of the Syndicate, Academic Council. Senate and the Candidates for the different honorary Degrees of the University shall be as specified hereunder-

Chancellor

(i)A purple gown made of silk or stuff cut like an Oxford Proctor‘s dress gown with two and three-eight gold lace down the fronts and round the bottom of the sleeves outside.

A black velvet academic cap, bound round with gold lace of the same width as that prescribed for the grown and gold tassel nine inches long.

Vice-Chancellor

(ii)A purple grown of silk or stuff similar in shape and design to that prescribed for the Chancellor and trimmed in the same way. But with silver lace instead of gold lace.

A black velvet academic cap, bound with silver lace of the same width as that prescribed for the grown and silver tassel nine inches long.

Registrar	(iii)A black laced grown of silk or stuff, the lace to be of black silk and of the same width as that prescribed for the Chancellor, trimmed in the same way. A black cloth academic cap.
Members of the Syndicate the Academic Council and the Senate.	(iv)A black grown of silk or stuff and a scarf of purple silk or stuff four inches wide, with a fringe of the same colour three inches deep, a black cloth academic cap.
Honorary Degrees.	(v)A grown made of scarlet silk or stuff with facings of crimson silk for D.Lit. blue silk for D.Sc. and purple silk for LL.D. A hood made of scarlet silk lined with crimson silk for D.Litt., blue silk for D.Sc. and purple silk for LL.D.A. round black velvet academic cap with a six inches golden tassel.

PART-VI
CHAPTER I
General Discipline and Residential Arrangements for Students

149. In this chapter, unless the context otherwise requires-

(a) ―Hostel‖ means a place of residence of students of the University, whether as students of a college admitted to the privileges of the University or as students studying for any Degrees, Diploma or Certificate awarded by the University maintained or recognized by the University.

(b) ―Approved Lodgings‖ means lodgings periodically inspected by the principal of the college or any other person authorized by the principal in this behalf and included in the Register of lodgings maintained by the college and approved by the Syndicate.

(c) ―Superintendent of Hostels‖ means a teacher kept in charge of administration of hostels and appointed as such by the Vice-Chancellor in respect of University Post-Graduate Hostels and by the Principals in respect of College Hostel.

(d) ―Warden of Post-Graduate Hostel‖ means a teacher of Post-Graduate Department of a University assigned the work of administration of all Post-Graduate Hostels of a University and appointed as such by the Vice-Chancellor.

General Discipline

General Discipline

150. (1) A student admitted to any course in a Post-Graduate Department of the University or a constituent college of the University shall be under the direct disciplinary control of the Head of the Department and general administrative control of the Chairman, Post-Graduate Council. An undertaking shall be given by the student at the time of his admission of the course that he agrees to abide by the rules of Post-Graduate Departments or of the constituent college of the University, as the case may be, and if admitted to a hostel, by the rules of the Hostel and that he shall withdraw himself from the University Post-Graduate Departments or constituent college and/or the Hostel should the appropriate authority decide that such withdrawal is necessary in the interest of the institution.

(2) It shall be competent for the Syndicate to make, from time to time rules controlling the discipline of the students in the Post-Graduate Departments and constituent college of the University.

Punishments.

151. The following punishments may for good and sufficient reasons be imposed on a student of a Post-Graduate Department or a constituent college of the University after giving-reasonable opportunity of hearing namely-

(i) Fine:
(ii) Detention in a class;
(iii) Rustication;
(iv) Expulsion;

Provided that where the punishment to be imposed is expulsion from the Post-Graduate Departments or a constituent college of the University, the disciplinary authority shall make a report to be Syndicate who shall have power to rescind or modify the said punishment.

Disciplinary Authorities.

152. (1) The Vice-Chancellor may impose any of the punishment specified in Statute 151.

(2) Without prejudice to the provisions of sub-statute (1) above-

(i) And of the punishments specified in items (i) and (ii) of Statute 151 above may also be imposed by-

(a) The Chairman, Post-Graduate Council in Respect of students of all Post-Graduate Duarte Departments of the University.

(b) The Heads of Post-Graduate Departments in respect of the students of their Department: and

(c) The Principal of the constituent college in respect of the students and boarder of the college.

(ii) The punishment of fine may also be imposed on boards of Hostels by-

(a) The warden of Post-Graduate Hostels in respect of boards of Post-Graduate Hostels;

(b) The superintendents of the Post-Graduate Hostels in respect of boards of their Hostel.

(3) No punishment may be imposed on a student in accordance with the provisions contained is sub-statutes (1) and (2) above a without giving him an opportunity to state his position in defense and without being heard in person.

(4) Any students on whom a punishment is imposed under sub-statutes (2) may make an appeal to the Vice-Chancellor against the order of punishment whose decision thereon shall be final.

(5) In a case where the punishment is imposed by the Vice-Chancellor, the student may make an appeal to the Syndicate against such order of punishment whose decision thereon shall be final.

University Hostel

University Hostel.

153. (1) the Syndicate may arrange to provide hostel accommodation for the students of the Post-Graduate Departments of the University in the campus and for this purpose make proposals to the University Grants Commission, the State Government and other agencies, it any. The hostels shall be managed in accordance with the rules made by the Syndicate from time to time.

(2) The Warden, Superintendents and Assistant Superintendents of the University P.G. Hostels shall be appointed from among the Professors, Readers and Lectures respectively who are ordinarily residing in the University campus on seniority-cum-rotation basis for a period of two years. They shall be entitled to rent free quarters with free water supply and reimbursement of the minimum electricity charges fixed for the concerned quarters by the O.S.E.B.

Hostel for College Students

Powers of Syndicate to prescribe conditions.

154. (1) The students admitted to a college shall abide by the rules of discipline made by the University and/or the College from time to time.

(2) It shall be competent for the Syndicate to lay down from time to time such general or special conditions as may be considered necessary for recognition of hostels and for withholding the grant of recognition to any hostel of a college.

Residence in Hostels and approved loadings.

155. (1) Students of a college who do not live with their parents or approved guardians approved as such by the principal of their college, shall during term time, reside in a hostel or in approved lodgings unless exempted by the principal of the college.

(2) Every college shall maintain a register of approved lodgings.

Discipline and control.

156. Students living in a Hostel shall be under the disciplinary control of the Superintendent or Assistant Superintendent of the Hostel, and may be assigned to individual members of teaching staff for such additional supervision as may be necessary. Students not living in Hostels, or with parents or with approved guardians shall be assigned to individual members of teaching staff for disciplinary control and supervision, unless exempted by the Principal of the college.

Managing Body.

157. Every Hostel, which is not managed by a College, shall be managed by a regularly constituted Managing Body, whose constitution shall be subject to the approval of the Syndicate.

Staff how appointed.

158. The appointment of the superintending staff of every hostel shall be made by the principal of the college or the managing Body or by any authority to whom such managing Body may have delegated the power, and all such appointments shall be reported to the Syndicate.

Recognition and with drawal of hostels of approved lodgings maintained by any person.

159. Any person or persons, who desire that a hostel or approved lodging maintained or managed by him or by them should be recognized by the Syndicate, shall apply to the Register for such recognition of the Hostel or approved lodgings as may be required by the Syndicate, which after such enquiry as it may deem fit shall grant or withhold recognition. Recognition, once given may be, subject to such conditions as the Syndicate may specify withdrawn, should such conditions not be fulfilled and such recognition may be granted either permanently or temporarily.

Inspection by or on behalf of the Syndicate.

160. Periodical inspection of all Hostels and approved lodgings shall be arranged by the Syndicate which shall have the power to order a special inspection of any hostel or approved lodgings at any time to take such action on the report of inspection as it may deem fit.

PART-VII
FINANCES OF THE UNIVERSITY
CHAPTER I
The Finance Committee

161. (1) There shall be a Finance Committee which shall consist of the following members, namely:-

Ex Officio Members-

(a) The Vice-Chancellor:
(b) The Secretary to Government in the Finance Department or any officer not below the rank of a Deputy Secretary nominated by him:
(c) The Secretary to Government in the Education and Youth Services Department any officer not below the rank of a Deputy Secretary nominated by him:
(d) The Registrar;
(e) The Comptroller of Finance;
(f) Other Members;
(g) Two Members of the Syndicate selected by it.

(2) The Vice-Chancellor when present shall preside over the meetings of the Finance Committee and in his absence the members present shall elect a Chairman to preside over such meetings:

(3) A Member of the Finance committee other than an ex-office member, shall hold office for a period of three tears from the date of his selection:

Provide 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 Function

(4) No act or proceedings of the Finance Committee shall be invalid merely by reason of existence of any vacancy in its membership.

162. The Finance Committee shall have the following powers and functions, namely:-

(a) To consider the draft annual accounts of the University prepared by the Comptroller of Finance as soon as may be after the closed of each year and place the same before the Syndicate along with the audit report thereon;
(b) To call for such information and records from any constituent college of the Univer5sity or any office subordinate to the University or require the assistance of the University for the purpose of examining the annual account;
(c) To prepare the final draft of the University budget after duly examining the proposal made by the Comptroller of Finance so that the budget may be placed befor the Syndicate for approval not later than the 15th December of every year;
(d) To watch the progress of receipts and expenditure provided in the budget and to make recommendations to the Syndicate for raising the resources of the University;
(e) To make such reports and recommendations to the Syndicate as may be necessary on matters affecting the finances of the University;
(f) To make proposal to the Syndicate for supplementary budget where necessary; and
(g) To consider any other matter relating to the finances of the University that may be referred to it by the Syndicate and to advise the Syndicate on any such matter as the Finance Committee may consider

necessary, to ensure a sound financial policy and practice in the University.

CHAPTER II

Funds of the University

Accounts and their maintenance

163. The accounts of the University shall be kept in a accordance with the Orissa University Accounts Manual, 1987 and subject to such rules or instructions as may be issued by the Syndicate from time to time.

Preparation of annual budget.

164. 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 be budget may be considered by the Finance Committee and approved by the Syndicate before the middle of December of every year.

Annual Accounts.

165. The annual accounts of the University relating to the financial year just ended shall prepared by the Comptroller of Finance and placed before the Finance Committee, Senate and Syndicate in accordance with the provisions contained in the Act and the Statues.

Excess expenditure over budget allotment.

166. The Syndicate on the recommendations of the Finance Committee shall be competent to incur expenditure outside or in excess of budget allotments for the year reappropriation from one head to another under the same major head, provided that no recurring liability is there by involved.

Unspent balances.

167. Unspent balances in the budget allotments for the year shall lapse and shall not be available for expenditure in any succeeding year unless provided in the budget of such year.

Comptroller of Finance to receive and make payments.

168. Subject to the control of the Vice-Chancellor, the Comptroller or Finance shall be competent to receive all payments on behalf of the University, which shall 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 Syndicate.

169. The official members of the authorities of the University and other Committees and sub-committees shall not be entitled to receive their travelling allowance, daily allowance etc. from the University.

NOTE- For the purpose of this Statues official member means the Officers holding posts specified in clauses (b) to (i) and (1) of sub-section (1) of section 9, clauses (b), (d), to (f) and (k) of sub-section (l) of section 10, clauses (b), (c), (d), (f), (i), (j), and (l) of sub-section (1) of section 11 of the Act.

PART-VIII
CHAPTER I
Admission of Institutions as Colleges

Definitions.

170. In this chapter, unless the context otherwise requires-

(a) ―College‖ means an instruction which applies for admission to the University or has been admitted to the privileges of the University in conformity with the provisions of the Act and these Statues but does not include a school, whether it is an independent institution or forms a part of the college as defined herein.

(b) ―Additional or further affiliation‖ means affiliation in a subject or a subjects or branch or several branches of a subject other than that in which a particular college is already affiliated and increase of seats and for which an application has been submitted in accordance with the provisions of these Statues.

General Provisions

Affiliation.

171. Any college applying for admission to the privileges of the University or additional or further affiliation shall undertake not be collect capitation fees or donations and conform to the provisions hereinafter specified in addition to those provided in sub-section (1) or section18 of the Act.

Conditions for affiliations.

172. (1) The strength of students of a class and the duration and number of periods in each subject, whether general, tutorial or practical, shall be such as the State Government may from time to time, determine.

(2) No affiliation shall be granted to any college unless the following conditions are satisfied, namely:-

(i) That the college has a duly registered Governing Body;

(ii) That the college has undisputed ownership and possession of at least five acres of land if situated in rural area and at least two acres of land if situated in urban area having population exceeding twenty thousand;

(iii) That the college possesses permanent or semi-permanent buildings for its exclusive use, providing adequate accommodation for class rooms, administrative office, well-equipped laboratory wherever needed, separate common rooms for men and women students, common room for teaching staff, hostel and staff quarters, and has playground for the students;

(iv) That the college has made a fixed deposit of rupees one lakh pledged to the University. In the case of Science courses, the amount to be deposited shall be rupees one lakh and twenty five thousand. In the case of colleges situated in the scheduled areas the amount of deposits shall be fifty percent of the aforesaid amounts;

(v) That the college has appointed qualified teachers and other staff as per the norms, yardsticks and qualifications, if any, prescribed by the University, University Grants Commission or the Bar Council of India or the All-India Council for Technical Education or the

Medical Council of India or the State Government, as the case may be;

(vi) That in case of degree college in Arts, Science and Commerce the number of students in each class is not less than seventy which may be relaxed to fifty in case of colleges in the scheduled areas of the State;

(vii) That in the case of a Law College, it has been located at a place where there is a District Court, it has been functioning as a full-time institution in terms, if any, specified by the Bar Council of India, it is an independent institution and not a department of a multi faculty college, that the maximum strength of students in any class (Preliminary, Intermediate and Final Law) does not exceed three hundred fifty and eighty in any section of each such class and the teacher student ratio is at least 1:20 and that at least seventy five per cent of the teaching staff of the college are appointed on whole time basis and permission of the Bar Council of India has been obtained before being admitted to the privileges of the University.

(viii) That an undertaking has been given not to collect capitation fees or donations;

(ix) Such other conditions as may be imposed by the University from time to time.

CONDITIONS FOR AFFILIATION OF NEW COLLEGE

173. The application for affiliation of new college to the University shall be submitted setting forth therein full information on the following matters so as to be receiving by the Registrar not later than the 30th November of the year immediately preceding the academic year in which the courses are proposed to be started, namely:-

(1) an attested copy of the Government order in the appropriate department granting recognition to the college;

(2) an attested copy of the Government order in the appropriate department granting concurrence to the proposal for opening of the college along with the attested copy of the letter of permission from the concerned All-India Body or the Council, as the case may be, wherever such permission is necessary;

(3) courses and subjects in which affiliation is sought;

(4) copy of the previous application, if any, made for affiliation, and the subjects in which affiliation was sought together with information on the manner or disposal of such application;

(5) accommodation, equipment, strength of college, number of students for whom provision has been made and plans or drawings of the buildings of the college;

(6) qualifications, salaries and work-load of the teachers together with the time table of work allotted to each such teacher;

(7) whether the teachers appointed possess the qualifications prescribed by the University Grants Commission or Bar Council of India or All-India Council of Technical Education or the Medical Council of India or the State Government, as the case may be;

(8) library facilities provided together with the number of books and

journals in stock and the staff appointed to manage the library as on the date of application;
(9) full particulars about hostels, lodging and playgrounds provided for the students of the college;
(10) residential arrangements, if any, made for the principal and staff of the college;
(11) tuition fees and other fees proposed to be collected for each course, given the details of monthly and annual fees,
(12) the financial condition of the college, showing the details of receipt and expenditure and the sources of income of the college;
(13) provision made for capital expenditure on buildings and equipment and for the continued maintenance of the college;
(14) the working hours of the college;
(15) an attested copy of the Registration Certificate of the Governing Body Registered under the Societies Registration Act, and the list of the members or the Governing Body;
(16) an undertaking by the college that it shall not collect capitation fees and/or donations and do all things that are essential for the maintenance of tone and standards of University education; and
(17) original challan or bank draft showing the deposit of the amount of fees as specified in clause (iv) of sub-statute (2) of Statute 172 and other fees deposited for grant of a affiliation.

174. In exceptional circumstances applications may be entertained by the Registrar for affiliation during the year in which courses are proposed to be started subject to the condition that the same is made not later than the 31st July of the year and late fee of rupees one thousand and five hundred is paid there for;

Provided that when further or additional affiliation is sought the application shall be entertained by the Registrar setting forth therein full information on the matters specified in Statute 174 so as to be received not later than the 30th June of the year in which the courses are proposed to be started. However an application for further or additional affiliation shall be entertained by the Registrar by the 31st July of the year on payment of late fee of rupees one thousand and five hundred.

175. All applications for recognition and concurrence of Government required under Section 18 shall be made to the Government by the Managers of private educational institutions in the beginning of the academic year preceding the year in which the courses are proposed to be started. In case of Government Colleges, proposal for concurrence of the Government shall be similarly made by the Director. All proposals for recognition and concurrence of the Government by the end of the month of October and no recognition or concurrence shall be granted thereafter.

By whom applications made.

176. In the case of a Government College the application for affiliation or further/additional affiliation shall be made by Head of the Department concerned and in the case of any other college the application shall be made by the person or body authorized to make such application.

Fee to be remitted for application.

177. The fee payable by each college when applying for admission to the privileges of the University shall be rupees five hundred per subject and the fee payable for additional or further affiliation shall be rupees two hundred and fifty per subject.

Application when considered.

178. If the application is found to be in order and that all particulars required to be furnished under Statute 174 have been supplied, the application shall be consider by the Syndicate within sixty days from the date of receipt of the application. An application which is not found to be in order or lacking in required particulars shall be returned to the applicant by the Registrar within fifteen days of the receipt of the applicant.

Provided that if an incomplete application is made, returned and resubmitted after compliance the period of sixty days specified above shall be counted from the date of receipt of the application after such compliance.

Further information.

179. It shall be open to the Syndicate to call for further information with regard to any application submitted or to advise the management that the application is premature and that it should be submitted at a later date or to decline to proceed with the application if it is satisfied that the arrangements made or proposed to be made are in sufficient or unsuitable or where the college has failed to comply with any of the conditions, laid down in section 18 or, specified while disposing of any previous application by the Syndicate.

Local enquiry.

180. Should the Syndicate desire to proceed with the application, it shall direct a local enquiry to be held by a Committee consisting of competent person or persons, but it shall be within the competence of the Syndicate to dispense with such an enquiry in cases in which it considers that it has sufficient data and information to decide the application without a local enquiry;

Provided that if it is decided to direct a local enquiry an Officer of the University shall be included in the Committee:

Provided further that the Committee conducting the local enquiry shall make the enquiry and submit its report to the Registrar not later than fifteen days from the date of their appointment.

181. (1) The Committee appointed under Statute 180 while conducting the local enquiry shall satisfy itself that the college fulfills all the conditions enumerated in Section 18.

(2) Note withstanding the generality of the provisions contained in sub-statute (1) above, the Committee conducting the local enquiry shall ascertain information on the following items, namely:-

(i) The college is managed by a Governing Body constituted in accordance with the Statutes;

(ii) The college has constituted a College Council wherein representatives of the teaching staff have been taken to advise the Principal with regard to the internal affairs of the College;

(iii) Adequate financial position is available for the contained and efficient maintenance of the college, either in the form of permanent endowment or an undertaking given by a person or body managing the college to that effect;

(iv) Suitable and adequate accommodation is available for class rooms, college office, staff common room, girl‘s common room, boy‘s common room;

(v) Suitability and adequacy of equipment, teaching aids and accommodation for laboratories, in case of a college seeking affiliation in a course requiring practical.

(vi) The character, qualifications and adequacy of teaching staff of the college and the conditions of their services and whether the qualifications of the teachers conform to those prescribed by the University, the University Grants Commission or the Bar Council of India or the State Government, as the case may be;

(vii) Provision for residence, physical welfare, lodging and boarding for the students of the college;

(viii) Non-collection of capitation fee and/or donation;

(ix) Maintenance of Registrars, viz. attendance registers of students and staff, fee collection registers, accounts registrars accession register and catalogues of Library books and journals, acquaintance registers, register of hostels, counterfoil of fee receipt books and bank deposits, register of scholarships and concessions of all kinds whether tuitions, boarding or lodging, counterfoil book of transfer certificates, register showing the report from time to time of medical inspections of students, register of marks obtained by each student at the college examinations, accounts books showing the financial transactions of the College as separate from those of the management and a general cash book;

(x) Provision of separate reading room and other necessary conveniences in case of Colleges having co-education;

(xi) Provision for residence of students, viz., hostel or lodging houses and;

(xii) Adequate and suitable space for games and physical exercise by way of playgrounds and games equipment and adequate arrangements for the physical wellbeing of the students of the college by periodical inspection by a registered medical officer.

Action on local enquiry.

182. It shall be open to the Syndicate, after considering the report of the local enquiry to decide whether the application shall be allowed and the affiliation granted or refused. If affiliation is refused , no further action will be necessary on the part of the Syndicate other than to inform the college concerned to this effect.

Provision for new combination of subjects.

183. Subject to the stipulation that the college concerned must satisfy the Syndicate with regard to the accommodation, staff and equipment a college affiliated in more than one optional subject shall be permitted, in accordance with the provisions of the Regulations, to provide instruction in any combination of such subjects, provided a statement is made to the Syndicate before the end of the last term preceding the year in which it is proposed to provide such instruction.

184. It shall be open to the college, which has applied for admission to the privileges of the University or for additional or further affiliation to apply to the Syndicate desiring to withdraw its application, in which case the Syndicate may at its discretion return any fee paid, provided that no financial commitment has been made to conduct a local enquiry.

CONDITIONS FOR CONTINUED AFFILIATION OF COLLEGES

185. Every college admitted to the privileges of the University shall satisfy the Syndicate on the matters specified in these statutes.

186. Every college shall undertake and satisfy the Syndicate that it does not collect and shall not collect capitation fees in future so long as it continues to be an affiliated college of the University.

Governing Body.

187. Every college shall be managed by a Governing Body as constituted under these statutes and any change in the membership of the Governing Body shall be reported to the Syndicate.

College Council.

188. Every college shall have a duly constituted College Council properly represented by the teaching staff to advise the Principal in regard to the internal affairs of the college.

Financial stability.

189. It shall be an essential condition of affiliation that every college shall satisfy the Syndicate that adequate financial provision is available for its continued and efficient maintenance either in the form of a permanent endowment or an undertaking given by a person or body maintaining it.

190. Every college shall satisfy the Syndicate on the following matters, namely:-

(i) The suitability and adequacy of its accommodation and equipment for teaching;
(ii) The character, qualifications and adequacy of its teaching staff and the conditions of their service;
(iii) The residence, physical welfare, discipline and supervision of its students; and
(iv) Such other matters as are essential for the maintenance of the tone and standard of University education.

In regard to the matters referred to above the Syndicate shall be guided by the reports of inspection commissions or committees of local enquiry or such rules as it may prescribe from time to time.

College Returns.

191. If shall be competent for the Syndicate to call upon every college to furnish such returns at specified intervals and other information as may be required to enable the Syndicate to judge the efficiency in teaching and other respects and with this object in view, it may take all steps necessary to maintain the requisite standards laid down.

Teaching staff appointment

192. The Syndicate may withdraw its approval to an appointment to the academic staff of the college in case he refuse top perfume the duties and functions relating to the University examination as may be assigned to him by the University from time to time. Each appointment to the academic staff of the college, as and when made shall be reported to the Syndicate which shall satisfy itself that the appointment conforms to the requirements laid down, and in the case of college for women the staff shall be wholly composed of women unless the Syndicate is fully satisfied that this

condition cannot be complied with either owing to paucity of suitable teachers or other cause or causes.

Provisions necessary in co-educational Colleges.

193. In the case of colleges having co-education, separate reading rooms, tiffin rooms and other necessary conveniences shall be provided for the women students.

Games facilities.

194. Every college shall provide adequate and suitable space for games, physical exercise and shall make adequate arrangements for the physical well-being of its students, by periodical inspections at such times as the Syndicate may specify of each and every student by a registered Medical Officer.

Inspection of colleges.

195. The Syndicate may arranged, from time to time, inspections by one or more persons selected with due regard to their competence in the subject or specialty for which each has been appointed.

Registers and records.

196. The Registers and records mentioned below shall be maintained by each college in such from and in such manner as may be prescribed by the Syndicate-

(i) A register of admissions and withdrawals;
(ii) A register of attendance;
(iii) A register of permanent and local address of students; also of their transfer and migration;
(iv) A register of members of the staff showing their qualifications, previous experience, salaries, number of hours of work allotted to each together with the classes and subject taught;
(v) A register of fees showing the dates of payments;
(vi) A counterfoil fee receipt book;
(vii) A register of scholarships and concessions of all kinds, whether tuition, boarding or lodging;
(viii) A counterfoil book of transfer certificates;
(ix) A register showing the report from time to time of medical inspections of students;
(x) A register of marks obtained by each student at the college examinations;
(xi) Account books showing the financial transactions of the college as separate from those of the management and;
(xii) A general cash-book.

Disaffiliation of Colleges

Affiliated colleges to comply with certain orders of Syndicate.

197. An affiliated College shall take within such period such action in respect of any matter arising out of the report of the inspection or investigation as may be specified in an order made by the Syndicate in this behalf.

Continuance /cessation of affiliation.

198. (1) Continuance of affiliation of any affiliated College shall depend upon the fulfillment of all the terms and conditions of affiliation laid down in the Statutes and compliance with such directives as may be issued by the Syndicate from time to time.

(2) All provisional or temporary affiliations shall lapse at the expiry of the period stipulated in the order of affiliation, unless extended by the Syndicate under the proviso to sub-section (1) of section 18. In the event of cessation of affiliation the college shall stand disaffiliated and the University shall not be responsible for the conduct of examinations in respect od students admitted thereto after such period.

Part disaffiliation of colleges.

199. An affiliated college may be deprived of the privileges of the University in part in the following circumstances, namely-:

(i) Consistently unsatisfactory performance of the students at University examinations specifically if the performance of students of a particular course is below the University average standard for three consecutive years falls short of thirty percent of the number of students sent up for an examination;
(ii) Failure of the college to appoint teachers according to the work load for a particular course, subject or discipline; and
(iii) Inadequacy of facilities like library, laboratory, classrooms, games facilities, residential arrangement for students, etc.

Full deprivation of privileges.

200. An affiliated college may be deprived in whole of the privileges of the University by withdrawal of affiliation to the college if-

(i) There has been evidence of adoption of large scale unfair means in any University examination;
(ii) There has been non-co-operation with the University authorities and officers in the conduct of University examinations;
(iii) There has been gross violation of norms of admission of students;
(iv) There has been evidence of collection of capitation fee or donation. The Syndicate shall be the sole authority to judge whether a college collects capitation fee and/or donation either on proper receipt or in the guise of tuition and academic fees.

Autonomous Colleges

201. (1) The Syndicate may, with the concurrence of the University Grants Commission and the approval of the State Government, confer the Status of autonomy on an affiliated or constituent college to conduct specified courses of studies subject to the conditions set forth below:-

(i) The college Should have not less than ten years of standing and should have been accorded permanent affiliation to conduct the concerned courses of studies for a period of not less than five years;
(ii) The college shall not offer instructions for examinations below the degree level;

(iii) The autonomous college shall have an Academic Committee. The University shall have adequate representation on that Academic Committee so as to ensure that the courses of studies and the standards prescribed for the subjects shall be comparable in quality and standards to those prescribed in the University;

(iv) The autonomous college shall have Boards of studies in subjects or in groups of subjects. The University shall be entitled to be represented adequately in each one of these Boards to ensure adequate standards in the framing of the Syllabus, choice of text books and other academic matter;

(v) The autonomous college shall have a Managing Body constituted on the lines prescribed by the University Grants Commission at which the University shall be represented;

(vi) The autonomous college may frame rules and bye laws not inconsistent with the provisions of the Act and the Statutes framed there under;

(vii) The autonomous college will have autonomy in the following matters, namely:

a) Framing syllabus and course contents adopting the general pattern in the University;
b) Arranging for instruction of the students;
c) Devising methods of evaluation, examinations and tests pertaining to the award of degree/diploma by the University provided that these methods and standards shall be in conformity with the board pattern adopted by the University;
d) Admission of students in respect of courses for which autonomy is conferred in conformity with the standards for admission to such courses prescribed by the University;

(viii) The Syndicate may, in consultation with the academic Council of the University, prescribe the manner in which and the conditions subject to which the college may be designated as an autonomous college;

(2) The right of autonomy may not be conferred once for all. The status of autonomy may be granted only for a period of five years but a review should be undertaken after three years by the University with the help of a Committee constituted on the lines prescribed by the University Grants Commission. In case of declining standards, it shall be open to the Syndicate after careful scrutiny and in consultation with the Academic Council of the University to revoke the autonomous status.

(3) The University shall have the power to confer degrees, diplomas and other distinctions on persons who shall have pursued an approved course of studies in an autonomous college. The name of the autonomous college shall, however, be indicated on the body of the degrees diplomas, certificates, etc. issued to the candidates.

PART –IX
EXAMINERS, CONDUCT OF EXAMINATIONS AND FEES
CHAPTER I
Examiners

Examiners how appointed.

202. Examiner ship cannot be claimed as a matter of right. Subject to the provisions of the Act and these Statutes all appointments of examiners shall be made by the Syndicate which shall have the power to canceller terminate any appointment as examiner made in accordance with these Statutes without assigning any reasons thereof, at any time as and when necessary.

Classes of Examiners.

203. Examiners may be of any of the following three classes, namely:-

a) Examiners to be designated as question paper Setters who will set the question papers required for the Examinations of the University.
b) Chief, Additional, and Assistant Examiners to value the answer papers, dissertations, thesis etc., or conduct vive voice and practical examinations and shall include special Examiners appointed for special papers and/or special occasions;
c) Examiners to be designated as conducting examiners.

Questions paper setters.

204. (1) As far as may be possible Question paper Setters shall be appointed from such teachers and other competent person as are unconnected with the teaching and instruction work in the Post-Graduate departments of the University or in colleges admitted to the privileges of or affiliated to the University:

Provided, however, that teacher of the affiliated colleges and the Post-Graduate Departments of the University may be appointed to prepare questions to be included in the Question Bank, if any, set up by the University:

(2) Question paper Setters shall ordinarily be appointed, in each case, for one year but may be reappointed for further period of one year each time provided that the total period of appointment does not exceed an aggregate of three years in respect of any end examination.

(3) Question paper Setters for all under graduate examinations shall be selected from other Universities within or outside the state and institutions of higher research/deemed Universities or colleges affiliated to such Universities. Question paper Setter for Post-Graduate examinations shall be selected from institutions of higher research/deem Universities/Universities or colleges affiliated to such Universities outside the State.

Chief. Additional, special and Assistant Examiners.

205. (1) Chief, Additional, Special and Assistant Examiner from within the University and its affiliated colleges shall be selected from among the register University teachers/registered college teachers with a minimum experience of three years in respect of under-Graduate examinations and five years in respect of post-Graduate examinations. The appointment in each case shall be for one year subject to renewal for further periods of one

year each time provided that the total period of appointment does not exceed three consecutive years in respect of any one examination. Assistant Examiners shall function under the general supervision and guidance of the Chief Examiners.

(2) It shall be the duty of the Registrar or of any other officer authorized in this behalf to maintain an up-to-date list of all registered college teachers and all registered University teachers. The list shall be arranged in order of subjects and shall be compiled from the registration documents and/or returns submitted by the colleges/post-graduate departments of the University setting forth the following, namely:-

(i) The name of the teacher;
(ii) Registration number as college teacher/University teacher;
(iii) The college and post-graduate department of the University in which he is employed;
(iv) His age;
(v) Specialization;
(vi) Qualifications, with class and date of same;
(vii) Present grate and date of appointment to it;
(viii) The class or subject which he teachers;
(ix) The number of teaching experience in a college/University; and
(x) Previous appointment, if any, as examiner with particulars of year and nature of appointment.

(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 deemed Universities. This shall be a comprehensive list maintained subject-wise so as to afford a wide choice of teachers for appointment as examiners in all the examinations.

Principles Governing appointment of examiners.

206. (1) At least half the number of Chief, Additional, Special and Assistant Examiners for the hours theory papers of under-graduate examinations shall be selected from post-graduate or college teachers of outside the University.

(2) At least half the number of Chief, Additional, Special and Assistant Examiners for the post-graduate theory papers shall be selected from University teachers or college teachers outside the State and as regards the remaining theory papers, the examiners may be selected from within as well as outside the concerned University.

(3) The Principal of single Examiner ship shall be followed in respect of theory papers of all University examinations.

(4) In case of practical and *vive voice* examinations, the principle of having one internal examiner and one external examiner shall be followed;

Provided, however, that in case of honors and post-graduate examinations, at least half the number of external examiners shall be from outside the University.

(5) Persons appointed as examiners for theory papers shall not ordinarily be appointed as practical or *viva voice* examiners in the same subject.

(6) In case of examinations which are held twice a year, examiners, appointed for the first examination shall as far as possible be reappointed in the second examination of that year.

(7) Where there is more than one Professor in a post-graduate department of a college or a post-graduate department of the University, the

Professors shall be appointed as examiners on rotation basis;

(8) Tutors and demonstrators without processing the qualifications prescribed for a lecturer shall not be appointed as examiners,

(9) No person shall ordinarily be appointed as examiner in more than one theory paper in one examination.

Conducting Examiners.

207. There shall be a Board of Conducting Examiners in each subject of each examination consisting of three examiners (other than Assistant Examiner) appointed to ensure proper conduct of the Examinations and for forwarding the results to the Controller of Examinations for approval and publication by the Syndicate. The following shall be the duties of the Board of Conducting Examiners, namely:-

(i) To law down the standard of valuation required in the subject/paper period to the start of the valuation of papers after considering representations, if any, received from candidates regarding the question paper;
(ii) To value answer papers, dissertations, these, etc., relating to their subject or branch of subjects, as the case may be;
(iii) To supervise the work of Chief, Additional, Special and Assistant Examiners connected therewith;
(iv) To set the papers for the Practical examinations in such subjects and papers wherever necessary;
(v) To make a report on the works of all examiners;
(vi) To make a report on the performance of the candidates;
(vii) To make a report on the cases of unfair means adopted by candidates specifically on the extent of use of unauthorized or incriminating materials recovered from them;
(viii) To pass results of the examination concerned; and
(ix) To perform such other duties, as may be assigned to them by the Syndicate or Vice-Chancellor.

Preparation of lists of Examiners.

208. (1) To facilitate the selection of suitable examiners the Controller Examinations shall annually prepare a list showing those who have been Question paper Setters or Examiners during the preceding three years from among the list of registered college teachers and registered University teachers.

(2) The list of registered college and University teachers complied by the Registrar under sub-statute (2) of Statute 205 as well as the lists prepared by the Controller of Examinations under sub-statute (3) of Statute 205 and sub-statute (1) above shall be placed before the different Boards of Studies. The Boards of Studies shall consider these lists and recommend three times the number of persons as are required as Question paper Setters or as Examiners for any particular question paper or examination for the purpose of appointment for that year only. Such recommendations of the Boards of Studies shall not confer any right of appointment on any person as a Question paper Setter or as an Examiner.

(3) The Controller of Examinations shall scrutinize the list of question paper setters and Examiners recommended by the Boards of Studies to ensure the following:-

(i) The period of appointment of any teacher as question paper Setter of Examiner does not exceed the total period prescribed under these Statutes;
(ii) No teacher has incurred any disqualification under Statutes 202;
(iii) The teacher is not subjected to an investigation or prosecution in a case under the Orissa Conduct of Examinations Act, 1988 within the knowledge of the Controller of Examinations.

Examination Committee.

209. (1) There shall be an Examination Committee which shall perform the following functions, namely:-

(i) To recommend to the Syndicate, names of suitable persons for appointment as Examiners;
(ii) To consider the reports of the Centre Superintendents of Examination Centres and Supervisors of Valuation Centres and Observes deputed to Examination Centres and make recommendations thereon to the Syndicate;
(iii) To consider the reports of Boards of Conducting Examiners on the work of Chief, Additional, Special and Assistant Examiners;
(iv) To consider all cases of unfair practices in examinations and make suitable recommendations to the Syndicate;
(v) To perform such other functions related to examinations as may be assigned to them by the Syndicate and the Vice-Chancellor.

(2) The following shall be the composition of the Examination Committee, namely:-

a) The Vice-Chancellor;
b) Two members of the Syndicate from among those specified in clause (c), (d), (e), (f), (g) and (h) of sub-section (1) of section 10 of the Act to be nominated by the Vice-Chancellor for a term of not more than one year or for a particular examination to examination basis;
c) The Controller of Examinations shall be the Secretary of the Committee.

Any two of the three members shall form the quorum of the Committee.

(3) The Vice-Chancellor shall, when present, preside at all meetings of the Committee and in his absence one of the two Syndicate members as agreed between them shall preside as such meeting.

(4) Ordinarily the committee shall meet at least twice a year. The first meeting shall be covered in the first week of January each year at which the committee will consider the list of Question paper Setters, Examiner, etc., prepared by the Boards of Studies and vetted by the Controller of Examinations.

(5) After due scrutiny of the list, the committee may recommend the list to the Syndicate with or without modifications provided, however that there shall be a choice of three names to be considered for the appointment of every Question Paper Setter and Examiner in respect of all the papers of all the examinations.

Power of Syndicate.

210. (1) The list of examiners vested by the Committee shall be placed before the Syndicate for ratification and approval. Thereafter it shall be competent for the Vice-Chancellor to appoint specific examiners for specific papers from out of the said list;

Provide that in urgent cases it shall be competent for the Vice-Chancellor to appoint the examiners outside the panel approved by the Syndicate.

(2) It shall be competent for the Syndicate to frame from time to time such rules and issue such directions and instructions as it may deem fit for the guidance of all Question Paper Setters, Examiners and Boards of Examiners appointed under the provisions of these Statues and such directions and instructions issued in all matters relating to the conduct of examinations shall be final.

CHAPTER II

Conduct of Examinations

Place where examination held.

211. (1) all examinations shall be held at such places as the Syndicate may decide from time to time. It shall be the responsibility of the affiliated colleges to make all arrangements for conducting the University examination in respect of the candidates both send up by the colleges for appearing in the University examinations and those order by the Syndicate to take the examination at that college centre. The centre Superintendent and invigilators for the University examinations should be provided by the concerned affiliated colleges ordinarily from the teaching staff of the colleges. It shall also be the duty and responsibility of the colleges to take the assistance of the local administrative authorities in case they need such help for conducting the examinations properly.

(2) A list of centres at which examinations will be held during the academic year shall be published in the Gazette annually well before the dates of the examinations;

Provided that the Syndicate may withdraw any centre from the said list or add any new center to it;

Provided further that Syndicate may in its discretion direct any examinee or group of examinees to appear at any centre which the University may decide without assigning any reason.

(3) At all examination centres question papers shall be given out to all candidates for the same examination on the same date and at same hour except for practical and oral examinations.

(4) The different University examinations shall commence according to the Schedule of these Statutes. 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 as provided under clauses (a) and (c) of sub-statute (1) of Statute 14. Should any day indicated

in the calendar of the examinations of detailed programme of examinations happen to be a holiday, the examinations scheduled for that day shall take place on the following working day. Examinations not listed in the Schedule and such other examinations as may be decided upon by the University from time to time may commence on such dates as may be fixed by the Syndicate or under the appropriate Regulations of the University.

Provided that it shall be competent for the Syndicate not to hold any such examination for which the minimum number of candidates, if any, fixed by it for holding examination has not been registered;

Provided further that such restriction shall not apply in respect of the candidates appearing through any affiliated or constituent college or a teaching department of the University.

(5) The Chancellor may alter the Schedule in respect of any or all examinations in the event of extensive disturbance or calamities.

(6) Ordinarily the results shall be published within two months from the date of completion of the Examination;

Provided that for special reasons the Syndicate may relax this provision;

Provided further that the Syndicate may alter or cancel the results within a period of three months of the publication for reasons to be recorded.

(7) Results withheld no account of the defaults of candidates in furnishing Migration Certificates, Registration Numbers, or other relevant documents or particulars within the time allotted for the purpose are liable to be cancelled after a period of two years from the completion of the examination.

Standard question Papers.

212. (1) The question papers set in any subject shall be such as a candidate of decide ability well prepared in the subject can reasonably be expected to answer within the time allotted.

Questions not to affect religious belief or political Views.

(2) No question shall be put at any examination of the University calling for declaration of religious belief, or political views on the part of the candidate and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, or profession, or political views.

Question Papers to be in English unless otherwise stated.

(3) All examinations, except practical and vive-voice 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;

Provided that papers in Modern Indian Languages shall be set and answered in the respective languages and papers in classical languages shall be set in respective classical languages and shall be answered in the

classical or Modern Indian Languages or in both, as offered by the candidate:

Provided further that candidate for B.A., B.Sc. and B.Com. examinations may be permitted to answer all papers other than English in Oriya language.

Boards of Question paper setters.

213. (1) The Vice-Chancellor may constitute Boards of Question paper-setters for each subject (or group of subjects) for all the examinations. The Board shall ordinarily consist of three Examiners who have set questions for the paper in that subject or group of subjects of whom one shall be the Chairman.

(2) It shall be the duty of the Board to scrutinize the question papers and if necessary, to moderate them so as to make sure that the questions as well as the distribution of marks conform to the norms and the pattern prescribed by the University Grants Commission and/or the University for such examinations and are within the course of studies and the syllabus.

(3) The Board shall also set question papers in the subject (or group of subjects) if so required by the Vice-Chancellor.

Unfair Means in examination.

214. (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 Board of conducting Examiners by the Controller of Examinations as soon as practicable but preferably before the results of the relevant examination are passed for publication. The Board of conducting Examiners 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 has been made of unauthorized or incriminating material referred to in the reports or produced before the Board.

(2) In case the 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 change 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 the candidate.

(3) The written reply of the candidate along with the report of the Board of Conducting Examiners and other reports and material pertaining to the matter shall be placed before the Examination Committee.

(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 material relevant to the case, if any:

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.

(5) If the Committee comes to the conclusion that there has been resort to unfair means, the Committee may recommend to the Syndicate that any of the following penalties may be imposed on the candidate commensurate with the gravity of the unfair means resorted to by him, namely:-

(i)	For writing the roll number or leaving any identification mark anywhere in the answer script except in the place provided for the purpose-	Cancellation of the result of the Examination.
(ii)	For possession (but not use) of unauthorized or incriminating materials	Cancellation of the result of that examination;
(iii)	For misbehavior with the Centre Superintendent/ Invigilators/Supervisors/others connected with the conduct of the examination-	Cancellation of the result of that examination;
(iv)	For use of unauthorized or incriminating material-	Cancellation of the result of that examination and debarring the candidate from appearing at the next examination;
(v)	For use of unauthorized or incriminating material combined with misbehavior with the Centre Superintendent/Invigilators/Observers/Supervisors or others connected with the conduct of the examination-	Cancellation of the result of that examination and debarring the candidate from appearing at the next two examinations.

(6) The Syndicate may consider the recommendations of the Examination Committee and decide on the penalties to be imposed. All such order imposing penalties shall be published in the University Notice Board and the Gazette.

Pass certificates.

215. (1) A certificate signed by the Registrar shall be given to each successful candidate at any examination other than an examination for a degree. The certificate shall set forth the date of the examination, the subjects in which the candidate was examined, the class or division in which he was placed and the subject, if any, in which he gained distinction in accordance with the Regulations.

Diplomas

(2) A diploma, under the seal of the University, and signed by the Vice-Chancellor shall be presented to each successful candidate at an examination for a degree. The diploma shall set forth the date of the examination, the subjects in which the candidate was examined, the class in which he was placed and the subjects, if any, in which he gained distinction in accordance with the Regulations.

(3) Pending issue of certificates and Diplomas as provided in sub-statutes (1) and (2) above, the University may issue provisional Certificates:

Provided, however, that the Syndicate may alter or cancel such Provisional Certificates for reasons to be recorded.

CHAPTER III

Examination Fees and other Fees

216. (1) The Syndicate shall prescribe the fees for recognition of examinations, for registration and migration of students, for admission of colleges to the privileges of the University, for various examinations and for other purposes connected with examinations and other affairs of the University with the approval of the Chancellor.

(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 with the approval of the Chancellor.

CHAPTER-IV

Control of Academic Programmes of the University

Academic year.

217. (1) The Academic year for all colleges affiliated to the University and educational institutions and departments shall begin on the first of June of each year and end on the 31st May of the next year.

Working days.

(2) An Academic year shall have not less than 180 working days of 5 hours duration each excluding days or hours spent for examinations for all colleges, educational institutions or departments.

Provided that for medical professional or technical courses, there shall be in an academic year, the alternative of 960 working hours, excluding hours spent for examinations in place of 180 working days.

Holidays.

(3) The University shall issue a calendar for each academic year showing the number of holidays and working days.

(4) The Principals of colleges and other educational institutions shall forward to Registrar a calendar showing the list of working days and holidays during the year and shall also report from time to time any change in the list.

Conduct of Examinations.

(5) (a) All the University examinations relating to Bachelor of Arts/ Science/ Commerce, Bachelor of Education, bachelor of Journalism and Mass Communication, Bachelor of Laws, Master of Laws/ Master of Arts/ Science/ Commerce, Master of Education, Master of Journalism and Mass Communication, Prathama, Madhyama, Up-shastri and Acharya shall be conducted during the period commencing from the first day of April and ending with the 15th of May of the year;

Provided that the examination concerning the medical, professional and technical courses shall be conducted in such manner and during such period as may be prescribed in the Regulations keeping in view the respective Regulations of the All India Bodies.

(b) Except as otherwise provided in clause (a) the University shall plan the examination Programmes for all the examinations to be conducted by it well in advance keeping in view the Schedule and notify the detailed examination schedules/ programmes at the beginning of each academic year.

(c) The University may conduct separate examinations for the private and correspondence students.

Manner of Examination.

6(a) The annual examinations of under graduate and post-graduate studies in arts, science and commerce shall be held once a year at the end of the academic year.

(b) A student who was passed first year or second year examination shall be admitted to the second year or final year examination for the bachelor degree in Arts, science and commerce respectively.

(c) No student for the post graduate degree in Arts, science and commerce shall be admitted to the final year examination unless he has passed the Part-I examination.

Academic Calendars

The University may follow the following academic calendar–

	Under-graduate	Post-graduate
(a) Date of Admission	15th June	15th July
(b) Last date for Admission	30th July	14th August
(c) Beginning of the Academic Session (Classes and lectures)	1st July	1st August
(d) Last date for the completion of Examinations	15th May	15th May
(e) Last date for declaration of results	30th June	30th June

Operation

(8) The provisions contained in this chapter shall be effective from the academic year 1990-91.

PART-X
ADMISSION, TRANSFER AND ATTENDANCE CERTIFICATES
CHAPTER-I
Admission of Students

Register of Students

218. The Controller of Examinations shall maintain on behalf of the Syndicate a register in which shall be noted the names of all students of the University.

Registration compulsory for all students.

219. Any student reading for a degree or diploma or any examination of the University shall have his name entered in the Register of Students and no candidate for an examination of the University shall be eligible to appear at any such examination without having first his name so entered in conformity with the conditions hereinafter specified. For the purpose of such registration the students of other Universities shall he required to submit a migration certificate from the University from which they have passed the last qualifying examination.

Provided that if the migration certificate is not produced at the time the candidate registers for the examination he may be allowed to appear at the examination but his result shall not be published until he produces the migration certificate.

Higher Secondary the test of eligibility.

220. Only such persons who have passed the Higher Secondary Examination of the Council of Higher Secondary Education, Orissa or an examination recognized as equivalent thereto shall be permitted to have their names entered in the Register of Students:

Provided that it shall be open to the Syndicate to enter in the Register of Students the name of any person who may be appearing for a certificate or diploma examination conducted by the University for which the standard of entrance may be lower than that laid down for students appearing for the Three-year Degree Examination or a degree examination of the University.

Fee payable for registration.

221. Every student applying for registration as a student to the University shall pay a fee of rupees twenty for first registration through the Head of the college / institution in which he studies or through the head of the department of study JD the case of an examination for a certificate or diploma conducted by the University and rupees ten for each registration for any subsequent examination.

Return by Principals at the beginning of the term.

222. The Head of each college/institution shall forward to the Controller of Examinations not later than one month from the last date of admission in the college/institution at the beginning of the academic year, a return in the form specified below of all students in his college/institution appearing at any examination of the University or preparing for such examinations.

FORM

(1) Date of admission into the College:
(2) Institution last studied;
(3) Examination passed;
(4) Name of father or approved guardian;
(5) Age;
(6) Mother-tong M; and
(7) Examination for which reading;

Fee for recognition of an equivalent examination.

223. In addition to the fee specified in Statute 221 a student who has passed an examination recognized as equivalent to the Higher Secondary Examination shall pay a fee as may be laid down by the University in these Statutes, for recognition of the said examination, and shall apply in the form prescribed for recognition of such examination.

Re-entry fee if struck of the roll

224. Any student who has been registered in accordance with the provisions of these statutes and has his name later struck off the rolls/of a college shall pay are-entry fee of rupees two to have his name re-entered in the register of students.

Report of removal of name from the rolls of college

225. The Head of the institution/college shall report to the Controller of Examinations Immediately after the name of a student have been struck off the rolls of the institution/college giving the date when his name was removed from the rolls.

Number of Registration

226. Each student registered as a student of the 'University shall be assigned a number and shall in all communications to the University quote such number.

Fee for extract

227. A registered student shall be entitled at any time to receipt a certified copy of an extract from the Register, signed by the Controller or Examinations or any other officer authorized, in this behalf, in so far as it relates to particulars entered against his name, on payment of a fee of five rupees.

Change of the Forms of Registration

228. The Syndicate may vary the form of registration from time to time, if necessary and it may reject any application for registration which does not conform to the conditions laid down in that behalf.

CHAPTER-II
Transfer, Term and Annual Certificate

Transfer Certificate

229. (1) No student who has previously studied in any college shall be admitted to a college unless he presents a transfer certificate showing--

a. The name of the student;

b. The date of birth as entered in the admission register of the Matriculation Certificate;

c. The dates on which he was admitted to and on which he left the institution;

d. The class in which he studied at the time of leaving it ;

e. the subject or portions thereof studied by him while enrolled;

f. If it be the time when annual promotion ta e place, whether he is qualified for promotion to a higher class;

g. Reasons for leaving the college;

h. Whether the student has applied for the certificate or whether the college has given it sou motu; and

i. whether the student has been penalized at any time for misconduct in the college or University examination.

(2) No student shall be enrolled pending the production of such certificate. Every such certificate shall be endorsed with the admission

number under which the student is enrolled and shall be filed for reference and inspection:

Provided that where a student migrates from one University to other University production of a formal transfer certificate may be waived, If information required in this Statute is available in and other form from the Head of the Institution 10 Which he last studied:

Provided further that a -student of an affiliated college may be permitted without a transfer certificate to study a subject ill another affiliated college, and if both the Principals concerned agree.

Issue of Transfer – Certificate.

230. (1) A student applying for a transfer certificate during a term on any day of which he has been enrolled or applying not later than the fifth working day of the term immediately following shall forthwith be given such certificate, on payment of all foes or other amounts due, or of such portion thereof as the head of the institution may consider fit to demand, for the term in which he was enrolled.

(2) A student applying for such certificate after the fifth working day of the term immediately following that during which he has been last enrolled shall forthwith be given the same on payment of--

(a) all fees or other amounts due or portion thereof as the head of the institution may demand, in respect of the college term in which he was last enrolled;

(b) an additional fee of three rupees provided that when the student has been enrolled at favorable fee rates, he shall be liable for such rates only;

(c) no student shall be considered to have been enrolled in any college term unless he has attended the college/institution and received instruction for at least one day of that college term or has paid the fees or portions thereof prescribed,

Who is entitled to a transfer Certificate and when.

231. in the Case of a student who has been a candidate for a University examination, the result of which has not been published before the beginning of the term, the eleventh day after the result of -that examination has been announced at the University office shall be counted for him as the first working day of the term so far as the grant of a transfer certificate is concerned. In the event of a Principal refusing or delaying to give the transfer certificate to which student may be entitled, the student shall have a right of appeal to the Syndicate.

Expulsion of a student from College.

232. (1) If any student is expelled from a college/institution, intimation of the fact of expulsion, with a statement of the reasons therefor, shall be given forthwith by the Principal/Head of the institution-

(a) to the parent or approved guardian of the student; and

(b) to the Syndicate, intimation to -the Syndicate being accompanied with the transfer certificate of the student.

(2) It shall be competent for the Syndicate on the application of the student or his parent or his approved guardian, after making such inquiry as it deems fit, to deliver the certificate to the student with any necessary endorsement or withhold it temporarily or permanently.

Academic

233. The academic year in relation to any college/institution shall consist of

year. the following two terms, namely ;-

First term-From June to December closing with Christmas holidays.

Second term-From January to May closing With the Summer vacation.

Combination of: attendance

234. A student' shall ordinarily qualify for the annual certificate in one and the same college, but in special cases the Syndicate may allow attendance in different colleges to be combined for purposes of the annual certificate.

Provided that the Syndicate shall have the power to allow a student to combine his attendance in colleges in-different Universities within the State of Orissa subject to the condition that the courses pursued by the student in the different Universities are similar;

Provided further that in the case of students migrating from Universities outside the State of Orissa seeking admission into the University, it shall be competent for the Syndicate to allow combination of attendance secured at the other University on the same condition as stilted above, if the Head of the institution into which the student seeks admission certifies to the satisfaction of the Syndicate on the similarity of the courses of studies and the stages at which University examinations for the particular courses are held in both Universities.

Transfer from one college to another

235. (1) A student seeking transfer from one college/institution to another shall apply to the Registrar through the Principal of the college /Head of the institution to which he seeks transfer for permission to combine attendances at the two colleges for the purpose of the annual certificate. Such application shall be submitted prior to making the transfer and shall furnish reasonable grounds for such transfer. This provision applies to a transfer during a term as well as a transfer at the end of an academic year when an additional term is proposed to be kept in a different college but does not apply in the case of a student who has completed one academic year in a college and desires to join another college at the beginning of a new academic year.

(2) An application to combine attendance shall invariably be accompanied with--

i) the written consent of the Head of the institution in which the student is studying, to the proposed transfer;

ii) the written consent of admission .from the Head of the institution to which he seeks transfer together with an assurance countersigned by the latter Principal/Head of the Institution that the student, if permitted by the Syndicate to combine his attendance, will be able to continue in his institution the course of study already commenced by him in the institution from which he seeks transfer.

Annual Certificate.

236. (1) In an institution or a college the grant of the annual certificate shall be in respect of two terms which shall ordinarily be consecutive and over one academic year. But it shall be competent for the authorities of an institution to grant such a certificate in respect of two terms which are not consecutive, provided that the student has during those terms completed the necessary courses of study for the year.

(2) The grant of the -annual certificate shall also be subject to the following conditions, namely :-

i) The certificate shall not be granted -unless a student has kept at

least three- fourth of the attendances prescribed by the institution in the course of instruction during the year in institutions approved by the Syndicate for any certificate, or diploma or degree?

ii) The certificate shall not be granted unless the student has completed the course of instruction to the satisfaction of the authorities of the institution/college and his progress and conduct have been satisfactory:

iii) The student who has not earned his annual certificate in any of the courses during the year shall be required to join the same class for another full year to receive such additional instruction as the Head of the Institution considers necessary.

CHAPTER-III
Admission to University Examinations and Exemption from Annual or Term Certificates

Admission to University examination

237. (1) No person whose name has not been entered in the Register of Students of the University shall be permitted to appear tor any University examination.

(2) Before being admitted to a University examination a candidate must have been registered therefor. A candidate shall be registered afresh on each occasion of presenting himself for an examination and he shall be registered an application in the prescribed form, either to the Controller of the Examination direct or through his Principal, and paid the fee prescribed.

(3) Every candidate for an examination of -the University shall produce evidence of having previously passed the qualifying examination, if any prescribed by the law of the University.

(4) He shall also, unless exempted by special order of the Syndicate made either on the order of Academic Council or in accordance with the- Regulations, produce in the form prescribed by the Syndicate- the certificate or certificates of attendance required by the Regulations.

(5) No candidate shall be permitted to sit for a University examination unless his term and annual certificate of attendance, certificate of conduct and progress or the order Of exemption, if any granted to him, have been received by the Controller of Examinations before the commencement of the examination.

(6) The conditions of exemption, if any, that may be given to enable a candidate to appear for any examination of the University shall be as prescribed from time to time in the respective Regulations and no exemption from the production of attendance, certificates, and/or progress and conduct certificates required from any college shall be given except in conformity with the conditions prescribed in the Regulations.

(7) Any order of exemption granted in accordance with these Statutes shall be permanent.

PART-Xl

CONSTITUTION AND FUNCTIONS OF THE GOVERNING BODIES OF COLLEGES OTHER THAN GOVERNMENT COLLEGES AND CONSTITUENT COLLEGES

CHAPTER-I

Constitution of Governing Bodies

238. (1) a) Every college other than a Government college or a constituent college admitted to the privileges of the University shall have a duly constituted Governing Body which shall be registered under the Societies Registration Act and shall consist of such number of members as provided under the Orissa Education Act, b69;

b) The Governing Body shall have a President and a Secretary,

c) The Principal of the college shall be the ex-officio Secretary. Two members of the teaching staff shall be taken as members of the Governing Body;

d) The Vice-Chancellor shall from amongst the prominent persons of the locality nominate a person to be a member of the Governing Body.

e) In case of aided colleges the Director Higher Education shall nominate a member.

(2) The term of the office of the members of the Governing Body excepting the ex-office members shall be three years. A person shall cease to be a member of the Governing Body as soon as he ceases to hold the office by virtue of which he was a member of the Governing Body.

(3) Five members of the Governing Body shall form the quorum in the meeting of the Governing Body.

(4) A member appointed in a temporary vacancy shall hold office for the unexpired portion of the term of membership of his predecessor.

CHAPTER-II
Functions of Governing Bodies

Functions

239. (1) Every Governing Body of a college, not being a Government college or a constituent college, shall subject to the limitations imposed under the Orissa Education Act, 1969 and the Rules framed there under. perform the following functions, namely;

(i) It shall have control over the funds, properties and other affairs of the college.

(ii) It shall initiate and prepare all projects for the improvement of the college, after due consideration of the needs and resources of the college and arrange for their execution.

(iii) It shall prepare the budget for each financial year sufficiently in advance and see that the expenditure incurred is strictly within the provisions of the budget.

(iv) It shall make proper arrangements for the receipt of all funds from fees, grant-in-aid from the Government, endowments and from other sources and shall make arrangements for their proper custody and expenditure and proper maintenance of accounts.

(v) It shall determine the general schemes of studies of the college subject to the conditions laid down in that behalf

(vi) It shall consider appeals made by the students against orders of punishment passed by the Principal where the punishment inflicted is expulsion or rustication.

(vii) It shall see to the fulfillment of the conditions of affiliation laid down by the University.

(viii) It shall communicate to the Syndicate the names of persons appointed or posted as teachers with their qualifications after their appointment and also the names of those retiring from service and persons whose services are terminated.

(ix) It shall consider and take action on such other matter are referred to it by the Syndicate.

(2) Subject to the provisions of these Statutes, and the Orissa Education Act. 1969 and Rules framed there under the Governing Body shall have the power.

(i) To appoint the teaching and other staff of the college;

(ii) To grant leave to the college staff except casual leave to the staff which shall be granted by the Principal;

(iii) To impose penalties on the staff of the college; and

(iv) Exercise such other functions as are assigned under any other Act and rules.

PART-XII

CONDUCT OF UNIVERSITY EMPLOYEES AND MISCELLANEOUS
CHAPTER·1

Conduct of Employees of the University

Obedience to superiors.

240. Every employee shall at all times maintain absolute integrity, decorum of conduct and devotion to duty.

241. No employee shall associate himself directly or indirectly with any privately managed educational institution without the prior permission of the Vice-Chancellor:

Provided that an employee may undertake honorary work of a social or charitable nature or work of a literary, artistic or scientific character subject to the condition that his normal duties do not thereby suffer, but he shall not undertake and shall discontinue such work if so directed by the competent authority.

Participation in election

242. No employee shell offer himself as a candidate for election to the State Legislature or local authority or for holding office of any political organization. No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he take part in aid of, or assist in any other manner any political movement or activity nor hall he canvass or otherwise interfere in or use his influence in connection with or seek or take part in e election to any legislative or local authority:

Provided that:-

(i) the employees qualified to vote at such election may exercise their right to vote;

(ii) the employees shall not be deemed to have contravened the provisions of this Statute by reason only that they assist in the conduct of an election in the due performance of a duty imposed on them by or under any law for the time being in force.

Strikes and Demonstrations

243. (1) No employee shall, with a view to ventilating his grievance whether such grievance is individual or general in character, or for any other reason take recourse to any strike (including hunger strike) from work. Whether such strike is partial or complete.

Explanation-"Strike" means a cessation of or dissociation from work by a person or a body of persons employed in any office acting singly or in combination or a concerted refusal or a refusal under a common understanding of any number of persons who are or have been so employed to continue to work or accept employment.

(2) No employee shall join any procession, demonstration or other form of agitation against any policy or action of the Government or the University which is likely to cause a breach of the public tranquility.

(3) No employee shall join the public to ventilate his grievances even if such grievances are common with the public in a manner in which it is

likely to cause a breach of the public tranquility.

Connection with Press/ Radio.

244. No employee shall publish Or cause to be published, in his own name or anonymously or contribute to the press any matter which is likely to lead to academic indiscipline or promote defiance of authority of the University.

245. (1) No employee shall except with the previous sanction of the syndicate, own wholly or in part of conduct or participate in editing or managing any newspaper or other periodical publication.

(2) No employee shall, except with the previous sanction of the Vice-Chancellor or in the bonafide discharge of his duties participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical :

Provided that no such sanction shall be required if such contribution to any newspaper or periodical is on a purely literary, artistic subject and of occasional character.

Criticism of Government

246. No. employee shall, in any radio broadcast or in any document, publish anonymously or in his own name, or in the name of any other person or in any communication to the Press, or in any public utterance, make any statement of fact or opinion-

(i) which has resulted or is likely to result in an adverse criticism of any current or recent policy or action of the Government of Orissa or the Government of India or the Government of any other State; or

(ii) which is capable of embarrassing the relationship between the Government of Orissa and the Government of India or the Government of any other State; or

(iii) which is capable of embarrassing the relationship between the Government of India and the Government of any foreign State:

Provided that nothing in this Statute shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

247. The following acts of omission or commission shall be deemed to constitute misconduct which may entail disciplinary action, namely ;-

(i) Negligence or failure to perform duties such as, lectures, demonstrations, invigilation and other matters connected with the teaching and examination in the University.

(ii) Furnishing false information regarding age, qualifications, including percentage of marks, and previous employment at the time of joining University or during the course of employment.

(iii) Violation of the canons of intellectual honesty, such as misappropriation of writings, research and findings of others.

(iv) Taking or giving bribes or illegal gratification to procure any benefit for himself or to give any benefit to any student or employee of the University /College.

(v) Commission of any act which amounts to an offence involving moral turpitude.

(vi) Theft, fraud or damage in relation to any property of the University.
(vii) Tampering with official records.
(viii) Absence without leave or overstaying sanctioned leave.
(ix) Discrimination against any student on the grounds of caste, creed, sex, religion or parochialism. (x) Collection of money in the name of the University or any College without permission of the competent authority.
(xi) Unauthorized occupation or subletting of University/college quarters.
(xii) Engagement, directly or indirectly, in any trade or business/tuition or any employment without the permission of the University
(xiii) Drunkenness, disorderly or indecent behavior in the premises of the University / college or outside such premises where such behavior is related to or connected with the employment.
(xiv) Disobedience of any lawful order of the competent authorities.

Matters not covered in this chapter

248. All other matters .relating to the conduct of employees not covered in this Chapter shall mutatis mutandis be governed by the provisions of the Orissa Government Servants' Conduct Rules, 1959 as amended from time to time.

CHAPTER-ll

REGISTER OF DONORS, ETC

Register of Donors

249. The Registrar shall maintain, under the direction of "the Syndicate, a register showing the names and addresses and other particulars, if any, of every person who has given an endowment in lump sum or two or more installments of a sum not less than rupees one lakh.

University Gazette

250. (1) The University may publish a Gazette to be brought out once every month or at such regular intervals as may be decided by the Syndicate wherein shall be published important orders, notices and notifications of the University for general information.

(2) The following notices, orders, notifications etc. may be published in the Gazette namely ;-

(i) Appointment, confirmation and superannuation of teachers;
(ii) Notices inviting applications from candidates for various University Examination.
(iii) Calendar of University Examinations;
(iv) Detailed programmes of Examinations;
(v) Notices inviting applications from candidates for admission to different courses in the University:
(vi) Regulations and amendments to Regulations made by the Academic Council:
(vii) Notices inviting applications from candidates for registration as University Post-graduate Teachers. College Teachers, Graduates and University Non-teaching employees:
(viii) Notification calling for election and nominations to fill up vacancies in the Senate;

(ix) Notification calling for nominations to fill up vacancies in the Syndicate;
(x) Publication of the results of elections to the Senate;
(xi) Notifications convening Convocations;
(xii) Publication of endowments, bequests or donations to the University;
(xiii) Penalties imposed by the Syndicate;
(xiv) Alteration or cancellation of published results;
(xv) Alteration or cancellation of Provisional Certificates'
(xvi) Notice inviting Tenders for purchases and works estimated to cost above Rs. 5,000 or such other amount as may be decided by the Syndicate ;
(xvii) Orders of the Syndicate refusing affiliation to a college/course.
(xviii) Orders of the Syndicate withdrawing affiliation from a college/course ;
(xix) Orders of the Syndicate relating to withdrawal of degree, diploma or certificates.
(xx) List of members elected, nominated or co-opted to the various authorities from time to time ; and
(xxi) Such other matters as may be decided by the Syndicate from time to time or required to be published under these Statutes.

(3) The Syndicate may also authorize the publication of Extra ordinary Gazette to publish matters of unusual urgency or importance.

PART XIII
CONSTITUTION OF POST-GRADUATE COUNCIL, POST-GRADUATE DBPARTMENTS, COLLEGE DEVELOPMENT COUNCIL AND ACADEMIC STAFF COLLEGE
CHAPTER I

Constitution of Post-Graduate Council

Head of the Department

251 (1) Every Post-Graduate Department of the University shall be headed by a Head of the Department. The Head of the Department shall be appointed for a period or two academic years from amongst the Professors and Readers on seniority-cum-rotation basis:

Provided that in a department where there is no Professor or Reader, the Chairman, P.G. Council shall be the Head of the concerned Department.

(2) The Head of the Department shall remain in charge of the concerned Post- Graduate Department and shall, subject to the control of the Vice-Chancellor, be responsible for formulation of a academic/curricular /co-curricular activities, purchase of books and equipment required for the Department and maintenance of general discipline and academic standard in the Department.

Post-Graduate Council.

252. (1) There shall be a Post-Graduate Council in the University headed by a Chairman. All the Heads of the Departments of the Post-Graduate Departments of the University shall be members of the Post-Graduate council in their ex-officio capacity.

(2) The Chairman of the P. G. Council shall be appointed for a period of one academic year by the Vice-chancellor from amongst the professors of the University on seniority-cum-rotation basis. The Chairman shall be entitled to a rent free quarters in the University campus with free water supply and reimbursement of the minimum electricity charges fixed for his quarters by the O.S.E.B. He shall exercise such powers and perform such functions as may be determined by the Syndicate from time to time.

(3) The Chairman shall preside over the meetings of the Post-Graduate Council and in his absence; the senior most professor present in the meeting shall preside over the meeting. He shall exercise such powers and perform such functions as may be determined by the Syndicate by rules from time to time.

(4) Subject to the powers and decision of the Syndicate, the Post-Graduate Council may perform the functions and discharge the duties in relation to the matters of:-

(a) Determination of general policy in regard to the Post-Graduate studies and research:
(b) Determination of principles for award of free-studentship, and S. S. G. grants;
(c) Students discipline and welfare;
(d) Publication of magazines and prospectus;
(e) principles for selection of students for admission into different courses/ departments and colleges subject to regulations, if any, framed by the Academic Council;
(f) Principles of admission of students to the Hostels and discipline;

(g) Developing and sponsoring subjects/projects which are inter-disciplinary, inter-faculty in character in collaboration with Industries/Departments and other organizations:
(h) Taking steps for establishment of schools of studies in different interconnected subjects and Departments;
(i) enforce the guidelines of the University Grants Commission" issued from time to time on the subject of work and responsibility of teacher; and
(j) shall perform such other functions that may be assigned to it by the Syndicate or the Academic Council from time to time.

5. The 'Post-Graduate Council may appoint "Admission committee", "Board of Residence" and "Discipline Committee" for each academic year.

College Development Council

253. (1) The University, with prior approval of the Government, may constitute a College Development Council having a maximum of 30 members consisting of Vice. Chancellor, Director/Dean of the Council, some senior teachers of the University Teaching Departments, some Principals of affiliated Colleges and a representative of Education Department of the Government.

(2) The College Development Council may meet at regular intervals at least twice in a year to review the implement various programmes and activities.

(3) The College Development Council will take steps for promotion, co-ordination and raising the standard of education in Colleges. For this purpose the Council shall,-

(a) function as a policy making body in regard to proper planning and integrated development of the colleges;
(b) conduct surveys of all the affiliated colleges for maintaining an up-to-date profile of each college under the University;
(c) advise the University on all matters relating to development of affiliated colleges;
(d) prepare perspective plan for the development and opening of new colleges;
(e) advise University in regard to rationalization and implementation of the University policy on affiliation of colleges;
(f) help Colleges in their proper development, selection of teachers, proper utilization of grants, efficient implementation of guidelines of University Grants Commission on examinations, courses, courses, etc. ;
(g) help in the implementation of regulations framed by" the University Grants Commission regarding academic standards and restructuring of courses at the under graduate level;
(h) identify colleges for autonomous status;
(i) evaluate and assess the impact of grants of University Grants Commission;
(j) ensure timely release of grant of University Grants Commission to the colleges and its proper utilization;
(k) ensure close and continued contact, and interaction between the academic faculties of the University and those of the colleges;
(i) review inspection reports of the Colleges and take remedial steps i

(m) prepare annual report on the functioning of the College - Development Council and submit the same to the Syndicate of the University and the. University Grants Commission; and

(n) perform such other functions as may be prescribed by the University with a view to advancing the course of collegiate education,

Academic staff college

254. An Academic Staff College where established on approval of University Grants Commission will have a Director who will organize orientation courses, refresher course for the teachers, pre-service and in-service training for improving academic input of the teachers serving in the affiliated colleges and to keep abreast with the curriculum. The Director, Academic Staff college will be selected as per the guidelines of the University Grants Commission.

PART-XIV

CHAPTER – I

Conditions of Service

Definitions 255. (1) In this part, unless the context otherwise requires

(a) "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 employee;

(b) "duty" includes-

(i) services rendered as a probationer or apprentice, if such service is followed by confirmation or by regular appointment to University service;

(ii) joining time;

(iii) 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 :-

(i) During a course of instruction or training;

(ii) 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;

(iii) In the case of a teacher, the period spent on conducting any examination either in the University or outside such as the Orissa Public Service Commission, University Grants Commission. or other all India/all Orissa Institution requiring such assistance and being permitted there for:

Provided that the total period of absence on such examination. Work and/or attending conferences, seminars, symposia, etc. shall not exceed 20 days, in an academic year excluding holidays;

(iv) in the case of a non-teaching employee, the period spent on any assignment either within the University or outside to render expert service or advice provided the total period of absence s hall not exceed 20 days in an academic year excluding Sundays and holidays;

(v) The period spent by the teachers selected by the U. G. C. /Central Government/State Government for cultural and academic exchange programme and deputed abroad ;

(vi) the period spent by the teachers selected by the University Grants CommJSS19n under' the Visiting Associate ship Scheme for visiting other Universities and Institutes of advanced study and research and for attending Summer Institutes and orientation courses provided they are either sponsored or approved by the appropriate authorities.

(c) "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, but

does not include honorarium.

d) "Employee" means a person employed by the University as full-time employee on permanent, temporary, probation or ad-hoc basis whether as an officer or as a teacher, or otherwise and includes the employees (both teaching and non-teaching) of the Constituent College a part-time employee of the University, work-charged employee, a Government servant on deputation of foreign service terms to work under the university but does not include a person engaged on contract basis:

Provided that the Syndicate may treat a teacher or a non-teaching employee of a school managed by the University to be an employee for the purpose of any or all of these Statutes;

e) "Fee" means a recurring or non-recurring payment to an employee from a source other than the General Fund of the University, but does not include;

(i) un-earned income, such as, income from property, dividends and interest on securities and interest on securities and

ii) Income from literary, cultural or artistic efforts if, such efforts are not aided by the knowledge acquired by the employee in the course of his service;

f) "Foreign Service" means the service in which an employee receives his/her pay with the sanction of the University from any source other than the General Fund of the University under which he/she holds a post;.

g) "Head of the Department" means a teacher designated as such by the University;

h) "Holiday" means a day on which the University is closed for transaction of business by notification issued by the University in this regard;'

i) "Honorarium" means a recurring 0; non-recurring payment granted employee from the General Fund of the University as remuneration for special work of an occasional or intermittent character done beyond normal working hours without detriment to normal work;

j) "Ministerial employee" means an employee of a subordinate service whose duties are mainly clerical and includes Typists and Stenographers and any other class of employees specifically declared by the University;

k) "Officiate" means an employee who officiates in a post where he/she performs the duties of a post on which another person holds a lien. An employee may, however, be appointed to officiate in a vacant post on which no other person holds a lien by the authority competent to make a substantive appointment to the said vacant post;

l) ‖Teacher‖ means a teacher appointed to a Post-Graduate Department of the University or a Constituent of College, the University or Directorate of Correspondence Courses for the purpose of teaching students admitted thereto;

m) "The sphere of duty" of an employee means the local are a 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;

n) "Vacation staff" means a teacher and any other employee permitted to be absent from duty during. a vacation by an order;

o) "Vice-Chancellor "means the Vice-Chancellor of the University

(2) Words and expressions used but not defined in these Statues unless the context other- wise requires ,shall have the same meaning as they have been assigned in the Orissa. Universities Act and other Statutes or in the Orissa Service Code, Orissa Pension Rules, 1977, Orissa Leave Rules, 1966, as the case may be.

CHAPTER II

General Conditions of Service

Age for appointment

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

Provided, however, that -the upper age-limit may be relaxed by the appointing authority.

Pay fixation at initial appointment.

257. The initial pay of a person, other than one already in University service, when appointed to a post under the University, shall be the minimum of the pay scale prescribed for the post unless otherwise decided by the appointing authority 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, a College affiliated to any University and aided by the State Government or statutory institution immediately before joining the University shall be protected while fixing his pay in the scale of pay to which he is appointed in the University, In exceptional cases, such as In the case of appointment to specialized posts: the pay of a person from a public/joint sector enterprise or institution or a private sector institution may also be suitably fixed on the recommendation of the Selection Committee.

Evaluation of candidates for posts

258. Subject to the provisions of the Statutes and the qualification and experience, if any prescribed by the University Grants Commission, the appointing authority of the respective posts shall be competent to make recruitment to the various posts and to lay down an objective system of evaluation of the career, experience, etc. of the candidates for the post;
Provided that the past performance of the candidates in any of the organizations or institutions as reflected in their Confidential Character Rolls or performance Appraisal Reports or other such equivalent documents may be given a weightage of not more than fifteen per cent of the aggregate marks or points in the system of evaluation.

Note :-A system of evaluation of candidates for various teaching posts which may be adopted mutatis mutandis for other posts also is given In Schedule-A.

(2) In a deserving case, the Selection Committee as constituted under Sub-section (2) of Section 21 may even recommend an eminent scholar in absentia, on his application or otherwise for appointment to a teaching post provided the recommendation is made by at least two experts including the expert nominated by the Chancellor, in case of appointment of a Professor, and supported by the Vice-Chancellor and the Director of Higher Education and the committee records in writing the grounds of such recommendation justifying the outstanding nature of career and academic eminence of the said scholar.

Qualifying services

259. Subject to the provisions herein-after contained, the service of an employee shall qualify for pension and gratuity if it confirms to the following conditions:-

(i) The service/employment must be under the University;
(ii) The service must be paid from the General Fund of the University;
(iii) The service/employment must be either under the Pension Scheme or under the Contributory Provident Fund Scheme

Counting of past service.

260. The period of qualifying service rendered by an employee under any of the following institutions shall count for the purpose of gratuity and pension :-

(a) State Government
(b) Any Indian University
(c) Any College affiliated to any University of the State and aided by the State Government (d) Board of Secondary Education ,Orissa
(e) Council of Higher Secondary Education, Orissa;
(f) Any recognized institution of higher education and/or research aided 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 Contributory .Provident Fund 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 tile employee opts to continue under the Contributory Provident Fund Scheme. In case the employee opts to be governed by the Pension Scheme, the employee's subscription along with the interest thereon shall be deposited in his General Provident Fund Account and the employer's contribution along with the interest thereon shall be credited to the Pension Fund of the University:

Provided also that in case of an employee previously governed under the General Provident Fund Scheme, the former employer shall pay to the University the General Provident Fund accumulation of the employee and interest thereon up to the date of payment which shall be deposited in his account as opening balance;

Provided further that if an employee has already received Provident Fund accumulations 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 allowed by the University.

Premature increments

261. The respective appointing authorities may in exceptional circumstances as may be determined by the Chancellor from time to time grant premature increments not exceeding three to an employee on a time scale of pay

Travelling allowance

262. The grant of travelling allowance shall be subject to the rules and procedure contained in the Orissa Universities Accounts annual, 1987.

Remuneration

263. 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 or other similar duties who is otherwise entitled to remuneration shall also be eligible to receive remuneration for such duties as admissible.

264. (1) The Vice-Chancellor may permit a teacher to take up consultancy work for and/or on behalf of a 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 work load 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;

(iii) Twenty-five percent of the consultancy fee other than the amount towards reimbursement of actual expenses incurred by the teacher shall be payable to the University.

(2) An employee may receive without prior permission ;-

(i) the premium or prize awarded for an artistic, or literary composition or performance in public competition;

(ii) the premium or prize awarded for a plan, drawing or design in public competition;

(iii) any reward payable in accordance with the provisions of any Act or Regulation or Rules framed there under;

(iv) any reward sanctioned for services in connection with the administration of the C customs and Excise Laws; .

(v) Any fee payable to an employee for duties which he is required to perform in his official capacity under any local taw or by order of the University;

(vi) 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 University Grants Commission, Indian Council of Scientific and Industrial Research, Indian Council of Medical Research, Indian Council of Historical Research, Indian Council of Agricultural Research etc.

Payment of honorarium

265. Subject to the specific orders, if any, that may be passed by the Chancellor honorarium may be granted in the following cases ;-

(1) Non-teaching employees as arc directly connected with conduct of examination and publication of results;

(2) Non-teaching employees as are directly connected with the preparation of Annual Budget;

(3) Employees directly engaged in essential services connected with the supply of water and electricity like Electrician, Wireman, Pump Driver-cum-Mechanic, Helper, Pump Driver, Plumber Ministry, Fitter etc. for work done by them on public holidays other than Sundays for which neither substitutes nor alternative holidays could be given.

Arbitration fees

266. 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 up before him in any shape by virtue of any post which he may be holding.

Fees for patents.

267. 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 is no way connected with the subject of his research.

Age of Retirement.

268. The date of retirement of a University employee, other than a Government servant on deputation to a University shall be the date on which he/she completes the age of sixty years:

Provided that an employee shall retire on the last day of the month in which he /she completes the age of sixty years.

Retirement

269. Notwithstanding anything contained in Statute 268 -

(1) An employee may retire voluntarily from service any time after

completing thirty years of qualifying service or on attaining the age of fifty years by giving a notice in writing to the competent authority of the University at least three months before t the date on which he/she Wishes to retire or by giving the said notice to the aid 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/her are in progress.

(2) The competent authority may also require an employee other than a Class IV employee to retire prematurely in the, interest of the University at any time after he/she has completed thirty years of qualifying service or attained the age of fifty years in case where he/she has completed ten years of service by giving notice in writing to the employee at least three months before the date on which he/she is required to retire prematurely or by giving three month pay and allowances in lieu of such notice after following the procedure \hereinafter specified in Sub-statute (3).

(3) Premature retirements laid down in Sub-statute (2) shall be made application 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 service or whose continuance is-not desirable in the interest of the University irrespective of assessment of their ability or efficiency in work or on any ground considered on the result of review under Statute 270 ;

Provided that when an employee's integrity is not in doubt, but his physical or mental condition is such as to make him inefficient for further service, it would be appropriate to consider him for premature retirement. In such cases, the employee shall first be given the option to retire, formal action being taken in the event of the employee failing to avail himself of the option.

Review

270. (1) A review shall be conducted in respect of an employee on completing thirty years of qualifying service or attaining fifty years of age where. He/she has completed ten years of qualifying service and also in the 55th year of age. In order to determine whether he/she should be allowed to continue further In service or to be retired prematurely under Sub-statute (2) of 269.

Provided that such review shall also be conducted for the employees. Who have already completed thirty years of qualifying service or crossed the age of Fifty or fifty- five years as the case may be, in whose cases no review has been conducted.

(2) The review shall be conducted by a committee or committees to be appointed in this behalf by the Chancellor.

(3) If on the result of review it is considered by the Review Committee that an employee although he has done well in a lower grade but is not adequate to the responsibilities of the post he occupies or will not be able to perform efficiently all the duties of the post, he is likely to

hold during the remaining period of the service, and the Review Committee comes to the conclusion that an employee should be retired prematurely, it may make a proposal accordingly In a proceeding to be recorded in writing with full reasons for the proposal.

(4) The Vice-Chancellor shall process the recommendations of the Review Committee for premature retirement and obtain the orders of the Chancellor.

(5) Once it is decided to retain an employee after thirty years of qualifying service or completion of fifty or fifty-five years of age, as the case may be, the employee shall be allowed to continue up to the age of fifty-five or sixty years as the case may be, Without and fresh review;

Provided that a fresh review may be conducted at any time if it is justified for exceptional reasons, such as subsequent work or conduct or the state of his physical health, which may make earlier retirement clearly desirable.

Reimbursement of cost of medicines, etc

271 (1) The employees shall be entitled to the reimbursement of the cost of medicines. X-Ray and blood incurred by them in connection with the treatment of self and 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 Stat, Government employees.

(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 (1) above, the existing practice in the University for this purpose shall continue.

Records

272. The records of the service of the employees shall be maintained in the manner prescribed by the Syndicate/Vice-Chancellor from time to time.

273. 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 conclusion of the academic year/semester.

CHAPTER-III

Residence

Allotment of residence

274. 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, In the latter case, when the employee concerned ceases to discharge the partly responsibility, which entitled him to the allotment it shall be open to the University to cancel the allotment of the quarters in his favour.

Retention of Residence

275 (1) 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 bonafide use of the employee or members of his family.

TABLE

Item No.	Events	Permissible period for retention of the residence
(1)	(2)	(3)
1.	Resignation, dismissal, removal voluntary retirement, premature retirement, compulsory retirement as a measure of penalty and termination service in case of temporary employees.	One month from the date of acceptance of resignation, removal voluntary retirement, premature retirement, compulsory retirement as a measure of penalty and termination of service as the case may be.
2.	Retirement	Two months from the date of retirement.
3.	Death of an employee.	Four months from the date of death.
4.	Deputation, lien to other organizations from the university.	Two months from the date of relief.
5.	Transfer of employees.	a) Employees entitles to reserved or license fee-free accommodate-ion: For a period of one month from the date of making over charge b) Other categories of employees: For a period of two months from the date of making over charge.

Provided that both in case of category (a) and category (b) if an employee who has school-going or college-going children residing with him is transferred between the first January and the 31st May, the authority competent to allot quarters may allow him to retain the residence till the expiry of a week, after the annual examination is completed in case no administrative in convenience is caused thereby.

(2) Where a residence is retained under sub-statute (1) 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.

(3) An employee who has retained the residence by virtue of the concession under item 1 or item 2 of the table, shall on reemployment in the eligible office under the same controlling authority within the period specified in the table, be entitled to retain that residence.

(4) While the allotment subsists under sub-statute (1) license fee shall be charged in the case of license 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 license fee shall be recovered for the period.

Assessment of License fee

276. The assessment of license fee payable for different residential quarters or types of residential quarters allotted to employee may be in conformity with the principles and procedure laid down by the state government from time to time.

Provided, however, that the syndicate may fix the license fee payable by employees in respect of any particular residential quarters or any type of residential quarters in the light of government instructions issued from time to time in respect of comparable government accommodation.

Payment of license fee

277 (1) Unless in any case it be otherwise expressly provided in these Statutes, an employee shall pay license fee assessed in accordance with Statute 276 in the manner prescribed by the University.

(2) On expiry of the period prescribed under Statute 275 permitting an employee to retain the residential accommodation , the University may, for good and sufficient reasons to be recorded in writing, permit the allottees to retain the said accommodation for a period not exceeding two months on payment of enhanced license fee which shall be ten tunes the license fee payable in respect of the quarters fixed under Statute 276 even in case of allottees who are exempted from payment of license fee.

Unauthorized occupation.

278. On expiry of the period prescribed under Statute 275 and Statute 277 (2), as the case may be, permitting an employee to retain the residential accommodation, the allotment of the accommodation in favour of the employee shall be 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 277 (2).

Eviction of unauthorized occupant and payment of penal license fee

279. (1) The University may initiate action to evict a person who is in unauthorized occupation.

(2) 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 'l76 from the date of unauthorized occupation till he is finally evicted, even in case of allottees who are exempt from payment of license fee.

Reduction or remission of license fee

280. (1) In special circumstances , for reasons Which should be recorded, the University may by general or special order, remit-Tor reduce license fee in respect of residential accommodation allotted to, a person engaged as a teacher on contract basis.

(2) An employee who, owing to the nature of his duties, occupies a University residence for a part only of the year shall pay proportionate license fee for the period of his actual occupation.

Additional facilities

281. If a residence is provided with service other than water supply, sanitary or electric installations and fittings, such as furniture, tennis court, or garden maintained at the cost of University, license fee shall be charged for these in addition to the license fee payable under Statute 276. The allottee will also be required to pay the cost. of the- water, electric energy etc. consumed. The University may, by order, prescribe the additional license fee.

CHAPTER IV

LEAVE

Application of Government Rules.

282. (1) All rules and procedure in the Orissa Service Code and the Orissa leave rules 1966 relating to Earned Leave, Half Pay Leave, Commuted Leave, Extra-ordinary Leave: Study Leave, Special Disability leave, Maternity Leave, Hospital Leave. Maximum Leave etc. insofar as they are not inconsistent with these Statutes shall apply mutatis mutandis to the University employees.

(2) Any leave admissible under Sub-statute (I) May be granted by the University,

(3) The Vice-Chancellor may by order prescribe the officers competent to unction different types of leave to different classes of employees.

Surrender Leave

283. (1) The employees of the University shall be entitled to encash un-utilized amount of earned leave at their credit on the date of retire sent or death as admissible to the State Government servants from time to time.

(2) The employees of the University shall be entitled to surrender leave in lieu of leave salary according to the Rules and Orders issued by the State Government in respect of the State Government servants from time to time.

Carrying forward leave.

284. The amount of leave earned by an employee under any of the institutions specified in Statute 260 up to the date of his relief shall be carried forward and reckoned as the leave at his credit on his joining the University provided the interval between the date of his relief and joining the University is not more than thirty days.

Study and Sabbatical Leave.

285. (1) The Vice-Chancellor may grant study leave to an employee for a period not exceeding two years is one or more spells in his entire service including the services rendered under the institutions specified in Statute 260 prior to joining in the University 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 Readers of the University may he granted sabbatical leave in accordance with the guidelines of the University Grants Commission 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 all the institutions mentioned under Statute 260. University Grants Commission guidelines for grant of sabbatical leave to

Professors circulated in the letter No. F. 1-1/83 (CPP), dated the 24th March 1986 are appended Appendix-VII.

(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 three years failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him paid to him or on his behalf together with interest thereon at the rate of six per cent (6%) per annum to be calculated from the date of such payment. The Syndicate may prescribe the form of the bond to be executed.

Application for Study Leave.

286. (1) All applications for study leave should 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 certificates of examinations passed or of special study, shall be forwarded to the authority sanctioning the study leave. When the programme or 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.

Leave Travel Concession.

287. (1) The employees shall be eligible to get Leave Travel Concession for journals to their homes during leave according to the Rules made and orders issued by the State Government in respect of the State Government employees from time to time.

(2) The employees shall also be eligible for Leave Travel Concession to visit places of interest within the State as admissible to the State Government employees in accordance with the Rules made and .orders issued by the State Government from time to time.

(3) Until suitable funds are allotted to the University by way of increase in the Annual Block Grant for meeting the expenses under this Statute, the existing practice in the University shall continue.

CHAPTER V
TERMINAL BENEFITS

Pension or contributory provident fund

288. Every employee retiring on or after the 1st day of April, 1985 be entitled either to the benefit of the Pension Scheme as applicable to the State. Government employees as amended from time to time, or to the benefit of the Contributory Provident Fund of the University provided in this Chapter, as he may opt Provided however, that for the purpose of Contributory Provident Fund, the term "employee" shall be as defined in Chapter VII of this Part.

Option

289. (1) The existing employees who have not already exercised their option under the Statues shall exercise their option in writing either for the Pension

Scheme or the Contributory Provident Fund Scheme under Statute 288 within a period of six months from the date these Statutes come into force. The employees recruited thereafter to the service of the University shall exercise their option either for the Pension or Contributory Provident Fund Scheme within a period of six months of their appointment :

Option once exercised be final

Provided that the employees who have crossed the age of 58 years but have not attained the age of 60 years shall also have the right to exercise their option as aforesaid within a period of six months from the date these Statutes come into force, but not later than one month prior to the date they attain the age of 60 years.

(2) The option as provided above, shall be exercisable once only in respect of either Scheme which shall be final irrespective of any change that may be made in any such scheme from time to time. The fact of exercising such option shall be recorded in the service book of the employee by the Registrar or such other officer nominated by him.

Pension and Gratuity

(3) If any employee fails to exercise the option required under these Statutes wide in the prescribed time limit, he/she shall be deemed to have opted for the Pension, Scheme.

290. (1) Subject to Sub-Statute (3) infra, the employees of the University who opt for Pension Scheme shall be entitled to the pensionary benefits including Family Pension as provided under Orissa Pension Rules, 1977, as amended from time to time, alongwit1 the increases, if any, as admissible from time to time.

(2) Subject to Sub-Statute (3) infra, 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.

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

4) The employees under the Pension Scheme shall subscribe to the General Provident Fund Account which shall be opened and operated in accordance with the provisions contained in the Provident Fund Act and the Orissa General Provident Fund Rules.

Entitlement to pension family Pension and Gratuity Service reckoned up to 58 years in case of

291. Notwithstanding the age of superannuation, the period of qualifying service of employees other than the Class IV employees upto the time when they complete 58' years of age shall be taken into consideration to determine the quantum of their Pension,. Family Pension and Gratuity. In the case of Class IV employees the period of service upto the age of superannuation shall be reckoned for the purpose.

employees other than Class IV.

Qualifying Service.

292. The total qualifying service rendered in any or all of the institutions enumerated in Statute 260 shall count for pension subject to the conditions laid down therein.

Rate of Contribution to C.P.F

293. (1) The employees under the Contributory Provident Fund Scheme shall subscribe to the Fund at the rate or ten percent of their pay and the University shall contribute to the Fund at the same rate.

Provided that an employee shall not be debarred from paying a higher rate of subscription not exceeding the maximum of his pay, in which case, however, the contribution payable by the University at the rate of ten per cent shall remain unaltered.

Provided further that the University shall not pay any contribution to an employee under the C. P. F. Scheme after the employee completes the age of 58 years.

Gratuity under C.P.F. Scheme.

(2) The employees under the Contributory Provident Fund Scheme shall be entitled to Gratuity including Death Gratuity at the same rates and subject to the same maxima on the last pay drawn on completion of 58 years of age or at the time of death before the age of 58 years, as admissible under the Pension Scheme.

Pension fund its administration.

294. (1) There shall be established by the University a Fund to be styled as the "Pension Fund" along with the name of the University prefix to it. The administration of the Fund shall vest in the Director of Treasuries and Inspection, Orissa (herein after referred to as the Director) subject to the control of the Finance Department of the Government of Odisa. The manner of administration of the Fund shall be such as may be determined by the University in consultation with the Director.

294. (1) There shall be established by the University a Fund to be styled as the "Pension Fund" along with the name of the University prefix to it. The administration of the Fund shall vest in the Director of Treasuries and Inspection, Orissa (herein after referred to as the Director) subject to the control of the Finance Department of the Government of Orissa. The manner of administration of the Fund shall be such as may be determined by the University in consultation with the Director.

(2) The Fund shall consist of all sums provided under the appropriate head by the State Government in the Annual Block Grant sanctioned to the University and the amount credited under sub-statute (3) of Statute 290 of these Statutes.

(3) The Fund shall be utilized for the purpose of defraying the retirement benefits envisaged under these Statutes subject to the sanction of the Vice-Chancellor of the University and authorization of the Director and the payment there from shall be made in such manner as may be determined by the University.

Accounting procedure

295. (1) The detailed accounting procedure for operating the Pension Fund shall be such as may be determined by the University in consultation with the Finance Department of the Government of Orissa and the Director.

(2) The Finance Committee of the University shall, in consultation with the Director compute the pension requirement of the University each year and shall make adequate provision in the Pension Fund of the University to meet the pension requirement.

General Provident fund and its administration

296. (1) There shall be established by the University a Fund to be styled as "General Provident Fund" unto which shall be credited the amount specified under Sub-State (4) of Statute 290 along with all the amounts subscribed by the participating employees.

(2), The Fund shall he administered jointly by the Registrar and the Comptroller of Finance in such manner as may be determined by the Syndicate from time to time.

Contributory provident fund and its administration

297. (1) There shall be established by the University a Fund to be styled as "Contributory Provident Fund" unto which all amounts subscribed by the participating employees along with the amount of University contribution in respect of each such employee shall be credited.

(2) An employee under the Contributory Provident Fund Scheme shall subscribe to the Contributory Provident Fund and be guided by the provisions contained in these Statutes.

Funds for pension, Gratuity processing of pension

298 (1) The amount required for payment of Pension, Gratuity the un-utilized amount of earned Leave and University contribution towards C. P. F. shall be provided cinder the appropriate heads of the State Government in the Annual Block Grant sanctioned to the respective Universities. It shall be the responsibility of the Comptroller Finance to draw the amounts earmarked for pension and gratuity and deposit the sane with the Director.

(2) It shall be the duty of the Registrar to process the pension papers of the employees and in consultation with the Comptroller of Finance place the same before the Vice-Chancellor for sanction well in advance of the date of superannuation of the employee and send them to the Director for issue of Pension payment order.

(3) When the processing of pension papers cannot be completed in time, the University may sanction provisional pension taking into consideration the quantum of dues likely to be recovered from the employee as in the case of State Government. The sanction order shall be sent to the Director for payment.

(4) The employees of the University shall draw their pension from the Treasury indicated by them in the application for grant of pension in the same manner as in the case. of State Government employees,

CHAPTER VI
Classification Control Discipline and Appeal

Application of Government Rules.

299. Rules 12, 15 and 16 of the Orissa Civil. Services (Classification, Control & Appeal) Rules, 1962 as amended from time to time and the Government clarification& issued there under in the matter of suspension

and for imposing major and minor penalties, shall apply Mutatis Mutandis to all employees.

Classification of posts.

300. The employees governed under these Statutes shall be classified as in Schedule B: Provided however, that the Syndicate may with the approval of the State Government make amendments, additions or deletions to this Schedule with changes in the recruitment or pay scale as may come into effect from time to time.

Nature of Penalties

301. The following penalties may for good and sufficient reasons be employee :—

(i) fine
(ii) censure
(iii) withholding of (a) increment, (b) 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 time-scale or to g-lower stage in a time-scale:
(vii) compulsory retirement:
(viii) removal from service which shall not be a disqualification for future employment;
(ix) dismissal from service which shall be a disqualification for future employments in the University :

Provided that the penalty of fine shall be imposed only on Class IV employees

Explanation:— The following shall not amount to a penalty within the meaning of this Statute, namely—

(a) Withholding of increments of an employee for failure to pass a departmental examination in accordance with the Rules, Statutes or Orders governing the service or post or the terms of his appointment;
(b) Stoppage of an employee at the efficiency bar in the time-scale on the ground of his unfitness to cross the bar ;
(c) Non-promotion, whether in a substantive or officiating capacity of an employee after consideration of his case to a service, grade or Post for promotion to which he is eligible .
(d) Reversion to a lower service, grade or post of an employee officiating in higher service, grade or post 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 the permanent service, grade or post of an employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the terms of his appointment governing probation ;
(f) Replacement of the services of an employee whose services have been borrowed from the Central or a State Government :
(g) Compulsory retirement of an employee in accordance with the provisions relating to his superannuation or retirement.

(h) Premature retirement of an employee in accordance with these Statutes ;

(i) Termination of the services ;

(i) of an 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

(ii) of a temporary employee in accordance with the terms of his appointment ; or

(iii) of an employee employed under an agreement, in accordance with the terms of such agreement.

Disciplinary authorities

302. (1) The appointing authority may impose any of the penalties specified in Statute 301.

(2) Without prejudice to the provisions of Sub-Statute (1) above, any of the penalties specified in items (i) to (v) of Statute 301 may also be imposed on an employee by the following officers:

(i) The Vice-Chancellor in respect of employees appointed by the Chancellor or the Syndicate.

(ii) the Registrar in respect of all Class III and Class IV employees;

(iii) the Chairman, P. G. Council, Deans, Heads of Departments, Warden of Hostels and Principal of a College managed by the University, in respect of Class III and Class IV employees working under their control ;

(iv) The Branch Officers of the rank of Deputy Registrar and above in respect of Class IV employees working under their control.

Common proceedings.

303. Notwithstanding anything contained in Statute 302 when two or more employees 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 proceeding. In such proceedings the Vice-Chancellor shall be competent to dispose of the proceedings.

Appeals and Review.

304. (1) No appeal shall lie against an order inflicting punishment by the Chancellor. Provided, however, that the Chancellor may on his own motion or otherwise review an original order passed by him.

(2) An appeal shall lie from every order imposing a penalty within a period of three months from the date of communication of the order appealed against as indicated below :

(i) To the Chancellor in respect of any original order passed by the Vice-Chancellor Syndicate :—

(ii) To the Vice-Chancellor in respect of any original order passed by any other officer :

Provided that there shall be no appeal or review from an appellate order.

CHAPTER-VII
Contributory Provident Fund

305. In this Chapter unless theta is anything repugnant in the subject or context :—

(a) 'Employee' means a person appointed by the University as a full time employee and includes the officers and teachers of the University and the employees (both teaching and non-teaching) of the constituent colleges but does not include a part-time employee of the University or of the constituent college or a person on deputation to the University.

(b) 'Family' means—.

(i) in the case of male subscriber, the wife or wives and children of a subscriber and the widow or the widows and children of a deceased son of the subscriber; provided that, if a subscriber proves that his wife has been judicially separated from him or has ceased under the customary law of the community to which she belongs to be entitled to maintenance, she shall thereafter be deemed to be no longer a member of the subscriber's family in matters to which these Statutes relate, unless the subscriber subsequently indicates by express notification in writing to the Registrar of the University that he shall continue to be so regarded ;

(ii) in the case of female subscriber' the husband and children of a subscriber, and the widow or widows and children of a deceased son of a subscriber

Provided that if a subscriber informs in writing to the Registrar expressing her desire to exclude her husband from her family, the husband shall thereafter be deemed to be no longer a member of the family in matters to which these Statutes relate unless the subscriber subsequently cancels formally in writing her former writing excluding him.

Note I—'Children' means legitimate children.
Note II—An adopted child shall be considered to be a child if the Syndicate is satisfied that under the personal law of the subscriber, adoption is legally recognized as conferring the status of a natural child, but in this case only.

When a person has given his child in adoption to another person, and if then under the personal law of the adopter, adoption is legally recognized as conferring the status of a natural child, such a child should for the purpose of this Statute be considered as excluded from the family of the natural father.

(c) 'Fund' means the Contributory Provident Fund of the University;

(d) 'Leave Salary' means the monthly amount paid by the University to an employee on leave;

(e) 'Pay' means the amount drawn monthly by an employee as defined in Rule 33 of the Orissa Service Code;

(f) 'Service' means the total qualifying service as mentioned under Statute 260 including the service interrupted by authorized leave ;

(g) 'Standing Orders' means standing orders of the Syndicate ;

(h) 'Subsistence Allowance' means a monthly grant made to an employee who is not in receipt of pay or leave salary :

(i) 'Subscriber' means an employee of the University who subscribes to the Fund;

(j) 'Syndicate' means the Syndicate of the University ;

(k) 'Trustees' means members of the Board of Trustees constituted under these Statutes ;

(l) 'Year' means a Financial Year beginning on the 1st day of April and ending on the 31st day of March following.

306. All expenses incurred for the administration of the Fund under these Statutes shall be paid by the University.

307. (1) No subscriber shall be entitled to transfer or assign whether by way of security or otherwise his interest or any part thereof, the money lying to his credit in the Fund and no such assignment or transfer shall be valid.

(2) The amount standing to the credit of a subscriber shall not be liable for any attachment under any decree or order of court, or to any claim under the Provincial Insolvency Act. 1909 or the Presidency Towns Insolvency Act, 1920.

308. All withdrawals from the Fund will be made by cheques and both the Register it and Comptroller of Finance will jointly sign the cheques and letters of authority regarding transfer of Fund.

309. An employee who has opted for the Contributory Provident Fund Scheme shall be admitted to the Fund after he/she has rendered continuous service of one year under the University.

contribution

310. (1) A subscriber shall subscribe monthly to the Fund except during the period when he is under suspension.

(2) A subscriber shall contribute to the Fund at his option, during leave, provided that no contribution shall be made to the Fund of an employee when he is on leave without pay :

Provided further that a subscriber on retirement after a period passed under suspension shall be allowed the option of paying in one sum or in installments, any sues not exceeding the maximum amount of arrear subscriptions payable for that period.

(3) Every employee who is eligible to join the Fund shall make an application together with a declaration in the form given in Appendix I.

(4) In case of an employee migrating from any other University of the State or the Government or any ether recognized educational institution, the amount standing at his credit in his former Contributory Provident Fund or Provident Fund may be credited to his new account on acquisition of membership to the Fund and treated as the Opening Balance.

311. (1) The subscriber's subscription shall he deducted from the salary or from wage bills, as the case may be, and credited to the individual account of the subscriber with the University contribution before the 15th of the month following that in which the subscriber's subscription is deducted from his salary or wages.

(2) It shall be open to the subscriber to change the rate of his subscription at the- beginning of the financial year or at such other time as may be permitted by the Compt. roller of Finance.

Nomination.

312. (1) A subscriber shall at the time of joining the Fund send to the Registrar a nomination, conferring on one or more persons the right to receive the amount that may stand to his credit in the Fund, in the event of his death before that amount has become payable, or having become payable, has not been paid ;

Provided that, if at the time of making the nomination the subscriber has a family, the nomination shall not be in favour of any person or persons ether than the members of his family ;

Provided further that the nomination made by the subscriber in respect of any other Provident Fund to which he was subscribing before joining the Fund, shall, if the amount to his credit in such other Fund has been transferred to his credit in his Fund, be deemed to be a nomination duly made under this Statute until he makes a nomination in accordance with these Statutes.

(2) If a subscriber nominates more than one person, he shall specify in the , nomination the amount of share payable to each of the nominees in such manner as to-cover the whole of the amount that may stand to his credit in the Fund at any time failing which the amount shall he paid in equal shares.

(3) Every nomination shall be in one of the Forms set forth in Appendix II as is appropriate in the circumstances.

(4) A subscriber may at any time cancel his nomination by sending a notice in writing to the Registrar. Provided that the subscriber shall along with such notice send a fresh nomination made in accordance with the provisions of this Statute.

(5) A subscriber may provide in a nomination :

(i) in respect of any specified nominee that in the event of his nominee predeceasing the subscriber, the right conferred upon that nominee shall pass to such other person as may be specified in the nomination : Provided that such other person or

persons shall if the subscriber has other members of his family. be such other member or members. Where the subscriber confers such a right on more than one Person under this clause, he shall specify the amount for share payable to each of such persons in such a manner as to cover the whole of the amount payable to the nominee

(ii) that the nomination shall become invalid in the happening of a contingency specified therein : Provided that if at the time of making nomination the subscriber has no family, he shall provide in the nomination that it shall become invalid in the event of his subsequently acquiring family ; Provided further that if at the time of making the nomination the subscriber has only one member of the family, he shall provide in the nomination that the right conferred upon the alternate nominee under clause (i) shall become invalid in the event of his subsequently acquiring other member or members in his family.

(6) Immediately on the death of a nominee in respect of whom no special provision has been made in the •nomination under clause (i) of Sub-Statute (5) or on the occurrence of any event by reason of which the nomination becomes invalid in pursuance of clause (i) of Sub-Statute (5) or the proviso thereof, the subscriber shall send to the-Registrar a notice in writing cancelling the nomination together with a fresh nomination made in accordance with the provisions of these Statutes.

(7) Every nomination 'made and every notice of cancellation given by a subscriber shall to the extent that it is valid; take effect on the data on which it is received by the University.

(8) An up-to-date Register shall he maintained by the University to record all nominations, in the form given in Appendix III.

Note—In this Chapter, unless the context otherwise requires, person or persons shall include a company or association or body of individuals, whether incorporated or not.

Temporary withdrawal

313. (1) The Registrar in respect of all employees except officers and teachers and the Vise-Chancellor in case of officers and teachers of the University way sanction the payment of a temporary advance consisting of a sum of whole rupees and not exceeding in amount three month pay or two-thirds of the amount subscribed by the employee standing to his credit at the time, whichever is less, for one or more of the following purposes :

(i) to meet the expenses in connection with the illness or a disability (including where necessary, the travelling expanses) of the subscriber or any person actually dependent on him;

(ii) to meet the expenses for the higher education of his children.

(iii) to pay obligatory expenses on a scale appropriate to the status which according to customary usage the subscriber has to incur in connection with marriages or other ceremonies of himself or of his

children or of any other person actually dependent on him;

Provided that the condition of actual dependence shall not apply in the case of a son or daughter of the subscriber :

Provided further that the condition of actual dependence shall not apply in the case of an advance required to meet the funeral expenses of a subscriber;

(iv) to meet the cost of legal proceedings instituted by the subscriber for vindicating his position in regard to any allegation made against him in respect of any act done or purporting to be done by him in the discharge of his official duties :

Provided that the advance under this Sub-Statute shall not be admissible to a subscriber who institutes legal proceedings in any court of law in respect of any matter unconnected with his official duty or against the University in respect of any condition of service or penalty imposed on him.

(v) to meet the cost of his defense where) the subscriber is prosecuted by the University in any court of law or where the subscriber engaged a legal practitioner to defend himself in an enquiry in respect of any alleged official misconduct on his part;

(vi) for capital expenditure to be incurred in acquiring any property of permanent value in his own interest or of his family, such as purchasing house site, building or construction of a house.

(2) An advance shall not, except in special cases, the reasons for which shall be recorded in writing, be sanctioned to any subscriber in excess of the limit laid down in Statute 313 until repayment of the last installment of any previous advance :

Provided that in no such special case, the amount so sanctioned shall exceed six months ply or 80 per cent of his share of contribution in the Fund, whichever is less?

314. (1) The sanctioning authority may reject an application for an advance to repay a debt incurred on account of illness or any other recognized purpose not included in the aforesaid provisions, made unreasonably long after the event to which it relates.

(2) Advances are not rigidly confined to the subjects mentioned in clauses (i) and (ii) of Sub-Statute (1) of Statute 313 but may be sanctioned only for reasons no less cogent. An Advance may not be granted to repay ordinary debts, or to furnish security deposits or to purchase motor cars or other means of conveyance.

315. The Authority which sanctioned an advance, may order for refund of the entire advance already made if he is satisfied that the advance has not been utilized for the purpose for which it was made.

316. (1) An advance shall be recovered from the subscriber in such number of equal monthly installments as the sanctioning authority may direct, but such number shall not be less than twelve unless the subscriber so elects and more than twenty-four. In special cases where the amount of advance exceeds three month pay of the subscriber under sub-statute (1) of Statute 313 the sanctioning authority may fix a large number of installments not exceeding forty-eight installments. A subscriber may at his option, repay

more than one installment in a month. Each installment shall be a member of whole rupee, the amount of the advance being raised or reduced, if necessary, to admit the fixation of such installments.

(2) When a loanee of a Provident Fund wants to repay the entire balance-outstanding in one installment in one lump sum irrespective of the number of installments-allowed, such amount may be accepted. The procedure in such cases should be that the Manse concerned should deposit the amount to the credit of the University Employees Contributory Provident Fund in the State Bank of India and produce the challan before the Comptroller of Finance.

317. Recovery shall commence in the month immediately following the month in which the advance is drawn. If the subscriber, by the time the recovery is to commence, is on leave for a period of not less than one month or if is under suspension and is in receipt of subsistence allowance, recovery of the advance shall, on the application of the subscriber to be sent to the Comptroller of Finance before 25th of each month be stayed during the period of such leave or suspension, as the case may be.

318. If an advance has been granted to a subscriber and drawn by him and the advance is subsequently disallowed before repayment is completed, the whole or the balance of the amount drawn shall forthwith be repaid by the subscriber to the Fund or in default be recovered by deduction from the emoluments of subscriber by installments or otherwise, as may be directed by the authority competent to grant an advance, and such amount shall be credited to the subscriber's account in the Fund.

319. The Vice-Chancellor may sanction non-refundable advance form the Fund at any time if a subscriber has rendered twenty years of service or has ten years of service before retirement for the following purposes, namely :—

(1) To meet the cost of higher education (P. G. Course)

(i) of the children of the subscriber or any person actually fully dependent upon him;

(ii) for education outside India whether for academic, technical, professional and vocational course;

(iii) for medical, engineering, and other technical or specialized courses in India beyond the High School stage provided that the course of studies is of not less than 3 years duration;

(iv) for medical treatment of family. members outside the State as recommended by the competent Medical Authority;

(2) To perform the marriage of the subscriber's daughter or sons: 50% of the subscriber's subscription standing at his credit or 6 (six) months' pay whichever is less subject to the maximum of three times during the entire service ;

(3) To purchase house sites, or purchase or construct a house including the cost of site and for repairs additions and alterations of house owned by him, only once during the entire service career :

75% of the subscriber's subscription standing at his credit.

Final withdrawal

320. Final withdrawals from the Fund shall be made only in case of retirement, death, dismissal, discharge or resignation: The amount to the credit of a subscriber shall be subject to such deductions as the Syndicate may decide to cover loss or damage sustained by the University through the subscriber's misconduct or negligence proved in a proceeding but such deductions shall not exceed the University's contribution and the interest thereon.

321. When a member appointed on contract for a specified period ceases to be in service of the University on account of the termination of his contract or he quits the service with the full consent of the University, he shall be entitled to the whole amount standing to his credit in the Fund on the date of termination of the contract, or the date of his relief from service, as the case may be, notwithstanding anything to the contrary contained in Statutes 320 and 322.

322. When a subscriber quits the service of the University on account of voluntary resignation, dismissal, discharge or cessation of service by operation of law he shall be paid the amount contributed by him and the interest thereon. He may also be paid the contribution by the University standing to the credit of his account as on the date of his resignation, dismissal etc. as the case may be and the interest thereon (hereinafter called remaining balance) to which he may be entitled :

Provided that in case of dismissal of an employee the Board shall have power to forfeit the University's contribution together with interest thereon till the date of dismissal but before exercising the power of forfeiture the Board may call upon the member in writing to show cause as to why the forfeiture shall not be made and the Board shall decide the amount to be forfeited after taking into account any representation made by the employee.

323. When a subscriber :-

(1) has proceeded on leave preparatory to retirement or if he is an employee in a vacation department on leave preparatory to retirement combined with vacation; or

(2) While on leave has been permitted to retire or has been declared by a competent medical authority to be unfit for further service.

The amount standing to his credit in the Fund shall upon application made by him in that behalf to the Registrar become payable to the subscriber after his retirement from service.

324. (1) On the death of a subscriber the entire amount standing to his credit shall be paid to a member or members of his family in accordance with his nomination made to this effect.

(2) If no such nomination in favour of a member or members of the family of the subscriber subsists, or if such nomination relates only to a part 'of the amount standing to his credit in the Fund, the whole amount or the

part thereof to which the nomination does not relate, as the case may be, shall become payable to the members of his family in equal shares :

Provided that no such share shall be payable to—

(i) sons who have attained legal majority;
(ii) sons of a deceased son who have attained legal majority;
(iii) married daughters whose husbands are alive;
(iv) married daughters of a deceased son whose husbands are alive;

if there is any member of the family other than those specified in clauses (i), (ii), (iii) and (ii) above.

Provided further that the widow or widows and the child or children of a deceased son shall receive between them in equal parts only the share which that son would have received if he has survived the subscriber and has been exempted from the provisions of clause (i) the first proviso.

Explanation: For the purpose of this Statute, a member's posthumous child, if born alive shall be treated in the same way as a surviving child born before the member's death.

(3) When the subscriber leaves no family, if a nomination made by him in accordance with the provision of Statute 312 in favour of persons subsists, the amount standing at his credit in the Fund or the part thereof to which the nomination relates shall become payable to his nominee in accordance with the nomination in the proportion specified in the nomination.

Payments.

325. (1) When the amount standing to the credit of a subscriber in the Fund becomes payable it shall be the duty of the Comptroller of Finance to make payment, as provided in Section 4 of the Provident Fund Act, 1925.

(2) If the person to whom under these Statutes any amount or policy is to be paid, assigned, reassigned or delivered, is a lunatic for whose estate a manager has been appointed in this behalf under the Indian Lunacy Act, 1912, the payment or reassignment or delivery will be made to such manager and not to the lunatic.

(3) Any person who desires to claim payment under these Statutes shall send a written application in that behalf to the Comptroller of Finance.

Interest.

326. (1) The University shall pay to the credit of the account of a subscriber interest at such rates as may be determined for each year, by the Board of Trustees of the Fund, as constituted under Statute 327 for payment to the credit of the account of the subscriber to the Fund ;

Provided that no interest shall be payable in respect of any advance payable under these Statutes.

(2) Interest shall be credited with effect from the last day in each year in the following manner :—

(i) on the amount at the credit of a subscriber on the last day of the preceding year, less any sums withdrawn during the current year: interest for twelve months:

(ii) on all sums credited to the subscriber's account after MO last day of the preceding year: interest from the date of deposit upto the end of the current year :

(iii) en sums withdrawn during interest from the first day of the current year: the current year upto the last day of the month preceding the month of withdrawal;

(iv) the total amount of interest shall be rounded to the nearest whole rupee (fifty paise counting as the next higher rupee) :

Provided that when the amount standing to the credit of a subscriber has become payable the interest shall thereupon be credited under this sub-statute in respect of the period from the beginning of the current year or from the date of deposit, as the case may be, up to the date on which the amount standing at the credit 01 the subscriber becomes payable.

(3) In this Statute the date of deposit shall be deemed to be the first day of the month in which it is recovered:

Provided that where there has been a delay in drawal of pay or leave salary and allowances of subscriber and consequently the recovery of his subscriptions to-wards the fund the interest on such 'subscriptions shall be payable from the month in which the pay of leave salary of the subscriber was due under the rules, irrespective of the month in which it was actually drawn.

(4) If a subscriber ceases to be an employee of the University no interest shall accrue on his provident fund accumulation after one year of cessation of service.

Management

327. (1) For administration of the Fund there shall be a Board of Trustees consisting of the following members :—

(i) Vice-chancellor;
(ii) Registrar;
(iii) Comptroller of Finance;
(iv) One member of the Syndicate to be nominated by the Vice-Chancellor;
(v) One member of the Senate to be nominated by the Vice-Chancellor;
(vi) Two representatives of the employees, one from among the teachers and the other from the rest, to be nominated by the Vice-Chancellor.

(2) The Vice-Chancellor when present shall preside over the meetings of the Board of Trustees and in his absence the members present shall elect a Chairman to preside over such meetings.

(3) A member of the Board of Trustees, other than an ex-officio member, shall hold office for a period of three years from the date of his appointment: Provided that he shall cease to be a member as soon as he ceases to hold the office by virtue of which he has been appointed 34 a member of the Board of Trustees or after the expiry of the period for which he has been appointed as a Trustee or due to death or resignation.

Procedure at meetings.

328. (1) Subject to sub-statute (2) no act or proceeding of the Board of Trustees shall be invalid merely by reason of absence of an:' member in the meeting.

(2) At any meeting of the Board, three trustees including one member representing either the teachers or the other employees shall constitute the quorum. Any decision taken or deliberations made in a meeting in which quorum is not present shall be invalid.

(3) Decision of the majority at any meeting of the board of Trustees shall be deemed to be the decision of the Beard and shall be legally binding in all matters.

(4) The Vice-Chancellor who is the Chairman or any other trustee who is elected to preside over the Board in the Absence of the Vice-Chancellor shall have a casting vote in addition to his vote as a trustee.

(5) The minutes of the meetings shall be recorded in the Minutes Book after confirmation of the minutes by the Trustees in their next meeting or by circulation of the minutes among the Trustees present in the meeting to which the minutes relate.

329. It shall be the duty of the trustees to administer the Fund and for this purpose they shall have the power to issue such instructions for the day to day administration of the Fund from time to time as they deem suitable subject to the provisions of these Statutes.

Protection: of action done in good faith.

330. No suit or other legal proceeding shall lie against any member of the Board of Trustees in respect of anything which is done in good faith or intended to be done under these Statutes.

331. The trustees shall have power, subject to the approval by the Syndicate, to employ persons to attend to legal work relating to the Fund.

332. The Comptroller of Finance shall be the ex-officio Secretary of the Board.

333. All correspondence, secretarial work and maintenance of accounts relating to the administration of the Fund shall be conducted by the Comptroller of Finance on behalf of the Board of Trustees.

334. The Board shall have full control of the Fund. In the matter of a dispute between the Board and the subscribers, or between the trustees themselves arising out of these Statutes, the decision of the Syndicate shall be final and legally binding.

335. (1) As much of the total collections in a month along with the balance of collections if any of the earlier months after meeting all demands for payment on account of loans and final payments as may be decided by the Board shall be invested in such securities or other investments as the Board may decide from time to time.

(2) As and when necessary, the Board may raise such sum or sums as required for the purposes of the Fund by sale, pledge or hypothecation of the investment or a part there of.

Rules of procedure-

336. (1) An employee who is required or permitted to subscribe to the Fund shall send an application in the prescribed form in duplicate to the Comptroller of Finance for the allotment of a permanent number to him in accordance with Statute 310. This number shall always be referred to in all transactions or correspondence relating to the account of the subscriber.

(2) The Comptroller of Finance shall maintain a Provident Fund Ledger in the form given in Appendix IV of which separate pages shall be assigned to individual subscribers wherein shall be entered each month the amount of each subscription, amount of the University's contribution and the monthly balance on which interest is to be calculated.

(3) The Comptroller of Finance shall open a Savings Bank Account with the Post Office or a special account with the local State Bank of India as the Board may decide. As soon as may be at the beginning of each month, in any case not later than the 4th day of each month, the Comptroller of Finance shall deposit into the Savings Bank the amount of all subscriptions recovered and the contribution payable by the University thereon.

(4) Before a cheque is withdrawn from the University Account for payment of subscription and contribution into the Contributory Provident Fund Account a bill shall he prepared by the Comptroller of Finance for the amount in the form given in Appendix V.

(5) The Comptroller of Finances shall maintain a Contributory Provident Fund Account showing all transactions of the Fund and shall reconcile the monthly balance with the bank balance in the Savings Bank Account.

(6) When a sum is to be withdrawn from Contributory Providence Fund Account for final payment to a subscriber of his nominees or heirs or for investment in accordance with the decisions of .the Board of Trustees, a bill shall be prepared by the Comptroller of Finance and put up before the Board. All final payments from the Provident Fund shall be made with the approval of the Vice-Chancellor.

(7) When a withdrawal represents a temporary advance allowed to a subscriber in accordance with the provisions of Statute 313 the Comptroller of Finance shall watch the repayments through the Register of Clearance of Advances and ensure that recoveries of repayments are made regularly in the prescribed monthly installments.

(8) Recoveries of advances shall be credited as they are made to the account of the subscriber in the fund.

337. (1) At the end of each year the accounts of individual subscribers shall be closed after addition of interest to which the subscribers are entitled,

(2) The subscriber shall be supplied pass book as prescribed in Appendix Vi, The subscriber should produce the same at the end of each month within 26th to 30th) to the Comptroller of Finance for making necessary entries towards subscription, loan recovery and University share of contribution, The interest accrued shall be credited at the end of each financial year in the subscribers pass book Any discrepancies be brought to the notice of the Comptroller of Finance for rectification.

338. All declarations of nominations made by subscribers shall be kept by the Comptroller of Finance in safe custody and a record thereof kept in Register of Nominations (Appendix III) Such nominations shell be serially numbered and the number of nominations quoted in the account of the subscriber in the Ledger.

339. An Investment Register shall be maintained, giving details of the investment. for watching the maturity of investments and recovery of interest, The investments may be reinvested on their maturity in accordance with the decisions of the Board,

340. A revenue account shall be maintained showing credits for incomes received including interest from investments and debits for such expenses as properly chargeable to the account of the Fund.

341. A Capital Reserve Account shall be maintained !hawing credits oat account of profits realized on sale of investments, surplus arising out of annual valuation of investment at cost, at par or at market value whichever is the lowest and debits on account of losses on sale and valuation on the same basis

342. The Board of Trustees shall get the accounts of the Fund audited yearly as in the case of the other accounts of the University by Auditors of Local Fund Audit Organization. Finance Department, Government of Orissa and shall furnish an Annual Report on the administration of the Fund along with the audited accounts and Auditors report thereon to the Syndicate.

CHAPTER III
Miscellaneous

Saving of certain actions,

343. Nothing in these Statutes shall operate either to deprive any person of 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.

Regulation of May and allowances.

344. 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 ate earned and the leave and leave i salary by the Statute in force at the time leave is granted.

Relaxation.

345. Where the Chancellor is satisfied that the operation of any provision contained in Part XIV of 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.

Power to issue instructions.

346 If on any particular point the Statutes in Part XIV 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.

Interpretation.

347. If any question arises as to the interpretation of these Statutes, the Stet Government may give a decision thereon which shall be final.

Repeal and Savings.

348. (1) The Utkal University Statutes. 1966, the Berhampur University Statutes 1966, the Sambalpur University Statutes, 1966. Sri Jagannath Sanskrit Vishvavidyalaya Statutes, 1981 and the Orissa Universities Employees (Conditions of Service) Statutes, 19 , are hereby repealed.

(2) Notwithstanding such repeal, the actions taken, things done, orders made or notifications issued under the said Statutes shall be deemed to have been taken, done, made or issued under these Statutes.

SCHEDULE 'A'
(Statute-25S)
An Objective System of Evaluation of Candidates for Teaching Posts.

FOR PROFESSORS AND READERS	**I CLASS**	**II CLASS**	**III CLASS**
(1) General Career			
Matriculation	2	15	1
Intermediate	3	2	1.5
Degree (Honours)	5.5	3.5	2 (Pass)
Distinction	1	..	..
P. G. Degree* 48-52.9%	..	6	4
53-56.9%	..	7	..
57-59.9%	..	7.5	..
60—and above	8	..	
(2) Research Degree			
(a) M, Phil.	5		
(b) Ph. D.	10		
(c) For both M. Phil. & Ph.	12		
(3) Teaching Experience Only Honours and P. G Teaching (One mark for each completed year, subject to a maximum of 10 marks over and above the minimum prescribed years).			10
(4) Research Publications (Publications in National/ International Journals only).			10
(5) Viva-Voce			25
(6) Confidential Character Roll/ Performance Appraisal Report or other such equivalent documents			13.5
	Total marks	…….	90

FOR LECTURERS

Same as a above except that in the case of teaching experience, the maximum marks shall be 5 (five) at the rate of one mark for each completed year in the case of P. G. teaching, 314 mark for Honours teaching and 112 mark for graduate level teaching.

NOTE :—(1) In case of candidates from Universities/Institutions which follow a system of Grades, their grades shall be converted to marks as under :

'0' Grade	….. 90% - 100%	'C' Grade ……	50%-59%
'A' Grads	….. 70% - 79%	'D' Grade ……	40%-49%
'B' Grade	….. 60% - 69%		

(2) * Except in the case of multi-disciplinary subjects, marks are to be awarded only where the degree etc. are in the concerned subjects.

(3) In the case of candidates with more than one Bachelor's Degree, only the degree in the concerned subject shall be awarded marks, the Divisions obtained being treated on par with Honours.

SCHEDULE 'B
Classification of Posts

(Statute 300)

Class I Posts—

Registrar
Professors and Teachers of equivalent rank
Director, Academic Staff College
Comptroller of Finance
Deputy Registrar
Controller of Examinations
Deputy Controller of Examinations
Deputy Comptroller
Development Officer
Readers and teachers of equivalent rank
Librarian/Chief Librarian
Director, College Development Council
Director, Adult Education
Director, Academic Staff College
Director, Students Welfare
Deans
Executive Engineer or any other officer of the rank of Executive Engineer designated otherwise Manager, University Press.
Other officers equivalent in rank to the officers listed above

Class II Post -

Lecturers and teachers of equivalent rank
Assistant Registrar
Assistant Controller of Examinations
Assistant Engineer
Assistant Director of NAEP
Assistant Librarian
Students Welfare Officer
Budget-cum-Accounts Officer
Accounts Officer
Administrative Officer
Project Officer, NAFP
Coordinator, NSS
Medical Officer, Health Centre
Sanitary to Vice-Chancellor
Other officers equivalent in rank to the officers listed above

Class III Post -

Office Superintendent
Section Officer
Superintendent, Issue Section
Personal Assistant
Assistant Archivist
Micro—Analyst Field
Assistant Coaches
Field Work Instructor

Research Assistant
Herbarium Keeper
Physical Training Instructor
Head Typist
Laboratory Assistant
Curator/ Pandit Assistant
Electrician Grade III
Artist-cum-Photographer
Senior Stenographer/Junior Stenographer
Senior Assistant
Junior Assistant/Diarist-cum-Despatcher
Auditor
Senior Typist/ Junior Typist
Store-keeper
Driver (Heavy/Light)
Telephone Operator
Mason
Mechanics including motor mechanic
Glass Blower
Professional Assistant
Care Taker
Pasting Clerk
Pump Driver
Plumber Mistry
Treasury Sarcar
Khansama
Wireman
Binder
Programmer
Computer Operator
Key-punch Operator
Other employees equivalent in rank to those listed
Above

Class iv Posts -

Attender
Zamadar
Daftary including Binder-cum-Daftary
Mali/Gardener
Gasman and Waterman
Matron
Speciman Collector
Bearer
Peon
Watchman/ Choukidar
Sweeper
Helper
Animal House Keeper
Cleaner
Other employees equivalent in rank to those listed above

SCHEDULE--C

(Statute-4)

CONFIDENTIAL REPORT FOR TEACHERS OF UNIVERSITY
(TO BE FILLED * AT THE END OE EVERY ACADEMIC (YEAR)

Report for the year/period ending _____

GENERAL INFORMATION-
(To be filled in by the office)
(a) Name
(b) Address
(Residential)
(c) Designation
(d) Department
(e) Date of appointment
(i) In the institution
(ii) In the present post
(f) Pay scale
(g) Present pay

PART-I **SELF ASSESSMENT OF THE TEACHER**
(To be field in by the Teacher concerned)

A. TEACHING

L. Lecture
T. Tutorial
P. Practical

(a)Course taught

Class	Course title	Periods allotted per week			Periods actually taught in the year		
		L.	T.	P.	L.	T.	P.
	(i) DEGREE/DIPLOMA						
	(ii) P. G.(M.A.,M.Sc., M. Com., LL M, etc.)						
	(iii) M. Phil						
	(iv) Any other						

*Please see for instructors on how to fill up the form

(b) Did you supply the lecturer Teaching Plans of the course to the students? How many? If yes, give a specimen copy.

(c) Did you supply the synopses of your lecturers to the students? How many? If yes, give a specimen copy.

(d) Did you give a list of reading material to your students? If yes, give the list.

(e) Reasons for the different in the allotted periods and those actually engaged (Month-wise)

(f) Steps taken to fill the gaps in (e) above.

(g) Internal evaluation of students carried out-

(i) Tests

(ii) Quizzes

(iii) Home strengnments

(iv) Any other

(h) Results of the courses taught (Last Published Results)

Results of Part-I P.G. Exam.

Results of Part-II P.G. Exam.

Results of other Exam.

B. INNOVATIONS IN TEACHING

(a) Contributions, if any, to development of curriculum. Give a brief description.

(b) Innovations in teaching methods. Give a brief description.

(c) Innovations in laboratory experiments, if any. Give a brief description.

(d) Innovations in evaluation methods.

(e) Preparation of reading materials, text books, laboratory manuals, etc. (give a brief description and participations as in format below)

Title of the work	Name of the publisher/printer	Date and year of publication	Remarks (like co-authors, etc.)

C. IMPROVEMENT OF QUALIFICATIONS

(Refresher courses attended, summer schools, workshops, open University courses/ M.Phil/ Ph.D.)

Name of course/Diploma/Degrees	Name of the University	Subjects with specializations	Duration	Year Marks/grade obtained

D. RESEARCH WORK DONE:

(a) No. of M. Phil./ Ph.D. students guided in the year (Give names of students)

(b) No. of students awarded M. Phil./Ph.D. degree (Give names of students and titles of thesis)

(c) No. of research papers published.

Title of the paper	Name of the Journal	Date and year of publications	Remarks (co-authors)

(d) Research Projects in progress

Title of the project	Name of the funding agency	Duration	Remarks

(e) Seminar, Conferences, Symposia attended

Name of the Seminar Conf./ Symposia	Name of the sponsoring agency	Country and Date	Paper contributed	Remarks

(f) Patents taken, if any, Give a brief description

(g) Membership of professional bodies

E. EXTENSION WORK:

(a) Please give a short account of your contribution to-

(i) Service of the community in the solution of their problems

(ii) Inculcation of the values of national integration, secularism, democracy, socialism, humanism, peace and the scientific temper.

_____Popular lectures

_____Popular writings

_____other ways

(iii) adult education, flood or drought relief and similar other activities.

(b) positions held in organizations linked with extension work and national social service, (N.S.S.)

(c) position held in N.C.C., it applicable

(F) ADMINISTRATION

Please give a short account of your contribution to-

(a) Administration of the College /Department
(b) Organization of co- and extra-curricular activities
(c) Residential life of students
(d) Maintenance of student discipline
(e) Decision making and advisory bodies of your and other universities/ academic institutions
(f) Professional organizations of teachers

G. ASSESSMENT

(a) Please state the honours conferred on you by-

_____your students

_____your peers

_____Government

_____others

(b) Did you get the curricular programme evaluated by students? If so, please give its finding

H. GENERAL DATA

(a) What in your judgment was your most important contribution?

(b) What were the major difficulties that you faced?

(c) What are your suggestions for the future?

Signature of Teacher

PART II – OBSERVATIONS BY THE HEAD OF DEPRTMENT

REPORTING AUTHORITY

(a) Verification of factual data
(b) Observations regarding academic work
(c) Observations about character, sociability and integrity of the teacher

Signature of the Head of the

Department/ Reporting Authority

PART III – REMARKS OF CHAIRMAN P.G. COUNCIL/ DEAN/ REVIEWING AUTHORITY

Date _____ Signature of the Chairman

P. G. Council/ Dean

PART IV – REMARKS OF VICE-CHANCELLOR/ ACCEPTING AUTHORITY

Date _____ Signature of the Vice-Chancellor

Record of action taken, if any.

INSTRUCTIONS

1. The Confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/ her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should therefore; undertake the duty of filling out the form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a developmental one. The reporting officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reporting upon.

3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. If the Reviewing Authority is satisfied that the Reporting Authority had made the report without due care and attention he shall record a remark to that effect in part III. The remarks shall also be entered in the Confidential Roll of the Reporting Authority.

5. Every answer shall be given in a narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the authority recording the answer. Please use unambiguous and simple language. Please do not use omnibus expressions like ―outstanding‖, ―very good‖, ―good‖, ―average‖, ―below average‖ while giving your comments against any of the attributes.

6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting officer & the officer reported upon should meet during the course of the year at regular intervals to review the performance & to take necessary corrective steps.

7. It should be the endeavor of each appraisal to present the trust possible picture of the appraisal in regard to his/her performance, conduct, behavior and potential.

8. Assessment should be confined to the appraisee‘s performance during the period of report only.

9. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

10. Aspects on which an appraise is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

Note – The following procedure should be followed in filling up the column relating to integrity-

(i) If the officer‘s integrity is beyond doubt, it may be so stated.
(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:
    (a) A separate secret note should be recorded and followed up. A copy of the note should also sent together with the confidential report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting officer should state either that he had not watched the officer‘s work for sufficient time to form a definite judgment or that he has heard nothing against the officer as the case may be.
    (b) If, as a result of the follow up action, the doubts or suspensions are cleared, the officer‘s integrity should be certified and an entry made accordingly in the Confidential Report.
    (c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.
    (d) If, as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer‘s conduct should be watched for a further period and their after action taken as indicated at (b) and (c) above.

SCHEDULE – D

Statute 6

CONFIDENTIAL REPORT FOR UNIVERSITY OFFICERS

Name of the Officer _____

Report for the year _____ **Period ending** _____

PART I

PERSONAL DATA

(To be filled by the Administrative Section)

1. Name:

2. Date of entry into:
   (i) University service:
   (ii) Any other service prior to (i) above:

3. Date of birth:

4. Qualifications:
   (i) Academic
   (ii) Professional

5. Present post and date of appointment there to: Date Post

6. Period of absence from duty
   (on leave, training, etc., during the year.
   If he has undergone training, please specify)

PART – II

To be filled in by the Officer reported upon

(Please read carefully the instructions given at the end of the form before filling the entries)

1. Brief description of duties:

2. Please specify the objectives set form yourself or that were set for you in order of priority, and your achievement against each objective:

Objectives	**Achievements**

3. (a) Please state briefly the short falls with reference to the objectives referred to in column 2. Please specify constraints, if any in achieving the objectives:

   (b) Please give your suggestions for removal of constraints:

PART – III

To be filled in by the Reporting Authority.

(Please read carefully the instructions given at the end of the form before filling the entries)

A. NATURE AND QUALITY OF WORK

(1) Please comment on Part II as filled in by the officer and specifically state whether you agree with the answers relating to targets and objectives, achievements and shortfalls. Also specify constraints, if any, in achieving the objectives.

(2) Quality of output: Please comment on the officer‘s quality of performance having regard to standard of work and programme, objectives and constraints, if any:

(3) Knowledge of sphere of work: Please comment specifically on each of these–
   (a) Level of knowledge of functions, related instructions and their applications:
   (b) Knowledge of Service Rules:
   (c) Knowledge of University Act, Statutes and Regulations:

B. ATTRIBUTES

(1) Attitude to work–

Please comment on the extent to which the officer is dedicated and motivated and on his/her willingness and initiatives to learn and systematize his/her work:

(2) Decision-making ability–

Please comment on the quality of decision-making and on ability to weigh pros and cons of alternatives.

(3) Initiative–

Please comment on the capacity and resourcefulness of the officer in handling unforeseen situations on his/her own and willingness to take additional responsibility and new area of work.

(4) Ability to inspire and motive–

Please comment on the capacity of the office, to motivate, to obtain willing support by own conduct and capacity to inspire confidence:

(5) Communicate skill (written and oral)

Please comment on the ability of the officer to communicate and on his/her ability to present arguments in noting‘s, drafting and meetings:

(6) Inter-personal relations and team work–

Please comment on the quality of relationship with superiors, colleagues and subordinates, and on the ability to appreciate other‘s point of view and take advice in the proper spirit. Please also comment on his/her capacity to work as a member of a team and to promote team spirit and optimize the output of the team:

(7) Relation with the students, candidates for University Examinations, teaching and other staff of P.G. Department/ Colleges and others concerned with the University.

Please comment on the officer‘s accessibility to the public and responsiveness to their needs:

C. ADDITIONAL ATTRIBUTES (for officers of 12 years of service and above only)

1. (a) Planning ability–
   Please comment whether the officer anticipates problems, work-needs and plans accordingly and is able to provide for contingencies.

   (b) Handling Examination matters, like programming of examinations and working to schedule, promptness in meeting exigencies arising out of dislocation of examination schedule or any other disturbance:

2. Supervisory ability–

   Please comment on the officer‘s ability relating to:
   (i) Proper assignment to tasks:
   (ii) Identification of proper personnel for performing the tasks:
   (iii) Guidance in the performance of tasks; and
   (iv) Review of performance:

3. Co-ordination ability–

   Please comment on the extent to which the officer is able to achieve co-ordination in formulation and implementation of tasks and programmes by different functionaries involved.

4. Aptitude and Potential–

   Please indicate three fields of work from amongst following for possible specialization and career development of the officer. Please mark 1, 2, 3 in three appropriate boxes–

   1. Personnel Administration
   2. Financial Administration
   3. Educational Administration
   4. Planning

5. Any other field (Please specify)

5. Training–
   Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer. (While specifying the areas of training, it is not necessary to confine to the fields referred to in column 4):

PART–IV
GENERAL

1. State of health

2. Integrity–
   (Please see Note below the instructions)

3. General assessment–
   Please give an overall assessment of the officer with reference to his/her strength and shortcomings and also by drawing attention to the qualities if any not covered by the entries above:

4. Grading–
   (Outstanding/ Very good/ Good/ Average/ Below Average)
   (An officer should not be graded outstanding unless exceptional qualities and performance have been noticed; grounds for giving such a grading should be clearly brought out)

Signature
PLACE (Name in block letters)
DATE Designation
(During the period of Report)

PART–V
Remarks of the Reviewing Authority

1. Length of service under the Reviewing Authority:
2. Is the Reviewing Authority satisfied that the Reporting Authority has made his/her report with due care and attention and after taking into account all the relevant material?
3. Do you agree with the assessment of the officer given by the reporting authority?
   (In case of disagreement, please specify the reason: Is there anything you wish to modify order?)
4. General remarks with specific comments about the general remarks given by the reporting authority and remarks about meritorious work of the officer including the grading:
5. Has the officer any special characteristics and/or any abilities which would justify his/her selection for special assignment or/out of turn promotion? If so, specify.

Signature of the Reviewing Authority
PLACE Name in block letters:
DATE Designation
(During the period of Report)

PART–VI

Remarks of the Accepting Authority

(i.e. next superior authority)

Signature of the Accepting Authority

PLACE

Name in block letters:

DATE

Designation

(During the period of Report)

INSTRUCTIONS

1. The confidential Report is an important document. It provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The officer reported upon, the Reporting Authority, the Reviewing Authority and the Accepting Authority should, therefore, undertake the duty filling out this form with a high sense of responsibility.

2. Performance appraisal through Confidential Reports should be used as a tool for human resource development. Reporting Officers should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault-finding process but a developmental one. The reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.

3. The columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.

4. If the Reviewing Authority is satisfied that the Reporting Authority has made the report without due care and attention he shall record a remark to that effect in part III. The remarks shall also be entered in the Confidential Roll of the Reporting Authority.

5. Every answer shall be given in narrative form. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of authority recoding the answer. Please use unambiguous and simple language. Please do not use ambiguous expressions like ―very good‖, ―good‖, ―average‖, ―below average‖ while giving your comments against any of the attributes.

6. Although performance appraisal is a year-end exercise, in order that it may be a tool for human resource development, the Reporting officer & the officer reported upon should meet during the course of the year at regular intervals to review the performance & to take necessary corrective steps.

7. It should be the endeavor of each appraisal to present the trust possible picture of the appraisal in regard to his/her performance, conduct, behavior and potential.

8. Assessment should be confined to the appraisee‘s performance during the period of report only.

9. Some posts of the same rank may be more exacting than others. The degree of stress and strain in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.

10. Aspects on which an appraise is to be evaluated on different attributes are delineated below each column. The appraiser should deal with these and other aspects relevant to the attributes.

Note – The following procedure should be followed in filling up the column relating to integrity-

(i) If the officer‘s integrity is beyond doubt, it may be so stated.
(ii) If there is any doubt or suspicion, the column should be left blank and action taken as under:

(a) A separate secret note should be recorded and followed up. A copy of the note should also sent together with the confidential report to the next superior officer who will ensure that the follow up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting officer should state either that he had not watched the officer‘s work for sufficient time to form a definite judgment or that he has heard nothing against the officer as the case may be.

(b) If, as a result of the follow up action, the doubts or suspensions are cleared, the officer‘s integrity should be certified and an entry made accordingly in the Confidential Report.

(c) If the doubts or suspicions are confirmed, this fact should also be recorded and duly communicated to the officer concerned.

(d) If, as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed, the officer‘s conduct should be watched for a further period and their after action taken as indicated at (b) and (c) above.

SCHEDULE 'E'

(Statute–211)

1.

Acharya	Part–I	Third Monday of May
Examination	Part–II	Third Monday of May

2. Ayurveda Acharya (Bachelor of Ayurvedic Medicine and Surgery)

First Examination	Second week of April	Third week of October
Second Examination	Second week of April	Third week of October
Third Examination	Second week of April	Third week of October
Fourth Examination	Second week of April	Third week of October
Fifth Examination	Second week of April	Third week of October

3. Bachelor of Science (Engineering)

First Examination	Fourth week of November	Fourth week of May
Second Examination	Fourth week of November	Fourth week of May
Third Examination	Fourth week of November	Fourth week of May
Final Examination	Fourth week of November	Fourth week of May

4. Bachelor of Dental Surgery

First Examination	Fourth week of November	Fourth week of May
Second Examination	Fourth week of November	Fourth week of May
Third Examination	Fourth week of November	Fourth week of May
Final Examination	Fourth week of November	Fourth week of May

5. Bachelor of Fine Art & Craft

First Examination	First week of April	First week of May

6. Bachelor of Homeopathic Medicine and Surgery (B.H.M.S.)

First Examination	Second week of April	Second week of October
Second Examination	Second week of April	Second week of October
Third Examination	Second week of April	Second week of October
Fourth Examination	Second week of April	Second week of October

7. Bachelor of library & Information Science Examination. → Third week of July

8. Bachelor of Medicine & Bachelor in Surgery Examination (M.B.B.S.)

First M.B.B.S. Examination	Frist week of April	First week of October
Second M.B.B.S. Examination	Frist week of April	First week of October
Final M.B.B.S. Examination	Frist week of April	First week of October

9. Bachelor of Music Examination → First week of December

10. Bachelor of Pharmacy Examination

First Examination	Third week of April	Third week of October
Second Examination	Third week of April	Third week of October
Third Examination	Third week of April	Third week of October
Final Examination	Third week of April	Third week of October

11. Bachelor of Physical Education Examination → First week of July

12. Bachelor of Science (Nursing)

First year Examination	Third week of October	Third week of April
Second year Examination	Third week of October	Third week of April
Third year Examination	Fourth week of October	Fourth week of April
Final year Examination	Fourth week of October	Fourth week of April

13. Bachelor of Science (Post Certificate Nursing) → Second week of July

14. Certificate Examination in Hindi Examination → Fourth week of November

15. Certificate Examination in Library and information Science Examination → Frist week of July

16.

Diploma in Bank Management Examination	Fourth week of November
Diploma in Taxation Laws Examination	Fourth week of November
Diploma in Management Accountancy Examination	Fourth week of November

17. Diploma in Computer Science and Applications Examination → First week of May

18. Diploma in Hindi Examination → Fourth week of November

19. Diploma in English Examination → Third Monday of December

20. Diploma in Foreign Languages Examination → Fourth week of November

21.

Diploma in Public Health Nursing Examination	First week of July	First week of December

22. Diploma in Sanskrit Examination → Third Monday of December

23. Diploma in Tourism and Indian Monuments Examination → Fourth week of July

24. Diploma in Tourism and Travel Management Examination → Fourth week of November

25. Intermediate Examination in Fine Art and Crafts → First week of April

26.

Master of Ayurveda Examination	Fourth week of November	Fourth week of May

27. Master of Business Administration Examination and Master of Management studies.

Part I	First week of May
Part II	Third week of July

28. Master in Library and Information Science Examination → Second week of July

29. Master of Physical Education Examination.

Part I	First week of May
Part II	Third week of July

30. Master of Music Education

Part I	First week of May
Part II	Third week of July

31. Master of Philosophy (M.Phil) Examination → Fourth week of July

32. Post-Graduate Medical Examination → Fourth week of May/ November.

APPENDIX – I

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

[STATUTE-310 (3)]

Account No. to be allotted by the Comptroller of Finance (1)	Name of the Applicant (2)	Designation (3)	Section to which attached (4)	Whether the post is permanent or temporary whether applicant is on probation to a permanent post or the applicant is temporary (5)	Scale of pay and pay drawn on the date of application (6)	Rate of subscription per mensem (7)	Whether the applicant has a family or not (8)	Remarks (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 Orissa Universities 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

No. _____[CPF] Dated the Signature of Registrar

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.

Controller of Finance

APPENDIX – II

FORM OF NOMINATION

FORM I

[Statute – 312 (3)]

(When the subscriber has a family and wished to nominate one member thereof)

I hereby nominate the person mentioned below, who a member of my family is as defined in statute–295 to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable or having become payable has not been paid.

Name and Address of the nominee	Relationship with subscriber	Age of the nominee	Contingencies on the happening of which the nomination shall become invalid	Name, age, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of her/his predecessor the subscriber, in case the nominee is a minor the name and full address of the guardian may also be noted in the column
(1)	(2)	(3)	(4)	(5)

Dated this _____day of _____19_____at_____

Two witnesses to Signature

1.

2.

Signature of Subscriber

NOTE–If the nominee is a minor, the full name and private home address of the guardian should also be given. The subscriber cannot mention his own name as the guardian.

APPENDIX–II

FORM OF NOMINATION

FORM–2

[Statute–312 (3)]

(When the subscriber has a family and wishes to nominate more than one member thereof)

I hereby nominate the person mentioned below, who a member of my family is as defined in statute–295 to receive the amount that may stand to my credit in the Fund, in the event of my death before that amount has become payable or having become payable has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name and Address of the nominee	Relationship with subscriber	Age	*Amount of shares of accumulation to be paid to each	Contingencies on the happening of which the nomination shall become invalid	Name, age, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of her/his predecessor the subscriber.
(1)	(2)	(3)	(4)	(5)	(6)

Dated this _____day of _____19_____at_____

Two witnesses to Signature

1.

2.

Signature of Subscriber

NOTE– *1. This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

2. If the nominee is minor, the full name and private home address of the guardian should also be given. The subscriber cannot mention his own name as the guardian.

3. The subscriber should draw diagonal lines across the blank space below his last entry to prevent the unauthorized insertion of any nominee he has signed.

APPENDIX-II

FORM OF NOMINATION
FORM 3
[Statute 312 (3)]
(When the subscriber has no family and wishes to nominate one person)

I, having no family as defined in statute 295 hereby nominate the person mentioned below to receive the amount that may stand to my credit in the event of my death before that amount has become payable, or having become payable, has not been paid.

Name and address Of the nominee	Relationship with subscriber	Age	…	Name, age, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of her/his predeceasing the subscriber. In case the nominee is minor the name and full address of the guardian may also be noted in the column.
(1)	(2)	(3)	(4)	(5)

Dated this …….. day of ……. 19 At……..

Two witnesses to signature **Signature of Subscriber**

1.
2.

Note- *1. Where a subscriber who has no family makes a nomination, he shall specify in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

2. If the nominee is a minor, the full name and private home address of the guardian should also be given. The subscriber cannot mention his own name as the guardian.

APPENDIX-II
FORM OF NOMINATION
FORM 4
[Statute 312 (3)]
(When the subscriber has no family and wishes to nominate more than one person)

I, having no family as defined in statute 295 hereby nominate the persons mentioned below to receive the amount that may stand to my credit in the Fund in the event of my death before that amount has become payable, or having become payable, has not been paid and direct that the said amount shall be distributed among the said persons in the manner shown below against their names.

Name & address of the nominee	Relationship with subscriber	Age	*Amount of shares of accumulation to be paid to each	**Contingencies on on the happening of which the nomination shall become invalid.	Name, age, address and relationship of the person, if any, to whom the right of the nominee shall pass in the event of his/her predeceasing the subscriber
(1)	(2)	(3)	(4)	(5)	(6)

Dated this …….. day of ……19 At……

Two witnesses to signature **Signature of Subscriber**

1.
2.

Note- *1. This column should be filled in so as to cover the whole amount that may stand to the credit of the subscriber in the Fund at any time.

**2. Where a subscriber who has no family makes a nomination, he has specified in this column that the nomination shall become invalid in the event of his subsequently acquiring a family.

3. If any nominee is a minor the full name and private home address of the guardian should also be given. The subscriber cannot mention his own name as the guardian.

4. The subscriber should draw diagonal lines across the blank space below his last entry to prevent the unauthorized insertion of any names after he has sign.

APPENDIX-III
REGISTER OF NOMINATION
[Statute 312 (8)]

Sl. No. of Nomination	Date of receipt by the Comptroller of Finance	Date of receipt by the Registrar	Initial of Registrar	Name of the subscriber	C. P. F. Account No.	Name of the nominee	Relationship	Events which will make it void	Initials of the Comptroller of Finance	Date of cancellation or on which the nomination becomes void	Initials of the Comptroller of Finance	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

APPENDIX-IV

PROVIDENT FUND LEDGER

Individual Account of each Subscriber

[Statute 336 (2)]

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

			Refund of withdrawal						Contribution Account				
Year	Opening balance	Subscription	Installment	Amount	Total of each month Cols 2,3, & 5	Withdrawal	Monthly balance on which interest is payable (6-7)	Interest on monthly balance	Opening balance	Monthly pay or leave salary etc. drawn by the subscriber	Contribution by University	Monthly balance on which interest is payable (10+12)	Interest on monthly balance
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1. April													
2. May													
3. June													
4. July													
5. August													
6.September													
7. October													
8. November													
9. December													
10. January													
11. February													
12. March													

Total deposits during the year Total withdrawals Total contribution during the year

Total interest added to principal Closing Total interest added to Contribution

Total including balance Balance Closing balance of amount contributed

Total

Checked by

Auditor Accountant Comptroller of Finance

APPENDIX-V

BILL OF CONTRIBUTORY PROVIDENT FUND SUBSCRIPTION AND UNIVERSITY CONTIBUTION

[**Statute 336 (4)]**

Account Number	Name and Designation of subscriber	Monthly pay	Month to Which pay related	Recovery Of advance	Amount of subscription	Amount of University contribution	Total of Cols. 5, 6, & 7	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Signature of Comptroller of Finance

FOR USE BY THE INTERNAL AUDIT STAFF

Recovery or Advance Rs. Pay Rs.

Subscription Rs.

University Contribution Rs. Vide Vr. No.

Passed for Rs. Vide Cheque No.

(Rupees only)

Auditor Section Officer Cashier`

APPENDIX—VI

SUBSCRIBER'S PASS BOOK ACCOUNT

[Statute 337 (2)]

Date	Particulars	Amount deposited [----------]		Amount withdrawn	University contribution	Balance	Initials
		Subscription	Loan repaid				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

INSTRUCTIONS

(Last page of the Pass Book)

1. The subscribers are requested to keep their Pass Book carefully in a place of safety.
2. The University will not be responsible for any entries in the Pass Book not authenticated under the initials of Comptroller of Finance.
3. The Pass Book shall be presented before the Assistance In charge of CPF during the last week of each month for posting necessary entries
4. The Pass Book should also be presented along with applications for temporary advance, final withdrawal or at the time of depositing the outstanding balance of the Contributory Provident Fund advance in the bank.
5. Duplicate copies of the Pass Book will be issued only when the requisite fee of Rs. 2 is deposited in the University cash counter in case of genuine loss or destruction of the Pass Book.
6. The omission/wrong balance, if any, should immediately be brought to the notice of the Comptroller of Finance.
7. No entry in the Pass Book should be altered by the subscriber himself.
8. Every cares is being taken to make correct entry in the Pass Book, However, it also the duty of the subscriber to satisfy himself regarding the correctness of the entries.

APPENDIX—VII
[Statute 285 (2)]
GUIDELINES FOR SABBATICAL LEAVE TO PROFESSORS 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 completion 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 suffixed with sabbatical leave.

4. Sabbatical leave may be availed of only twice, of one tear 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, the 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 Grant 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. Incase his salary was higher; the difference between the salary and the fellowship will be paid by the Commission.

If a Professor/Principal is granted sabbatical leave he 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 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 in their Letter No F.1-1/83.(CPP).dated 24-3-1986).

By order of the Governor

Veda Bandhu Mishra

Secretary to Government