

# The Orissa



# Gazette

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## **THE UTKAL UNIVERSITY OF CULTURE**

### **FIRST STATUTES, 2001**

#### **NOTIFICATION**

The 2nd January 2002

No. 75—UC-26/2001-T. C.—In pursuance of sub-section (1) of section 34 of the Utkal University of Culture Act, 1999 (Orissa Act 9 of 1999), the State Government do hereby make the following Statutes namely, the Utkal University of Culture first Statutes 2001, to regulate the management of the Utkal University of Culture, Bhubaneswar.

#### **ORDER**

Ordered that the Notification be published in the extraordinary issue of *Orissa Gazette* for circulation.

#### **PART I**

Short title and  
Commencement.

1. (1) These Statutes may be called the First Statutes of the Utkal University of Culture, 2001.

(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 Utkal University of Culture Act, 1999 ;

(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 or charged from a student or his/her guardian or from any other person at the time of admission or at any other time for the purpose of securing admission to any course under the University;
- (e) "Clause" means a clause of the Statutes in which the expression occurs;
- (f) "Clear Days" means the number of days to be reckoned excluding the first day and the last day;
- (g) "Donation" means any amount excluding capitation fee but the fee paid by a student or his/her parents or guardians or any other person directly or indirectly related to him/her either at the time of admission or at any other time for the purpose of securing admission into a college/institution;
- (h) "Faculties" means the faculties constituted under these Statutes;
- (i) "Gazette" means the *Orissa Gazette*;
- (j) "Government" means the Government of Orissa;
- (k) "Schedule" means a Schedule attached to these Statutes;
- (l) "Section" means a section of the Act; and
- (m) "Unfair" means taking or giving or attempting to take or give any help other than one permissible, if any, under the rules applicable thereto 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 the 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.

(2) All other words and expression used but not defined in these Statutes shall, unless the context otherwise requires, have the same meaning, as respectively assigned to them in the Act.

## PART - II

# OFFICERS AND TEACHERS OF THE UNIVERSITY

## CHAPTER - I

Officers

3.(1) The Secretary to the Governor and Joint/Deputy/Under Secretary to the Governor shall be the ex-officio Secretary to the Chancellor and the Joint/Deputy/Under Secretary to the Chancellor.

(2) In addition to the officers specified in section 8, the following shall be the officers of the University, namely:-

- i) Development Officer,
- ii) Deputy Registrar;
- iii) Deputy Controller of Examinations;
- iv) Director, College Development Council;
- v) Director, Academic Staff College;
- vi) Director, Students Welfare;
- vii) Assistant Registrar;
- viii) Budget-cum-Accounts Officer;
- ix) Assistant Controller of Examinations;
- x) Administrative Officer; and
- xi) Secretary to Vice-Chancellor.

(3) The Vice-Chancellor shall, in consultation with the Board, determine the qualifications for recruitment to the various posts of officers.

(4) Appointment to the posts of officers specified in sub-statute (2) shall be made by the Board on the recommendation of a committee consisting of the Vice-Chancellor, Director of Culture, Orissa and one member of the Board to be elected from among its remaining members excluding the Officers of the University. It shall be competent for the Board to appoint any officer or officers on deputation from Government or from any other University of the State or through open advertisements. In all cases, appointment shall be made on the recommendation of the Committee as aforesaid. All appointments shall be made subject to the provision of funds and prior approval of Administrative Department and Finance Department of State Government.

(5) Notwithstanding anything contained in sub-statutes (3) and (4), for posts of officers to be created on the recommendation of the University Grants Commission or any of such All-India body or bodies, the qualification and experience, manner of appointment and the scale of pay to be attached to each such post shall be such as provided in the guidelines of such body or bodies, subject to the approval of the Government.

(6) The officers of the University as specified in the sub-statute (2) shall be appointed either on fixed tenure basis or permanent basis. Unless appointed on fixed tenure basis, the officers shall, in the first instance, be appointed on probation for a period of two years and on satisfactory completion of the probation period, they may be confirmed by the Vice-Chancellor in their respective posts.

Provided that if the Vice-Chancellor on consideration of the Confidential Character Report or Performance Appraisal Report or any other report, is not satisfied with the performance of any such officer during the probation period, he may extend the period of probation of such officer for a

further period not exceeding one year, or may terminate his appointment, as the case may be.

(7) The officers appointed on tenure basis may, on satisfactory completion of the period of fixed tenure, be appointed on substantive basis:

Provided that the Vice-Chancellor may, with the approval of the Board, extend the period of fixed tenure appointment from time to time for a period not exceeding two years.

## CHAPTER - II

### Teachers

4.(1) The teachers of the University shall be appointed by the Board on the recommendation of a selection committee consisting of the Vice-Chancellor, Director of Culture, Orissa and three experts selected by the Vice-Chancellor from among a panel of six names of experts furnished by the Board:

✓ Provided that in case of appointment of professors, the Chancellor shall nominate an expert to be a member of the selection committee:

Provided further that the appointment of all the teaching faculties including professors, deans, experts and consultants are subject to availability of funds and on prior approval of administrative department and finance department of State Government.

(2) The quorum at a meeting of the selection committee shall be four out of whom at least two shall be the experts.

(3) Where the selection committee fails to make any specific recommendation or where the Board differs from the recommendation made by the selection committee, the matter shall be referred to the Chancellor whose decision thereon shall be final.

(4) The Registrar with the prior approval of the Vice-Chancellor, shall place before the Board a statement showing the posts of teachers lying vacant in the Department of the University or in the constituent colleges of the University and request for selection of experts for each such post.

(5) After the panel of names of experts is prepared, the Registrar shall place the same before the Vice-Chancellor to select three experts from the said list and to issue the letter of appointment to such experts. If an expert so selected does not accept the offer, the Vice-Chancellor shall select from among the other experts in the panel to fill up the shortfall in the quorum.

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

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

(7) A teacher appointed on tenure basis may, on satisfactory completion of the period of tenure, be appointed on substantive basis on the recommendation of the Vice-Chancellor. It shall be competent for the Board

to extend the period of tenure appointment from time to time not exceeding two consecutive years:

Provided that if the Vice-Chancellor, on consideration of the Annual Performance Appraisal Report or any other report, is not satisfied with the performance of any such teacher, he shall place the matter before the Board for termination of his appointment on the expiry of his tenure.

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

i)	Lecturer	-	18 periods per week
ii)	Reader	-	15 periods per week
iii)	Reader-cum-HOD	}	10 periods per week
	or Reader-cum-Principal		
iv)	Professor	-	12 periods per week
v)	Professor-cum-HOD	-	8 periods per week

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

(10) Notwithstanding anything contained in sub-statute(1) of statute 4, the Board may appoint the following eligible persons as teachers of the University on such terms and conditions as it may deem fit, namely :-

- i) any distinguished retired professor as Emeritus Professor;
- ii) Visiting Professor;
- iii) Honorary Teachers who can take part in the activities of the University in their respective subjects;
- iv) any senior Guru or creative artist of national repute for his outstanding contribution to creative, literary, visual or performing arts with such designation as it may deem fit.

(11) The Board may relax the age limit for appointments of teachers of the University under sub-statute (10).

(12) The remuneration payable to teachers appointed under sub-statute (10) shall be such, as may be decided by the Board.

### CHAPTER - III

The Vice-Chancellor 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 passed in exercise of his powers under section 7 of the Act, and exercise general control over the affairs of the University;
- (b) take appropriate and timely action on the results of inspection or inquiry made by the Government in exercise of their powers under section 42 of the Act;
- (c) be responsible for the discipline of the University and shall have power to take all steps required for maintaining discipline in the University;

- (d) ✓ fix the salary and other emoluments of officers, teachers and other employees in consultation with the Finance officer and the Government;
- (e) allot residential quarters to the officers, teachers and other staff of the University;
- (f) allot accommodation to the officers and staff and for assignment of rooms, buildings and other attendant facilities to the departments, faculties, etc. for convenient discharge of the business of the University;
- (g) have the power to make appointment to the posts of non teaching employees or to such posts as may be prescribed and specify their duties in conformity with Government from time to time;
- (h) have the power to sanction unforeseen expenditure upto a sum of Rs. 15,000/- (Rupees fifteen thousand) only at one time on items for which no provision has been made in the budget;
- (i) have the power to determine and fix the amount of honorarium, sitting fee, conveyance allowance, contingent expenditure in consultation with the Finance Officer to be paid to members of all committees and sub-committees appointed by him or by the Board;
- (j) ✓ have the power to engage any person with proven experience, including a retired person, on contract for a period not exceeding one year at a time in the interest of the University on payment of such monthly remuneration/honorarium as may be fixed subject to the confirmation of the Board and prior approval of Government.

Review of  
performance  
of teachers

7. The Vice-Chancellor shall review the performance of teachers and officers of the University annually and submit a report thereon to the Chancellor in the following manner, namely :-

- (i) He shall ensure that the Confidential Character Rolls (or the Annual Confidential Roll or by whatever name it may be called) of all Officers and Teachers are written by the respective reporting officers in the form specified by Government for their officers or in the form specified for teachers in the Schedule by the end of April each year in respect of the officers and by the end of June each year in respect of the teachers, as the case may be.
- (ii) Ordinarily in the second week of July every year, he shall review the performance of all officers and teachers of the University on the basis of the aforesaid Character Rolls and such 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.
- (iii) He shall also ensure timely communication of adverse remarks to the Officers and Teachers.

8.(1) The Board, for the purpose of election of a member to the committee under sub-section (1) of section 9, shall take up the matter in a meeting and recommend the name of the person elected through secret ballot.

(2) The Registrar shall thereafter forward the name of the person duly elected by the Board to the Chancellor.

(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 Board, forthwith cause a notification to be published in the Gazette and a copy of the same shall be sent to the Chancellor and to each member of the Board.

#### Sanction of Funds

9.(1) Subject to availability of funds in the budget, the Vice-Chancellor shall have the power to sanction, after obtaining the opinion of the Finance Officer, expenditure upto such sums on items indicated in sub-statute(2) during the course of the financial year and shall make a report of all such expenditure to the Board at the earliest opportunity;

Provided that it shall be competent for the Vice-Chancellor to differ from the opinion of the Finance Officer, if he deems fit, after recording reasons therefor.

- (2) (a) There shall be no limit for examination expenditure including printing of question papers, Centre advances to examination centres etc.
- b) There shall be no limit if the expenditure is to be incurred on the recommendation of the Tender Committee/Purchase Committee in accordance with the Orissa Universities Accounts Manual, 1987 and the Finance Officer gives his concurrence.
- c) Vice-Chancellor may sanction any amount upto Rs. 25,000/- (Rupees twentyfive thousand) only on any item if no procedure is specified therefor, after obtaining the opinion of the Finance Officer. The Board shall be appraised of such expenditure in terms of this Statute.
- d) Vice-Chancellor may pass an order for re-appropriation from one detailed/minor head to another under the same head of account, with the concurrence of the Finance Officer.

Entitlements of the Vice-Chancellor,
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10. (1) The Vice-Chancellor shall be entitled to such salary and the allowance as may be fixed by the Chancellor from time to time on the recommendation of Government.

(2) When travelling on official business, the provisions of Chapter X under the heading "Travelling Allowance" of the Orissa Universities Accounts Manual, 1987, shall be applicable to the Vice-Chancellor. He shall countersign his own TA bills and TA bills of other officers.

(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 Concessions as are admissible to similar class of officers under the rules of the State Government.

(5) In case the Vice-Chancellor retains lien in his former post, if any, he shall be entitled to the benefits of the Contributory Provident Fund Scheme to that post so long as he retains such lien. In such a case, the leave salary 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 retention of such lien.

(6) The Vice-Chancellor shall be entitled to rent-free furnished quarters or in lieu thereof, house rent allowance on the same scale as admissible to State Government officers of similar class.

Disciplinary  
Action

11. (1) Posts of non-teaching employees referred to in clause (a) of sub-section(6) of section 10 of the Act shall include ministerial employees and employees lower in rank. The Vice-Chancellor shall make appointments to such posts on the recommendation of a committee or committees constituted by him.

(2) The power vested in the Vice-Chancellor under clause (b) of sub-section (6) of section 10 of the Act shall be exercised by him in accordance with the procedure laid down in the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 as amended from time to time.

(3) The disciplinary action to be taken against students under clause (c) of sub-section (6) of section 10 shall not include punishment to be inflicted on students for malpractice or misconduct in examinations, which shall be within the powers of the Board.

#### CHAPTER - IV

Registrar.

12. (1) The Registrar shall be appointed by the State Government on tenure basis from among officers of Orissa Administrative Service (Senior Class - I) or Orissa Education Service (Senior Class - I) on terms of deputation for a period not exceeding three years

(2) The term of deputation may be extended by the State Government on the recommendation of the Vice-Chancellor.

(3) In case the Vice-Chancellor finds the performance of the Registrar to be unsatisfactory and furnishes a report to the State Government to that effect, the State Government may take steps for his repatriation

(4) The University shall bear the amount of leave salary and pension contribution of the incumbent.

(5) The Registrar shall be entitled to rent-free unfurnished accommodation or in lieu thereof, to house rent allowance as per State Government Rules. In case the incumbent is already in occupation of a Government quarters at Bhubaneswar and is allowed by Government to retain occupation, the University shall bear the rental charges of the said quarters.

(6) In the event of a temporary vacancy caused in the office of the Registrar, the Vice-Chancellor shall make such arrangements to fill the temporary vacancy as may be necessary for performing the duties of the Registrar after obtaining the approval of the Government

Registrar.

13. In addition to the powers and duties of the Registrar as provided in the Act, the Registrar, subject to the control of the Vice-Chancellor shall -

(a) be the custodian of properties and assets of the University and manage them;

(b) be the head of the University office and be responsible for the general discipline of the University office and shall have disciplinary control over the university employees;

(c) render such assistance to the Vice-Chancellor as may be required by him in performance of his duties;



- (d) conduct the official correspondence of the Board of Management, the Academic Council and other authorities of the University;
- (e) issue notices for the meetings of all authorities and committees, sub-committees, if any, appointed by any of the authorities or the Vice-Chancellor;
- (f) prepare the Annual Report of the University and submit the same to the Board through the Vice-Chancellor;
- (g) exercise such other powers and perform such other duties as may be conferred on him by the authorities of the University and the Vice-Chancellor; and
- (h) with the approval of the Vice-chancellor, delegate such of his powers and duties as may be required, to other officers subordinate to him.

#### CHAPTER - V

Finance Officer.

14.(1) The Board shall appoint the Finance Officer from among a panel of three names of officers belonging to Orissa Financial Service (Class-I) furnished by the State Government with their service particulars on a request made by the Vice-chancellor to that effect or from a panel of three names furnished by the Vice-Chancellor from among officers working in the Orissa Accountant General's office or in statutory organisations including Corporations and/or from practising Chartered Accountants.

(2) In case an officer belonging to the O.F.S. (Class-I) or from any institution or corporation is appointed as a finance officer, his appointment will be on terms of deputation initially for a period of three years, subject to satisfactory performance. The term of deputation may be extended on the recommendation of the Vice-Chancellor.

(3) If the Vice-Chancellor finds the performance of the Finance Officer unsatisfactory, he may place a report accordingly before the Board for appropriate action.

(4) During the period of deputation, the University shall bear the leave salary and pension contribution of the incumbent.

(5) The Finance Officer shall be paid house rent allowance at the rates admissible to Government employees equal in status, unless he is already in occupation of a Government accommodation.

(6) In the event of a temporary vacancy caused in the office of the Finance Officer, the Board shall make such arrangements to fill up the temporary vacancy as may be necessary for performing the duties of the Finance Officer.

Functions.

15. (1) The Finance officer shall perform such other functions as may be assigned to him by the Board or the Vice-chancellor from time to time.

(2) The Finance Officer, with prior approval of the Vice-Chancellor, may delegate such of his powers and duties to other officers

#### CHAPTER - VI

Controller of Examinations.

16. (1)(a) The Controller of Examinations shall be appointed by the Vice-Chancellor on deputation from Government, University or similar other educational institutions.

(b) The Vice-Chancellor may, if he deems necessary, constitute a committee of three persons to consider the names of suitable persons to make appropriate recommendation to him.

- (c) The Controller of Examinations shall be appointed on deputation for a period not exceeding three years at the first instance subject to satisfactory performance. The term of deputation may, however, be extended from time to time at the instance of the Vice-Chancellor.
- (d) The University shall bear the Leave Salary and pension contribution on behalf of the Controller of Examinations for the period of his deputation to the university.
- (e) In the event of temporary vacancy caused in the office of the Controller of Examinations, the Vice-Chancellor, may make such arrangements to fill up the temporary vacancy as may be necessary.
- (f) In case of unsatisfactory performance by the Controller of Examinations, the Vice-Chancellor may take appropriate steps to replace him.

(2) The Controller of Examinations shall devote his whole time to the duties of his office and shall exercise such powers and perform such duties as may, from time to time, be assigned to him by the Board and the Vice-Chancellor.

(3) In particular, the Controller of Examinations shall discharge the following functions, 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 Board;
- (b) call for applications from candidates for various examinations of the University and scrutinise all such applications with reference to the relevant Regulations;
- (c) prepare in time detailed programme of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Board;
- (d) send programmes, admit cards, question papers, Centre advances and other examination materials to various examination centres in time;
- (e) take all steps for appointment of examiners, tabulators and for publication of results in accordance with the Statutes and Regulations;
- (f) pay or cause to be paid, remuneration and other allowances to examiners, paper-setters and examination expenses as admissible to all centres of examinations with prior approval of the Vice-Chancellor;
- (g) be the custodian of all tabulation and other registers and examination records;
- (h) ensure that Diplomas and Certificates of all examinations are prepared and distributed to successful candidates as soon as possible after publication of results of respective examinations;
- (i) be responsible to the Vice-Chancellor for conduct of examinations and publication of results and distribution of Diplomas and Certificates to the candidates; and
- (j) render such assistance to the Registrar and Vice-Chancellor as may be necessary in the performance of their duties.

(4) The Controller of Examinations, with prior approval of the Vice-Chancellor, may delegate such of his powers and functions to other Officers of the University as may be considered necessary.

## PART - III

# AUTHORITIES

## CHAPTER - I

The Academic Council.

17.(1) The Academic Council shall, in addition to the powers and functions as provided under section 18, discharge the following functions, namely :-

- (a) make proposals to the Board for the establishment of departments, colleges, institutions of higher learning, special centres and specialised laboratories, libraries, museums and schools of studies in pursuance of section 4;
- (b) make recommendation to the Board with regard to the creation of teaching and research posts of the University;
- (c) formulate, modify or revise the schemes for the construction or reconstruction of Departments of teaching and research;
- (d) appoint a Committee of Advanced Studies and Research for directing supervision and monitoring inter-faculty and inter-University projects;
- (e) control and manage the University library or libraries, make rules regarding its or their use, appoint a Library Committee or Committees and prescribe their duties;
- (f) perform, in relation to academic matters, all such duties and do all such acts as may be necessary for carrying out the provisions of the Act and the Statutes.

(2) (i) There shall be at least two meetings 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 such meeting or meetings.

(ii) The Registrar shall give not less than four weeks' prior notice of the date of a meeting of the Academic Council:

Provided that a special meeting of the Academic Council may be convened at shorter notice to carry out only the urgent business brought forward by the Vice-Chancellor.

(iii) On requisition made in writing and signed by more than one-fourth of total membership of Academic Council, the Vice-Chancellor may, whenever he thinks fit, convene a special meeting of the Academic Council. The requisition must be in writing and signed by the requisitionists and be forwarded to the Registrar with copy of Resolution or Resolutions to be moved and the name of proposer of each such resolution.

(iv) 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 two weeks before the date fixed for the meeting:

Provided that it shall be competent for a member who has forwarded any such resolution to withdraw the same from the agenda before the same has been formulated by giving notice in writing of his intention to do so, which shall not be less than two clear days before the date fixed for the despatch of the agenda.

- (v) Every resolution, which has not been withdrawn shall be placed by the Registrar on the agenda of the meeting at which it is proposed to be moved.
- (vi) The Registrar shall issue to every member of the Academic Council, not less than one week 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 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, if exigency of the moment requires such urgent action.
- (vii) 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 three clear days before the date of the meeting at which the resolution is intended to be moved. On receipt of 'the amendment', the Registrar shall prepare and amend the agenda setting forth all the resolutions and amendments received and place the same on the table on the date of the meeting and give a copy thereof to each member present.

**Quorum.** 18. No business shall be conducted or considered valid at a meeting at which there is no quorum.

**Order of Business.** 19. At every meeting of the Academic Council excepting the special meetings convened by the Vice-Chancellor under proviso to clause (ii) of sub-statute (2) of statute 17, following shall be the order of business namely :-

- (i) Any motion for a change in the order of business as set forth in the agenda;
- (ii) Business brought forward by the Vice-Chancellor;
- (iii) Business brought forward by the Boards of Studies;
- (iv) Business brought forward by the members of Academic Council.

**Procedure of Meeting.** 20. The proceedings of the meetings of the Academic Council shall be conducted in-camera. A member while participating in discussion on any item, may speak more than once on a topic for this purpose. It shall be competent for the Academic Council to frame such Standing Orders as it may consider necessary for the efficient conduct of business.

## CHAPTER - II

**Board of Management** 21 Subject to the provisions of the Act and in addition to the powers and functions conferred under section 20 of the Act, the Board shall have the following powers and functions, namely:-

- (i) appointment of examiners and paper setters, centre superintendents, tabulators and others in connection with examination work and determination of their remuneration, powers and duties;
- (ii) imposition of punishment for malpractice and misconduct of examinees including cancellation of the examination whenever necessary after following due procedure;
- (iii) passing the annual budget of the University;
- (iv) consideration of the recommendation of the Academic Council for conferment of honorary degrees and other distinctions and

if the recommendation is accepted, sending the proposals to the Chancellor for his confirmation;

- (v) amendment of the Orissa Universities Accounts Procedure in conformity with the Orissa Universities Accounts Manual, 1987 and to make proposals for a new rules or for amendment of any of the existing rules of the Orissa Universities Accounts Manual, 1987 for the consideration of the Chancellor. For adoption of any new rules or for amendment of any of the existing rules of the University, prior approval of administrative department and finance department shall be necessary;
- (vi) consideration of the proposals for postponement of the dates of examinations on the recommendation of the Vice-Chancellor and take decision thereon.

22. The Board may delegate such of its powers and functions to the Vice-Chancellor as it deems necessary.

Meetings of the Board.

23.(1) The Board shall meet as and when required to conduct efficiently the business of the University in its day-to-day administration. The meeting of the Board shall be held on dates and hours fixed by the Vice-Chancellor. The Vice-Chancellor shall preside, when present, at every meeting of the Board. In his absence, it shall be competent for the members to elect one of them as Chairman to preside over such meetings.

(2) The Registrar shall, with the approval of the Vice-Chancellor, circulate to all members an agenda setting forth the items for consideration of the Board for every meeting.

(3) The proceedings of the Board shall be conducted in-camera and if any member, while participating in discussion on any item may speak more than once on any subject. It shall be competent for the Vice-Chancellor/Chairman to disallow discussion on any item after a decision has been taken on the said item. It shall be competent for the Board to frame for the efficient conduct of its business, such standing orders as it may consider necessary.

(4) The decision of the majority at any meeting of the Board shall be deemed to be the decision of the Board and shall be binding on all.

(5) No business shall be conducted or considered valid at a meeting at which there is no quorum.

### CHAPTER - III

Faculties.

24.(1) The University shall have the following faculties, namely :

- (a) Language and Literature
- (b) Visual Arts
- (c) Performing Arts
- (d) Architecture and Archaeology
- (e) Cultural Studies
- (f) Orissan Studies and

such other faculties as the Board may decide from time to time.

(2) Each faculty shall consist of such schools/Departments of teaching as the Board may decide from time to time.

(3) Each faculty shall consist of five members to be appointed by the Board for a period of three years.

(4) The members of the faculty shall be persons of eminence in their respective fields.

(5) Three members of the faculty shall constitute the quorum in the meetings of the faculty.

(6) Every faculty shall have a Dean to be appointed by the Vice-Chancellor from among of its members. The Dean shall preside over the meetings of the faculty when present. In his absence, the members may select one of them as Chairman to preside over such meeting or meetings.

(7) The functions of the faculty shall be:-

- a. to look into the matters of inter-departmental teaching, research and coordination;
- b. to recommend any matter to the Board of Studies for consideration and report;
- c. to recommend to the Academic Council for introduction of any new subject or subjects; and
- d. to report on any matter that may be referred to it by the Board, the Academic Council and the Vice-Chancellor.

(8) Meetings of the Faculty shall be convened by the Registrar by orders of the Vice-Chancellor on such dates and times as may be necessary.

#### CHAPTER - IV

Board of  
Studies.

25.(1) The members of Board of Studies for each branch of studies shall be appointed by the Board of Management from among experts or persons possessing special knowledge in their respective subjects. While making such appointments, the Board shall ensure that there is due representation from the teaching departments, constituent and affiliated colleges having arrangements for the teaching of the subject concerned.

(2) Members of the Board of Studies shall hold office for one year.

(3) The Chairman of the respective Boards of Studies shall be appointed by the Vice-Chancellor from among its members.

(4) The Board of Studies shall consider any matter referred to it by the Board of Management, Academic Council or the concerned Faculty and furnish its views to them.

(5) The functions of the Board of Studies shall be :

- (a) to recommend regulations, syllabi, courses of studies, text and reference books in the subject concerned to the Academic Council; and
- (b) to recommend persons suitable for appointment of question paper setters and examiners in the subject to the Board of Management.

(6) The meeting of the Board of Studies shall be convened by the Registrar or any officer authorised by him whenever necessary or on requisition by the Chairman. Normally one meeting shall be held in the beginning of each academic year at which the business of the Board of Studies for the year shall be transacted. It shall be competent for the Vice-Chancellor to permit additional meeting or meetings to be convened during the year, to consider matters referred to it by the Vice-Chancellor.

(7) Each branch of study of the Board of Studies shall consist of not less than three and not more than nine members.

Note : - They may co-opt any other eminent person to facilitate quality in devising the curriculum, restructuring of the courses of studies, improvement of teaching technology and evaluation techniques.

(8) Subject to at least two members, one-third of the members of the Board of Studies shall form the quorum. In case the Chairman is unable to attend the meeting, members present shall elect one of them as its Chairman to conduct the business of the said meetings.

(9) The Vice-Chancellor, whenever deems necessary, may call for a joint meeting of more than one branch of study of the Board of Studies for

consideration of any matter of common interest of the concerned Boards and shall preside over such joint meetings.

#### PART - IV

##### Finance and Accounts.

26.(1) The University shall have a fund to be called the Utkal University of Culture General Fund.

(2) The University may establish other funds subject to provisions contained in sub-section (3) of Section 28 of the Act. The management of such funds shall be such as may be provided at the time of their creation subject to the approval of the Government.

(3) The General Fund shall be administered by the Board and the Finance Officer shall operate the Fund subject to the provisions in the University budget.

(4) The Orissa Universities Accounts Manual, 1987 shall mutatis-mutandis govern the management and administration of the General Fund of the University.

(5) The Finance officer shall prepare the annual financial statements of receipts and expenditure relating to the ensuing financial year in the form of the University budget and place it before the Board in time to enable the Board to consider and pass the Budget with or without modification before the middle of December every year. The Board shall cause the Budget passed by it to be sent to Government for sanction. The Budget as sanctioned by the Government, shall be the University budget for the financial year concerned.

##### Accounts and Maintenance.

27.(1) The accounts of the University shall be kept in accordance with the Orissa Universities Accounts Manual, 1987 and subject to such rules or instructions as may be issued by the Board from time to time.

(2) The Annual Accounts referred to in sub-section (1) of section 31 of the Act relating to the preceding financial year shall be prepared by the Finance Officer and be placed before the Board not later than 31<sup>st</sup> August of the succeeding financial year. The Board shall pass the Annual Accounts with or without modification and send it to Government as required under sub-section (2) of section 32.

(3) The Registrar shall prepare the Annual Report relating to the preceding financial year in accordance with the provisions of sub-section (1) of section 32 and place before the Board not later than 30<sup>th</sup> September of the succeeding financial year. The Annual Report approved by the Board shall be sent to Government as required under sub-section (2) of Section 32.

##### Receipts and Payments.

28. Subject to the control of the Vice-Chancellor, the Finance Officer shall be competent to receive all payments on behalf of the University and credit them to the appropriate head of account. The Finance Officer shall also be competent to make all authorised payments including salaries and allowances, fees and other monies due to be paid from the funds of the university:

Provided that it shall be competent for the Board to place funds at the disposal of the Controller of Examinations who shall be authorised to make any or all legitimate payments relating to University Examinations.

## PART - V

### CHAPTER - I

#### Grant of Affiliation

29.(1) Any institution imparting teaching/training at the level of degree and above in performing arts (Music, Dance, Drama), visual arts or in any other branch of study of the University may be granted affiliation by the University subject to fulfillment of conditions hereinafter specified;

Provided that any private institution intending to impart teaching/training in Visual and Performing Art to candidates having no institutional qualifications for the purpose of preparing the students to enable them to appear at the Diploma/Certificate Examination to be conducted by the University on the basis of specified courses of study, may be affiliated to the University on payment of such fees and fulfillment of such conditions as may be specified by the University.

(2) Any institution except those mentioned under the provision to sub-stature (1) above organised by private individuals and established with the prior permission of the Government in the Department of Culture, may be considered for affiliation. The application seeking affiliation shall be summarily rejected, if it is not accompanied by an attested copy of the letter of permission issued by the Government allowing establishment of the institution for imparting teaching/training in the course/courses and in the subjects in which affiliation is sought;

Provided that for the academic years 1999 and 2000, the institutions as aforesaid imparting teaching in performing arts and visual arts and any other branch of study of University, may apply for affiliation to the University without seeking prior permission from the Government. For such institutions as are desirous of adopting courses of the University an advertisement shall be issued in the press inviting from them applications in the prescribed form for affiliation within fifteen days from the date of publication of the advertisement on payment of Rs.1500/- (one thousand five hundred) only as fee for a course. Their applications shall be disposed of in the manner as may be decided by the Board, notwithstanding the procedure and conditions of affiliation prescribed hereinafter. The grant of affiliation to any such institution shall not, ipso facto, be a condition to claim for financial assistance either from the Government or from the University.

(3) The promoters of the private institutions as aforesaid shall make application with the following details to the Secretary to Government, Department of Culture before 30<sup>th</sup> September of the year preceding the academic year in which the courses are proposed to be started :-

- (i) The application shall be accompanied by a bank draft for Rs.200/- (Rupees two hundred) only of a Nationalised Bank at Bhubaneswar payable to the Secretary to Government, Department of Culture.
- (ii) Name of the institution proposed to be established.
- (iii) Address of the proposed institution.
- (iv) Postal address at which correspondence is to be made.
- (v) A sketch plan of the site of the proposed institution.
- (vi) The area of the site on which the building of the institution has been constructed/proposed to be constructed.
- (vii) Sources of income of the institution for its continued and efficient maintenance.
- (viii) The course/courses proposed to be started.
- (ix) Proposed students strength in the course/courses.
- (x) Proposed students strength subject-wise.
- (xi) If the institution has no building of its own, the arrangement proposed to be made for class rooms, office room, Boy's



common room, Girl's common room, Staff common room, Library, etc.

(xii) Proposed building plan of the institution.

(4) The Secretary, Department of Culture, after inquiry as he deems necessary, may grant or refuse permission. The Government in the Department of Culture must satisfy itself that the institution has adequate financial strength for continued and efficient maintenance. The order of permission shall have to be issued latest by 31<sup>st</sup> March of the year preceding the academic year in which the institution is proposed to start functioning. A copy of the letter of permission may be sent to the Registrar of the University for the purpose of record.

(5) The person authorised by the promoters of the institution shall make an application in the form specified under Schedule II seeking affiliation to the Registrar, so as to be received by him not later than the 30<sup>th</sup> September of the academic year in which the institution has been established along with the provision for teaching.

(6) If the application received by the Registrar is found not to be in order and lacking without containing required particulars, the Registrar shall return the application within fifteen days from the date of receipt with directions to comply with the deficiencies. The person authorised by the promoters shall resubmit the application after complying with the deficiencies within fifteen days from the date of receipt of the letter. If the resubmitted application is still found not to be in order, the Board may reject the application and inform the promoters accordingly.

(7) In case the application is found to be in order, the Board shall direct a local enquiry to be made by a Committee consisting of such eminent persons in the field of culture as may be nominated by the Vice-Chancellor. The Board may include an officer of the University in the Committee who shall coordinate the work of the Committee.

(8) The Committee for local enquiry shall visit the institution and shall verify the correctness of the information furnished in the application. The Committee shall make appropriate entries in the check list provided by the Registrar and make appropriate recommendations on the basis of such entries. The Committee shall submit its report within fifteen days from the date of its formation.

(9) The Board, on the basis of the report furnished by the committee, may grant or refuse affiliation. In case the Board is satisfied that the institution has satisfied the conditions of affiliation, it may grant temporary affiliation renewable for every subsequent batch of students on payment of required renewal fees before the commencement of each year. In case the Board is satisfied that the institution has substantially complied with the conditions of affiliation, it may grant conditional affiliation for the batch of students already admitted. The Board may refuse affiliation of the institution while the compliance with the conditions of affiliation is found to be unsatisfactory.

(10) The Board may take all possible steps so that the final decision on the application for affiliation is taken on or before the 15<sup>th</sup> January of the academic year in which affiliation was sought for.

(11) In case the institution has been granted temporary affiliation, the Secretary of the Governing Body shall make an application requesting for renewal of temporary affiliation on payment of prescribed fees before 30<sup>th</sup> April of the year preceding the academic year in which the next batch of students is to be admitted. The Board shall direct the issue of letter renewing affiliation for the ensuing academic year by 15<sup>th</sup> June of the year in which the application for renewal is made.

(12) In case of conditional affiliation, the institution shall not admit fresh batch of students without complying with the conditions stipulated in the

affiliation order. The institution concerned shall make an application showing the progress made in fulfilling the conditions stipulated on payment of required fees latest by 30<sup>th</sup> April of the academic year in which affiliation was made and request for a fresh enquiry. The Board, on receipt of the application, may arrange for a local enquiry by a Committee consisting of such eminent persons in the field of culture as may be nominated by the Vice-Chancellor. The Board shall consider the report of the Committee for local enquiry and take all consequential steps so that the final decision on the application can be communicated latest by 15<sup>th</sup> June of the year in which application was made. The institution concerned shall not admit the fresh batch of students before it receives the decision of the Board on its application.

(13) Permanent affiliation may be granted to an institution after it has completed minimum five academic years of its existence and has exhibited all-around progress and performance to the satisfaction of the Board.

30.(1) An affiliated institution shall secure the concurrence to its proposal for introduction of new subject/subjects or for increase of seats in the course/subject from the Secretary to Government, Department of Culture before making an application to the University for additional affiliation.

Note :- Additional affiliation means affiliation in a new subject or subjects of the course for which affiliation has already been granted, or increase of seats in the course or the subject for which the institution is already affiliated.

(2) An application for the purpose shall be made by giving particulars as indicated below along with payment of required fees so as to be received by the Registrar on or before 30<sup>th</sup> June of the academic year for which additional affiliation is sought for. However, such an application shall be entertained by the Registrar up to 31<sup>st</sup> August of the year, on payment of required late fees.

Particulars to be furnished for additional affiliation.

- (i) Name and address of the institution.
- (ii) The date of order of the Secretary to Government, Culture Department giving concurrence to the proposal (attach an attested copy of the order).
- (iii) Date of previous affiliation order(attach copy of the previous affiliation order).
- (iv) New subject/subjects proposed to be introduced with proposed students' strength.
- (v) Number of seats proposed to be increased (course-wise and subject-wise).
- (vi) Details of additional accommodation provided.
- (vii) Particulars of additional teachers appointed.
- (viii) Particulars of additional equipment/teaching aids provided.

(3) An application for additional affiliation may be disposed of by the Board in the same manner like that of the application for first affiliation making changes wherever considered expedient.

Fees.

31. Fees at the following rates shall be payable, namely :-

- (i) For first affiliation of an institution Rs. 1,500/- per course
- (ii) For additional affiliation Rs. 1,000/- (One thousand)
- (iii) Late fee in case of additional affiliation Rs. 500/-(Five hundred)
- (iv) Renewal of temporary

	affiliation	Rs. 1,000/- (One thousand)
[v]	For reconsideration of conditional affiliation	Rs. 1,500/- (One thousand five hundred)

Note :- Fees shall be payable in the form of a bank draft drawn in favour of the Finance Officer, Utkal University of Culture, Bhubaneswar payable at State Bank of India, Main Branch, Bhubaneswar or at any other Nationalised Bank at Bhubaneswar.

Government Colleges.

32. In the case of a Government College, the application for affiliation shall be made by the Director, Culture in the prescribed application form on payment of prescribed fees. The procedure for taking decision on such applications shall be the same as prescribed for private institutions.

Conditions for affiliation.

33. No affiliation shall be granted to any institution unless the following conditions are satisfied and the institution has furnished the necessary undertakings to that effect, namely :-

- (i) The institution is managed by a Governing Body constituted in accordance with the Statutes;
- (ii) The institution has appointed the required number of qualified teachers in every subject of teaching as per the qualifications prescribed by the University;
- (iii) The institution has adequate accommodation for class rooms, Library, Principal's Chamber, Office room, Staff Common Room, Boy's and Girl's common rooms, toilets etc.;
- (iv) The institution shall have preferably its own buildings on the land possessed by it (to be verified from Record of Right)

Provided that if it is functioning in a rented building(s) temporary/conditional affiliation may be granted for a maximum period of five years only and further affiliation to the institution will be granted subject to ownership of the buildings owned by the institution on its own land adequate enough to accommodate class rooms, residential accommodation, office rooms etc.

- (v) The institution has suitable and adequate equipment and teaching aids in good condition;
- (vi) The institution has arrangements for residential accommodation of the students, who do not stay with their parents or recognised local guardians;
- (vii) The institution has residential accommodation for the Principal and staff;
- (viii) The institution has a Fixed Deposit of Rs 50,000/- (Rupees fifty thousand) only for a course pledged to the University;
- (ix) The institution has deposited fees as prescribed in Statute 31 while making the application for affiliation to the University;
- (x) The institution maintains the following registers and records in such form and in such manner as may be prescribed by the Board, namely :-
  - (a) a register of admission of students with their permanent and local addresses, names of parents/local guardians and transfer, migration or withdrawal of students;
  - (b) class-wise and subject-wise Attendance Register of students;
  - (c) a Register of Teachers showing their qualifications, previous experience, salaries, number of hours of work

- allotted to each teacher with the classes and subjects taught;
- (d) a register of fees showing dates of payments (Daily Collection Register);
  - (e) a Counter-foil fee receipt book;
  - (f) a Counter-foil book of Transfer Certificates;
  - (g) a register of scholarships and concessions;
  - (h) a register showing marks obtained by each student in the college examinations;
  - (i) account books showing the financial transactions of the institution;
  - (j) a general Cash Book;
  - (k) catalogues of library books and journals;
  - (l) acquittance registers and such other registers and records as may be considered necessary for smooth management of the institution.
- (xi) The institution has given written undertakings along with the application for affiliation to do or not to do the following, namely :-
- (a) not to collect any capitation fees or donations from students;
  - (b) to follow the courses of study of the University;
  - (c) to ensure smooth conduct of University examinations in accordance with the rules/instructions/guidelines of the University;
  - (d) to ensure compliance by the teaching and non-teaching employees of the Institution with the directions and instructions issued by the Vice-Chancellor or an Officer authorised by him relating to conduct of University examinations;
  - (e) to make provisions for the number of periods in each subject, whether general, tutorial or practical as prescribed by the University and to ensure that the duration of such periods shall be as directed by the University from time to time;
  - (f) to ensure the admission of students in different course/subjects not to exceed the number for which affiliation has been granted;
  - (g) not to admit fresh batch of students without prior affiliation of the University.

**Continuance of Affiliation.**

34. Continuance of affiliation of an institution shall depend upon the fulfillment of all terms and conditions of affiliation laid down in the Statutes and compliance with the instructions/directives as may be issued by the Board from time to time.

**Disaffiliation.**

35. An institution may be deprived of the privileges of affiliation in part or in full, as may be decided by the Board, if –

- (i) there has been large-scale malpractice in the University examinations;
- (ii) there has been non-cooperation with the University in the matter of conducting University examinations;
- (iii) there has been gross violation of norms of admission of students;
- (iv) there has been collection of capitation fees;

- (v) the college has failed to appoint required number of teachers with prescribed qualifications;
- (vi) there has been inadequate facilities for class-rooms, libraries, laboratories required for the courses; and
- (vii) the performance of students in the University examinations has been below the University average for three consecutive years.

## CHAPTER - II

Governing  
Body.

36.(1) Every college other than a Government College or a constituent college admitted to the privileges of the University shall have a Governing Body which shall be registered under the Societies Registration Act, 1860.

(2) The Governing Body shall consist of a minimum of nine and maximum of thirteen members as follows :-

- (a) Principal of the college or the person in-charge of the Principal in the ex-officio capacity;
- (b) Two Teachers' representatives to be elected by the teachers from among themselves;
- (c) One person from the locality having interest in the field of culture to be nominated by the Vice-Chancellor;
- (d) One person to be nominated by the Director of Culture;
- (e) Remaining members to be nominated by the promoters from among the persons of the local area.

(3) The Governing Body so constituted shall elect the President and Secretary from among themselves except from the members specified under clauses (a) and (b) of sub-statute (2) above. The members specified under clauses (c) and (d) of sub-statute (2) shall be nominated by the respective authorities only after the institution gets affiliated.

(4) The quorum for the meeting of the Governing Body shall be six, if the membership does not exceed nine or eight if it exceeds nine.

(5) Mere existence of any casual vacancy of any membership shall not invalidate the proceedings of the meetings of the Governing Body.

Functions of  
a Governing Body.

37.(1) The Governing Body shall perform the following functions, namely :-

- (a) control over the funds, properties and other affairs of the college;
- (b) initiate and prepare projects for the improvement of the college and arrange for their execution;
- (c) prepare the budget for each financial year sufficiently in advance and ensure expenditure within the provisions of the budget;
- (d) make proper arrangements for receipt of funds from fees and other sources and for their proper custody, expenditure and maintenance of accounts;
- (e) consider appeals made by the students against orders of punishment passed by the Principal where the punishment is expulsion or rustication;
- (f) ensure the fulfillment of the conditions of affiliation laid down by the University;
- (g) appoint the teaching staff as per prescribed qualification of the University and other staff of the college and grant leave to

them other than the casual leave which shall be granted by the Principal;

- (h) communicate to the University names of persons appointed as teachers with their qualifications immediately after their appointment and also names of persons retiring from service and whose services are terminated;
- (i) consider and take action on such other matters as are referred to it by the Board; and
- (j) develop a Corpus Fund/Foundation Fund by receiving donations from public and other Corporate Body or Bodies.

( )  
Ex:

Governing Body  
of aided colleges.

38.(1) Notwithstanding any thing contained in statute 36 regarding composition of the Governing Body, as soon as the college becomes an aided institution, the Director of Culture shall reconstitute the Governing Body in the following manner :-

- (i) The Collector/Additional District Magistrate/Sub-Collector of the area shall be the ex-officio President;
- (ii) The Principal shall be the ex-officio Secretary;
- (iii) The senior most teacher of the college shall be ex-officio Members;
- (iv) The Member of the Legislative Assembly representing the constituency in which the college is situated and the Chairperson of the Panchayat Samiti/ Municipality/ Notified Area Council, as the case may be, in which the college is situated, shall be ex-officio members;
- (v) The Vice-Chancellor, the Director, Culture, the Member of the Lok Sabha representing the constituency in which the college is situated, shall nominate one member each who shall hold office during their pleasure;
- (vi) Four persons of the locality interested in the spread of education which may include a donor, one person belonging to scheduled caste/tribe and a woman shall be nominated by the President of the Governing Body as members.

(2) Until the Governing Body of an aided college has been reconstituted the existing Governing Body shall continue to function;

Provided that as soon as the college becomes an aided college, the Secretary of the existing Governing Body shall cease to hold office as such and the Principal of the college in his ex-officio capacity shall become the Secretary of the Governing Body and discharge all the functions of the Secretary.

Provided further that the outgoing Secretary shall continue to be a member of the Governing Body till its reconstitution.

Issue of  
Circulars

39. The Secretary to Government, Department of Culture shall issue circulars laying down the conditions of the cessation of membership, disqualification for membership, power of the President, powers and functions of the Secretary, the manner of convening the meetings of Governing Body and other related matters for smooth and efficient functions of Governing Bodies.

## PART - VI

# EXAMINATIONS, EXAMINERS AND RELATED MATTERS

## CHAPTER - I

### Conduct of Examinations.

40.(1) The University shall conduct such examinations as are required to be conducted by the University in accordance with the respective Regulations for different courses.

(2) The examinations shall be conducted at Examination Centres. The names of the Centres and the Centre Superintendents are to be notified by the University. The Teaching Departments of the University, the constituent and affiliated colleges shall normally be the Examination Centres where the students of respective institutions shall appear at the examinations. Taking the local conditions into consideration, it shall be competent for the University to direct a student or a group of students to appear at Centres in institutions other than the institution in which the student or students are enrolled as students in the course.

(3) A list of Centres at which examinations will be held during an academic year shall be notified by the Controller of Examinations on the direction of the University sufficiently before the dates of commencement of different examinations. Such notification shall be issued to all teaching departments, constituent and affiliated colleges irrespective of whether an examination shall be held in any such institution or not.

Provided that the University, taking the local conditions into consideration, may withdraw any centre from the list already notified or add any new centre to the list before the date of commencement of the examination.

(4) Keeping the provisions of different Regulations in view, the University shall prepare a schedule of dates for commencement of different examinations to be held during a year and circulate it among all concerned well in advance. The dates of examination shall be fixed in such a manner that it will be possible to complete all items of work relating to an examination and to publish the results thereof before the commencement of the next academic year. Different examinations shall normally commence on the respective dates as given in the schedule. It shall, however, be competent for the Board to change the date of commencement of an examination as given in the schedule, if the exigencies of the situation so require.

(5) On the basis of the date of commencement of an examination fixed by the University, the Controller of Examinations shall prepare a detailed programme showing the dates on which the examination of different papers/subjects shall be held including the dates of practical/viva-voce examination, if any, and circulate such programmes to all centres of examination well in advance.

(6) The affairs relating to the conduct of examinations shall be managed by the Centre Superintendent to be appointed by the University. It shall, however, be competent for the University to appoint a person not connected with the Department/College as the Centre Superintendent, if it finds necessary.

(7) It shall be the duty of the Centre Superintendent to make all necessary arrangement for conducting the examination well in advance of the date of examination. He shall appoint invigilators who shall normally be teachers of Department/College and such other ministerial staff as per the norms provided by the University.

(8) The Controller of Examinations shall provide admit cards, question papers, main and additional answer books/sheets, circulars containing instructions to the Centre Superintendents and invigilators, necessary forms such as the form for despatch of answer books, form for reporting unfair means in the examinations etc. to the Centre Superintendents in time.

(9) The Centre Superintendent shall be responsible for conducting examinations in accordance with the rules and instructions of the University in a peaceful atmosphere. It shall be the responsibility of the President, Secretary and other members of Governing Body of a college to provide such assistance as may be required of them by the Centre Superintendent, for conducting University examinations smoothly. In case the Centre Superintendent feels it necessary, he may request for assistance from the local administration.

**Unfair means  
in examination.**

41.(1) All instances of unfair means in examination whether reported by the Centre Superintendent/ 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 before the results of the relevant examination are passed for publication. The Board of Conducting Examiner shall consider the reports and other materials, if any, and make a report to the University regarding the scope and extent of the unfair means resorted to.

(2) In case the Board of Conducting Examiners is satisfied that there is prima facie evidence of resorting to unfair means in the examination, the Controller of Examinations shall forthwith issue notices to the candidates concerned precisely specifying the nature of the charge and calling upon the candidate to furnish his written reply to the charge within a period of seven days from the date of receipt. 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 materials pertaining to the matter shall be placed before the Board of Management or a Committee constituted by it.

(4) The Board or the Committee as the case may be, shall give a personal hearing to the candidate and shall consider the report of Board of Conducting Examiners, other reports and material relevant to the case, if any, before taking a final decision in the matter:

Provided 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 Board/Committee at the appointed time, the Board/Committee shall be competent to take a final decision in the matter.

(5) If the Board/Committee comes to the conclusion that there has been resort to unfair means, the Board/Committee may impose any of the following penalties on the candidate(s) commensurate with the gravity of the unfair means resorted to by him/them.

- |       |   |   |
|-------|---|---|
| (i)   | for writing the roll number or leaving any identification mark any where in the answer script except in the provided for the purpose. | Cancellation of the result of that examination: |
| (ii)  | for possession (but not use) of unauthorised or incriminating materials.  | Cancellation or the result of that Examination: |
| (iii) | for misbehaviour with the Centre Superintendent/Invigilator/ Supervisors/others connected with  | Cancellation of the result of that examination: |



the conduct of examination/  
examinee(s)

Note-I - in addition to this, the authority may initiate criminal action against the examinee/person concerned.

Note-II - In case of violent behavior of the examinee he may be debarred from appearing in subsequent sittings of that examination by the Centre Superintendent.

(iv) for use of unauthorised or incriminating material -

Cancellation of the result of that examination and debarring the candidate from appearing at the next examination:

(6) In case of malpractices of any other nature such as mass copying and/or public interference in assisting the examinees and creating disturbance for other examinees at the examination centre duly corroborated by the reports of Supervisors/Observers/authorities of the University deputed for the purpose, the Board may impose penalties as it deems fit, which may include cancellation of the examination.

Valuation of Answer Books and Publication of Results:

42.(1) The Board shall be competent to decide if answer books are to be valued by Examiners at home or they will be valued at Valuation Centres to be fixed by it and take consequential steps accordingly.

(2) The Board shall take necessary steps as it deems fit for tabulation of marks and publication of results. The valuation and tabulation shall be timed in such a way that the results shall be published within one and half months from the date of completion of the examination. The date of publication of the results may, however, be extended due to exigencies to be recorded in writing.

(3) Along with the publication of results or immediately after such publication, the successful candidates shall be provided with mark sheets and provisional pass certificates and the unsuccessful candidates only with mark sheets on payment of prescribed fees.

(4) The Board shall take steps to provide original certificates and diplomas expeditiously to the successful candidates as soon as possible.

Admission to University Examinations.

43.(1) Candidates who have registered themselves as students of the University are eligible to appear at a University examination :

Provided that the candidates who have applied for registration in the prescribed form on payment of requisite fees, may be allowed admission to the University Examination, if they produce evidence of applying for registration.

(2) Having satisfied the registration requirement as given in sub-statute (1), a candidate shall make an application in the prescribed form on payment of prescribed fees through the Head/Principal as the case may be, so as to reach the Controller of Examinations on or before the date fixed by him for receipt of such application. The application shall be entertained only if it is accompanied by an endorsement from the Head/Principal to the effect:

- (i) that the candidate has secured necessary percentage of attendance or has been granted exemption from such attendance in accordance with the regulation;
  - (ii) that he/she has previously passed the qualifying examination as required under the regulation; and
  - (iii) that his/her progress and conduct have been satisfactory.
- In addition to such an endorsement, the application must contain other details as required under various columns of the application form.

## CHAPTER - II

### Examinations.

44.(1) Subject to the provisions of the Act and Statutes, examiners shall be appointed by the Board which shall have the power to cancel or terminate the appointment of any examiner without assigning any reason therefor, as and when necessary.

- (2) Examiners may be any of the following two classes, namely
  - (a) Question Paper Setters; and
  - (b) Single Chief and Assistant Examiner to value answer papers, dissertations, thesis etc. or conduct via-voce and practical examination.
- (3) (i) Question Paper Setters shall be appointed from among such teachers or other competent persons as are unconnected with the teaching and instruction work in any constituent/affiliated college or teaching department of the University relating to the course for which question papers are to be set.
- (ii) Question Paper Setters shall ordinarily be appointed in each case for one year, but may be reappointed on year-to-year basis, provided that the total period of appointment does not exceed three consecutive years.
- (iii) The Vice-Chancellor shall constitute a Board of Paper Setters in a subject consisting of not more than three persons to be chosen from among the Paper-Setters appointed and name one of them as the Chairman of Board of Paper Setters. It shall be the duty of the Board of Paper Setters to scrutinise the question papers set and to moderate them if found necessary so as to ensure that the question papers are in conformity with the courses of studies and the instructions given by the University. The Board shall also have the power to reject question papers set on reasonable grounds and report such rejections to the Controller of Examinations. The Board shall also set such question papers as may be required by the Vice-Chancellor in any paper/papers.
- (iv) The Board of Paper-Setters shall ensure that-
  - (a) question papers set are such as decided on ability of candidates well prepared in the subject who can reasonably be expected to answer within the time allowed;
  - (b) no question has been put calling for declaration of religious belief or profession or political belief on the part of the candidates.

### Single, Chief, and Assistant Examiners.

45.(1) Examiners shall, as far as possible, be appointed from among the registered teachers employed in the constituent or affiliated colleges or in the teaching departments of the University. Ordinarily no teacher shall be appointed, except in a subject for which there is paucity of suitable examiners, who has not got at least three years' teaching experience at the

college level. The appointment shall, in each case, be for one year subject to renewal for a further period of one year each time, provided that the total period of appointment does not exceed three consecutive years in respect of any one examination.

(2) The principle of single examinership shall be followed in respect of theory papers.

(3) In case of practical and viva-voce examinations, the principle of having one internal examiner and one external examiner shall be followed. The external examiner in such cases, shall mean, an examiner who does not belong to the same college or the same department of teaching, students of which are appearing at the examination.

(4) In case of Post-graduate examinations, at least fifty percent of the examiner shall be external examiners, i.e. examiners, who do not teach the students appearing at the examinations.

(5) There shall be a Board of Conducting Examiners in each subject of examination consisting of three examiners chosen from the examiners appointed. Duties of the said Board shall be the following:-

- (a) to lay down the scheme of valuation before the commencement of the actual valuation of papers after considering the representation, if any, received from candidates regarding the question paper;
- (b) to set the papers for practical examination in such subjects and papers, wherever necessary;
- (c) to make a report on the performance of examiners;
- (d) to make a report on the cases of unfair means adopted by the candidates specially the extent of the use of unauthorised or incriminating materials when such cases are reported to it by the Controller of Examinations;
- (e) to declare the results in the subject; and
- (f) to perform such other duties as may be assigned to it by the Board/Vice-Chancellor from time to time.

### CHAPTER - III

#### Registration of Teachers

46.(1) Every teacher working in a teaching department of the University/constituent or affiliated college of the University, shall have to register himself as teacher of the University on payment of prescribed fees.

(2) Every person immediately after joining as a teacher in a teaching department/constituent college/affiliated college shall apply to the Registrar through the Head of Teaching Department/principal of the college as the case may be, in the prescribed proforma to get his name registered as a teacher of the University. The head of the teaching department/Principal of the college shall sign the endorsement given in the application form and send it to the Registrar. Every teacher making such an application shall have to pay a fee of Rs.100/- only. If he changes from a teaching department to a college or vice-versa, his registration as teacher of the University shall remain unaffected;

Provided that a teacher who worked in any institution which is deemed to be affiliated to this University under section 37 of the Act and who registered himself as a teacher of the other University to which the said institution was affiliated, shall be registered as a teacher of the University without payment of any fees, subject to the production of evidence of registration under the other University. He shall, however, be required to submit an application in the prescribed proforma for registration.

(3) The Controller of Examinations shall maintain, subject-wise registers of teachers registered, arranged in order of seniority. For the purpose of seniority, Professors shall be senior to Readers and Lecturers; and Readers shall be senior to Lecturers independent of the date of joining in respective grades. Seniority in grade shall be determined on the basis of the date of joining in a grade, provided such date of joining is followed by uninterrupted service in the grade.

(4) The register of the teachers shall be made up-to-date by 30<sup>th</sup> September every year. It shall be the duty of the Head of a Teaching Department or the Principal of a college to send the list of teachers subject-wise in the prescribed proforma so as to reach the Registrar on or before 31<sup>st</sup> August every year. The list shall include the teachers previously registered, if any, and the list of teachers who seek registration for the first time. For the latter category of teachers, evidence of payment of fees shall accompany the list of teachers sent by the Head/Principal.

(5) The Head of Teaching Department/the Principal of a College, shall intimate the Registrar any subsequent change in the list of teachers sent by him soon after any such change has taken place.

(6) The list of teachers made up-to-date shall be published on the notice board of the University Office on 15<sup>th</sup> October every year. Any registered teacher shall be entitled to receive an authenticated copy of the register, if he makes an application for the purpose on payment of a fee of Rs.20/- (Rupees Twenty) only after the date of publication of the list on the notice board of the University.

(7) Every teacher, on his first appointment as a teacher under the University, shall make an application for his registration in the following proforma.

Note- The Board may change the proforma, if found necessary.

#### **APPLICATION FOR REGISTRATION AS A TEACHER**

01. Name of Teacher

02. Subject

03. Name of Paper/Papers taught at present.

04. Grade in which appointed in the Department/ College.  
PROFESSOR/READER/LECTURER

05. Date of joining the Department/  
College in the present Grade.

06. Previous Teaching Experience,  
if any, in the Department/College, or else where :

- (i) Date of joining as Lecturer:
- (ii) Date of joining as Reader:
- (iii) Date of joining as Professor:

07. Paper/Papers taught previously:

- (i)
- (ii)

08. Educational Qualification.

09. Year of passing the Qualifying Examination.
10. Percentage of marks secured in the Qualifying Examination.
11. Evidence of payment of Rs.100/- towards Registration Fees.

SIGNATURE OF THE TEACHER  
DATE

Endorsement by the Head/Principal:

I certify that I have verified the entries made above and found them correct.

SIGNATURE OF THE HEAD/  
PRINCIPAL with date and seal.

8. PROFORMA FOR THE SUBJECT-WISE LIST OF TEACHERS TO BE FURNISHED BY THE HEAD/PRINCIPAL

	Department/College	Subject
01.		Serial No.
02.		Name of the Teacher
03.		Date of joining as a Lecturer
04.		Date of joining as a Reader
05.		Date of joining as a Professor
06.		Specialisation
07.		Subject/Papers taught so far in different institutions
08.		Signature of the teacher
09.		Remarks.
10.		

HEAD / PRINCIPAL  
(date and seal)

Note - The Board may change the proforma, if found necessary.

Every teacher who gets himself registered, may be eligible for consideration for appointment as Examiner, Member of Boards and Committees of the University.

Provided that the aforesaid privilege may be available only so long as the teacher continues to be employed in an institution under the University.

## PART VII

# ADMISSION, TRANSFER AND REGISTRATION OF STUDENTS

## CHAPTER - I

### Admission and Transfer.

47.(1) No person shall be admitted to a course in a teaching department/college under the privileges of the University unless he has passed the qualifying examination for admission to the course as prescribed under relevant Regulations.

(2) The University shall fix last dates for admission to different courses of the University every year. No candidate can be allowed admission in any course in any institution under the University beyond the last date fixed for the purpose:

Provided that in exceptional cases, the Board may allow admission beyond the last date if the institution concerned makes an application to the Registrar requesting for the extension of the date of admission giving reasons therefor:

Provided further that no such extension of date shall be allowed beyond two months from the last date fixed for admission.

(3) No student, who has previously studied in any educational institution, shall be admitted in a teaching department of the University or a College, unless he presents a transfer or leaving certificate showing :

- (i) Name of the Student
- (ii) Date of Birth as entered in the Admission Register.
- (iii) Period of studentship : From To
- (iv) The class in which he was reading at the time of leaving the institution.
- (v) Subject or subjects studied by him during his studentship.
- (vi) If it be the time when annual promotions take place, whether he is qualified for promotion to a higher class.
- (vii) If he is leaving the institution after having passed/failed the examination for which he was enrolled in the institution, the course for which enrolled and results of the examination in the course to be stated in the transfer certificate.
- (viii) Reason for leaving the Institution.
- (ix) Whether he has cleared all dues to the Institution.
- (x) Conduct.

The transfer certificates furnished shall be endorsed with the admission number in which the student is enrolled and shall be filed for reference and inspection.

(4) Notwithstanding the prohibition of admission in the preceding Statute, a student migrating from another University may be exempted from producing the transfer certificate if the information required in the preceding Statute is available in any other form from the head of the institution in which he last studied.

(5) A student admitted to a course in a teaching department of the University or in a constituent or affiliated college of the University shall be issued a transfer or leaving certificate embodying the particulars as given in the sub-statute (3) above, if he makes an application for the purpose to the head of the institution subject to the fulfillment of other conditions.

(6) In case a student applies for a transfer or a leaving certificate after having appeared at the University examination, the result of which is still awaited, he may be issued the certificate with an entry to the effect that he/she has appeared at \_\_\_\_\_ examination of the University the

result of which is awaited. Such a student shall not be allowed to reappear at the University examination unless he/she re-enrolls himself/herself in the class from which the transfer or leaving certificate was issued.

(7) Every student shall have to earn an annual certificate at the end of every academic year for being promoted to the next higher class, if any, or for being eligible to appear at the University examination at the end of the course. The annual certificate shall be granted subject to the fulfillment of the following conditions, namely:-

- (a) The student has secured the minimum percentage of attendance as prescribed by the Regulations for the course or has been allowed exemption from such minimum percentage under the terms and conditions as provided in the Regulations of the course;
  - (b) the student has completed the course of instructions to the satisfaction of the authorities of the Department/College and his progress and conduct have been satisfactory; and
  - (c) a student, who has not been able to earn annual certificate at the end of an academic year, shall be required to rejoin the same class for another full year to earn the annual certificate. In case it becomes necessary, additional seats may temporarily be created in the concerned class with the permission of the Board of management for one year only to accommodate such a student/students.
- (8) (a) A student seeking transfer from one institution to another during an academic year (before the end of the academic year) shall apply to the Registrar furnishing reasonable grounds for such a transfer through the Principal/Head of the Institution in which he is continuing his studies and also through the Principal/Head to which he seeks transfer. Such an application shall be accompanied with (i) written consent of the head of the institution in which he is studying, to the proposed transfer; (ii) The written endorsement by the Head of the Institution to which transfer is sought to the effect that a seat is available in the course in which the student was studying in the other college and that he can be admitted to the course if the transfer is allowed by the Board.
- (b) In case the Board allows such transfer, the student shall be allowed to combine his attendance in two affiliated colleges/teaching departments for the purpose of earning his annual certificate. For this purpose the head of the institution from which the transfer has been sought, shall intimate the number of periods attended by the student subject-wise up to the date of transfer to the institution to which transfer is sought along with the transfer certificate.
  - (c) in case a student seeks transfer after having earned the annual certificate in an institution to another institution in the beginning of the next academic year, no permission from the University for such a transfer shall be necessary.
  - (d) The benefit of combination of attendance shall also be allowed in case of transfer from an institution under another University to an institution under this University, if the courses pursued by the student are similar in different Universities. Before the transfer is allowed in such cases, the Controller of Examinations shall get the courses of different Universities examined and shall issue a certificate regarding the similarity of courses, to be placed before the Board.

- (9) If any student is expelled from a college/teaching department of the University, intimation of the fact of his expulsion with a statement of reasons therefor, shall be given forthwith by the head/principal, --
- (a) to the parent or approved guardian of the student; and
  - (b) to the Board accompanied with the transfer certificate of the student.
- It shall be competent for the Board, on the application made by the student or his parent or his approved guardian, after making such enquiry as it deems fit, to deliver the certificate to the student with necessary endorsement or withhold it temporarily or permanently.

## CHAPTER-II

### REGISTRATION OF STUDENTS

Register of Students.

48.(1) The Controller of Examinations shall, on behalf of the Board, maintain a Register in which the names of students of the University shall be entered.

(2) Registration is compulsory for every student who may seek to appear at any examination of the University. No candidate can appear at any examination of the University without having his name entered in the register of students on payment of prescribed fees.

(3) Every student shall pay the fee as may be fixed by the Board for first registration as a student of the University through the Teaching Department of the University/College in which he has been admitted. The student shall also be required to pay the fee as may be fixed by the Board as the Registration fee for appearing at every University examination.

(4) The Head of a Teaching Department or the Principal of a College shall forward to the Controller of Examinations not later than one month from the last date of admission to a course in the Department/College in the beginning of every academic year, in a form specified below a list of all students of the Department/College admitted to the first year of the Course.

#### FORM

1. Name of the Student.
  2. Name and address of his father
  3. Date of Birth
  4. Mother-tongue
  5. The course in which admitted
  6. Examination passed
  7. Registration No. of the student of the University if registered earlier
  8. Has the student migrated from any other University? YES/NO
- If yes, whether migration certificate has been attached and fee for registration has been remitted.

Note-The Board may change the Form of Registration from time to time, if necessary.

(5) Every student registered shall be assigned a number and shall be issued a Registration Receipt embodying the Registration Number

(6) A registered student shall be entitled to receive a certified copy of the extract from the Register in so far as it relates to particulars entered against him on payment of a fee of Rupees Five.

(7) Notwithstanding anything contained in the preceding sub-statutes, a student, who was studying in any of the institutions/colleges deemed to have become affiliated to this University under section 37 and who having registered himself as a student of the other University to which his institution was affiliated, shall be deemed to have transferred his registration under the other University to this University.



(8) The Principal of a College/institution referred to under sub-statute (7) shall furnish the particulars as provided under sub-statute (4) in respect of each student referred to under sub-statute (7) and request for registration of such students as the student of this University. The Registration Receipts in original issued by other Universities in respect of each student shall be attached to the communication to be sent by the Principal. No fees towards Registration need be collected from such students.

(9) The Controller of Examinations shall enter the particulars in respect of each student referred under sub-statute (7) in the Register of Students and issue a Registration Receipt to each of them containing the Registration Number of the University.

### CHAPTER - III

Examination Fee  
and other Fees.

49. The Board shall determine the fees to be charged for various purposes of the University including for the services rendered by the University.

### PART -VIII

## HONORARY DEGREES, AWARD AND WITHDRAWAL OF DEGREES AND CONVOCATIONS

### CHAPTER - I

Honorary Degrees,  
Convocation and  
Academic Robes.

50.(1) The Board of Management, subject to confirmation by the Chancellor, shall confer Honorary Degrees and other academic distinctions on the recommendation of the Academic Council, on persons, who, by virtue of their eminence and attainment of contributions to the cause of learning or their established positions in the different fields of culture, such as Museology, Language, Literature, Visual Arts, Performing Arts, Architecture, Folklore, Ethno-archaeology and Ethno-musicology and the like, art fit and proper persons to receive Honorary Degree of D.Litt. and such other distinctions.

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

(3) The person on whom Honorary Degree is to be conferred shall be presented to the Chancellor by the Vice-Chancellor. In the absence of the Chancellor, he shall be presented to the Vice-Chancellor by the Registrar.

(4) All Diplomas/Certificates for Honorary Degrees shall be signed by the Chancellor.

(5) The forms of the Honorary Degrees shall be prescribed by the Board.

Convocation.

51.(1) There shall ordinarily be one Convocation held during every year for the purpose of conferring and awarding all degrees/diplomas, medals and awards, provided that Degrees/Diplomas/Medals may also be conferred in absentia.

(2) Notwithstanding the provision of sub-statute (1) the Board may decide, with prior approval of the Chancellor, that no Convocation shall be held in any year in which case, the Degrees/Diplomas/Medals/Awards shall be given to the candidates through the respective Heads of

Institutions/Departments or directly by the Registrar or otherwise as decided by the Board.

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

(4) Candidates for Degrees/Diplomas shall submit their applications to the Registrar for admission to their respective degrees in the prescribed form with requisite fees as decided by the Board not less than 15 clear days before the date fixed for Convocation. No person shall be allowed to Convocation who has not made such an application to the Registrar on payment of requisite fees.

(5) The Date, time and place of Convocation shall be fixed with the prior approval of the Chancellor.

(6) The Chancellor shall preside over the Convocation when he is present and in his absence, the Vice-Chancellor shall preside over the Convocation.

(7) Ordinarily, not less than four weeks' notice shall be given to Members of the Board, Academic Council, Faculties, Board of Studies and all other persons concerned, of the date, time and place of the Convocation.

(8) The Vice-Chancellor may, with the prior approval of the Chancellor, invite a distinguished person to address the Convocation.

Grace.

52.(1) The Chancellor, Vice-Chancellor, Deans and Members of Faculties, Members of the Board and Academic Council and Members of Board of Studies, and the Registrar shall wear the academic robes prescribed, and assemble in the Grace Room set apart for the purpose of the appointed hour.

(2) The Registrar shall move that a Grace of the Academic Council/Board of Management/Faculties /Board of Studies be passed that those persons whom the Board, on the reports of the Examiners has certified to be qualified for various degrees 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 Academic Council, Board of Management, Faculties and Board of Studies assenting, the Chancellor/Vice-Chancellor shall say : "THIS GRACE IS PASSED."

Order of Business.

53.(1) After the Grace is passed, the Registrar, Members of the Academic Council/Board of Management./Faculties/Board of Studies/Vice-Chancellor, and the Chancellor shall proceed in procession to the Convocation Hall.

(2) The Order of Business in the Convocation Hall including the forms of oath to be administered and taken, shall be such as would be set out in the agenda to be prepared by the Board, with the approval of the Chancellor.

## CHAPTER - II

Academic Robes.

54. The Academic robes to be used in the Convocation for the Chancellor, Vice-Chancellor and others shall be as follows :

(1) Chancellor: A purple gown made of silk or stuff with two and three-eighth inch gold lace down the front and round the bottom of sleeves outside;

(2) Vice-Chancellor: A purple gown made of silk or stuff similar in shape and design as that prescribed for the Chancellor and in the same way, but with silver lace;

(3) Registrar: A gown of scarlet silk or stuff, the lace to be of white silk and of the same as that prescribed for the Chancellor and trimmed in the same way;

(4) Members of Academic Council, Board of Management, Faculties and Board of Studies:

A gown of scarlet silk or stuff with a fringe colour three-inches deep.

- (5) Degrees Honoris Causa : A gown made of Scarlet silk with facings of crimson silk;
- (6) Doctor of Philosophy: A gown made of white silk or stuff with blue silk facings;
- (7) Doctor of Literature: A gown made of Crimson silk with orange silk facings;
- (8) Master of Bachelor Degree Holders: A purple gown made of silk or stuff;

Note - A candidate of any of these degrees may, in his opinion, appear in his own dress.

### CHAPTER - III

**Award of Degrees/ Diplomas/Certificates and their withdrawal.** 55.(1) Depending upon the courses of studies prescribed by the Academic Council, different Degrees/Diplomas/Certificates shall be awarded by the University to the candidates who come out successful in respective University examinations in accordance with the Regulations relating to relevant courses.

(2) All Degrees shall be signed by the Vice-Chancellor and all certificates shall be signed by the Registrar.

(3) The Board may withdraw a Degree or Diploma or Certificate conferred on any person for good and sufficient reasons on the recommendation of the Academic Council.

(4) The Board may withdraw a Degree or Diploma or Certificate conferred on any person for good and sufficient reasons on the recommendation of the Academic Council;

Provided that no such withdrawal of Degree/Diploma Certificate shall be made without giving the person concerned, an opportunity of showing cause against the proposed action and of being heard by the Board.

(5) The following may be considered good and sufficient reasons for withdrawal of the degree or diploma or certificate awarded by the University, viz :

- (i) Gross misconduct in any University Examination;
  - (ii) making use of forged, false or manipulated documents or misleading declarations to gain admission into a course to which he is not entitled;
  - (iii) Gross professional misconduct amounting to abuse of the Degree/Diploma/Certificate awarded by the University;
  - (iv) Any other misdemeanour considered tantamount to gross misconduct by the Academic Council and the Board of Management.
- (6) Any person aggrieved by the order of withdrawal may, within thirty days of the date of receipt of the order, prefer an appeal before the Chancellor.

## PART - IX

### CONDITIONS OF SERVICE

#### CHAPTER - I

##### Definitions.

56.(1) In this part, unless the context otherwise requires;

(a) "Appointing authority" in respect of an employee means the Vice-Chancellor or any other Officer or Authority of the University empowered under the Act or the statutes to appoint employees;

(b) "Duty" includes,

(i) Services rendered as a probationer or apprentice, if such service is followed by confirmation or by regular appointment to the University service;

(ii) Joining time;

(iii) Any period which the Vice-Chancellor, by order, declares that in the circumstances mentioned below, or in similar circumstances, an employee may be treated as on duty :-

(A) during the course of instruction or training;

(B) during the interval between the satisfactory completion of the course and assumption of duties, if the interval between the receipt of orders and assumption of duties does not exceed the amount of joining time admissible;

(C) in case of a teacher, the period spent on conducting any examination either in the University or outside such as the Orissa P.S.C., U.G.C., I.C.C.R. or other All India/All Orissa Institutions requiring such assistance and being permitted there for:

Provided that the 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;

(D) in the case of non-teaching employee, the period spent on any assignment either within the University or outside, if the total period of absence shall not exceed 20 days in an academic year excluding Sundays and holidays; and

(E) the period spent by the teachers selected by the U.G.C. or other central Statutory Bodies under the Visiting/Associateship 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, D.A., A.D.A., but does not include honorarium;
- (d) "Employee" means a person employed by the University as full-time employee on permanent, temporary, or adhoc basis or on probation as an Officer or as a Teacher or otherwise and includes the employees of the constituent college, a part-time employee of the University, work-charged employee, a Government servant on deputation on foreign service terms to work under the University but does not include a person engaged on contract basis or on daily wage basis ;
- Provided that the Board 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
  - (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/her 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 or non-recurring payment granted to an employee from the General Fund of the University as remuneration for special work of an occasional or intermittent character done beyond the normal working hours without detriment to normal work;
- (j) "Ministerial employee" means an employee of subordinate service whose duties are mainly clerical and includes typists and stenographers and any other class or category of employees specifically declared as such 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 appointing authority to the said vacant post;
- (l) "Sphere of Duty" means the local area within which the duties of the University employee are ordinarily confined. In case of doubt, the limits of a particular employee's sphere of duty may be prescribed by the University; and
- (m) "Vacation Staff" means a teacher and any other employee permitted to be absent from duty during a vacation by an order of the Vice-Chancellor.

## CHAPTER – II

### GENERAL CONDITIONS OF SERVICE

- Age. 57 The age limit for appointment in any post of the University shall be the same as applicable to the State Government Servants :  
Provided that the upper age limit may be relaxed by the appointing authority.
- Evaluation of Candidates for posts. 58.(1) Subject to the provisions of the Statutes, the qualifications and experience, if any, prescribed by the University Grants Commission or the State Government or the University as the case may be, the appointing authority of the respective posts shall be competent to make recruitment to the various posts and to lay down the methods of recruitment, by way of such tests and examinations as it may deem expedient, so far as teaching posts are concerned.  
(2) In a deserving case, the selection committee constituted by the Board for selection of Teachers, may even recommend an eminent scholar in absentia, on his application or otherwise for appointment for a teaching post provided the recommendation is made by at least two experts supported by the Vice-Chancellor and the Director of Culture and the Committee records in writing the ground of such recommendation justifying the outstanding nature of career and academic eminence of such scholar.  
(3) Appointment, seniority, promotion and other conditions of service of officers and employees other than the teachers, which are not specifically provided under these Statutes, shall be regulated as per the provisions applicable to the officers and employees of similar cadre of other Universities of the State.
- Scales of pay and pay fixation at initial appointment. 59.(1) The scales of pay of various posts of the University shall be such as may be allowed by the State Government from time to time.  
(2) The initial pay of a person, other than the 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 already in service under the State or Central Government, a college affiliated to any University and aided by the State Government, or a statutory institution immediately before joining the University shall be protected while fixing his pay in the time-scale to which he is appointed in the University. In exceptional cases, such as in the case of appointment to specialised posts, the pay of a person from a public or joint sector enterprise or institution or a private sector institution may also be suitably fixed on the recommendation of the Selection Committee.  
(3) 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. 60. The grant of traveling allowance shall be in accordance with the rules and procedure contained in the Orissa Universities Accounts Manual, 1987 as amended from time to time.
- Remuneration. 61. Unless otherwise provided to the contrary, an employee's time shall be wholly at the disposal of the University which shall be competent to employ him in a manner required for the interest of the University without payment of any additional remuneration whether the services required from 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.

- Payment of Honorarium. 62. Subject to specific orders, if any, that may be passed by the Chancellor, honorarium may be granted by the University in the following cases :-
- (i) Non-teaching employees as are directly connected with conduct of examination and publication of results;
  - (ii) Non-teaching employees as are directly connected with preparation of Annual Budget ;
  - (iii) 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, Mistry, Fitter, Watchman etc., for work done on public holidays other than Sundays for which neither substitutes nor alternative holidays could be given.

- Age of Retirement. 63. The date of usual retirement on superannuation of a University employee, other than a Government servant on deputation to the University, shall be the date on which he/she completes the age of fifty-eight years;  
Explanation: An employee shall have to retire on the last day of the month in which he/she completes the age of fifty-eight years.

- Retirement before the age of superannuation. 64. Notwithstanding anything contained in these Statutes:-
- (i) An employee may retire voluntarily from service at 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 the date on which he wishes to retire or by giving the said notice to the said authority before such shorter period as the University may allow in a particular case. It shall be open to the said authority to withhold permission to an employee who seeks to retire under this provision if he is under suspension or enquiries against him are pending.
  - (ii) 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 has completed thirty years of qualifying service or attained the age of fifty years where he/she has completed at least ten years of qualifying service by giving a notice in writing to the employee at least three months before the date on which he is required to retire prematurely or by giving three months' pay and allowances in lieu of such notice after following the procedure specified under Statute 65.
  - (iii) Premature retirements shall be made applicable in respect of employees who are known to be lacking in integrity or whose physical and mental condition is such as to make them inefficient for further continuance in 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 a review specified under Statute 65.
  - (iv) 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.

Review 65.(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 has completed at least ten years qualifying service and also in the 55<sup>th</sup> year of age in order to determine whether he should be allowed to continue further in service or to be retired prematurely

Provided that such review shall 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 Board in respect of teachers and officers, and by the Vice-Chancellor in respect of other employees.
- (3) If, on the result of review it is considered by the Review Committee that an employee although has done well in a lower grade but is not fit to shoulder the responsibilities of the post he occupies and the Review Committee comes to the conclusion that the 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 of teachers and officers for orders of the Board. In respect of other employees, the Registrar shall process the matter for orders of the Vice-Chancellor.
- (5) Once it is decided to retain an employee after thirty years of qualifying service or completion of fifty or fiftyfive years of age, as the case may be, the employee shall be allowed to continue upto the age of fiftyfive or sixty years, as the case may be, without any 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*

66 An employee shall be entitled to the reimbursement of the cost of medicines, x-ray and blood tests incurred by him in connection with the treatment of self and dependent members of family in accordance with the rules and procedure in vogue in respect of the employees under Employees' Provident Fund Schemes.

### CHAPTER - III

Leave

67.(1) The employees of the University shall be entitled to avail all kinds of leave as admissible under Employees' Provident Fund Schemes;

Provided that the teaching staff of the University may be granted such other leave as may be recommended by the Board of Management in conformity with the Government from time to time.

### CHAPTER - IV

Terminal

68. The employees of the University shall be entitled to the benefits envisaged in the Employees' Provident Funds and Miscellaneous Provisions Act, 1952 (19



of 1952) and the rules made thereunder:

*Options*

69. The employees of the University shall exercise option within a period specified by the University for the Health Insurance Schemes as well as the service benefits available in the General Insurance Corporation in the country. If the employees fail to exercise the option within the date stipulated by the University, it shall be deemed that the employees come within the ambit of these schemes.

*Fund*

70. There shall be established a Fund under the Employees' Provident Fund and Miscellaneous Act, 1952 to be styled as the Utkal University of Culture Pension Fund. The administration of the Fund shall vest in the Board and the manner of its administration shall be determined by the Board which shall formulate the rules to be circulated among all concerned.

**CHAPTER - V**

*Classification, Control, Discipline and Appeal.*

71. The provisions of the Orissa Civil Services (Classification, Control and Appeal) Rules, 1962 as amended from time to time and the Government clarifications and circulars issued there under in the matter of suspension and for imposing major and minor penalties shall, mutatis mutandis, apply to all officers and employees of the University.

*Classification of posts*

72. The employees governed by the Statutes shall be classified as specified under Schedule III;

Provided that the Board may, with the approval of the State Government, make additions or deletions to the Schedule with the changes in recruitment or pay scales as may come into effect from time to time.

*Relaxation*

73. Where the Chancellor is satisfied that the operation of any provision contained in part IX 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 condition as may be considered necessary to deal with the case in just and equitable manner.

*Interpretation*

74. If any question arises as to the interpretation of these Statutes, it shall be referred to the State Government for decision.

**SCHEDULE - I**  
**See Statute 4(9)**

**CONFIDENTIAL REPORT FOR TEACHERS OF UTKAL UNIVERSITY OF  
CULTURE**  
**( TO BE FILLED AT THE END OF EVERY ACADEMIC YEAR)**

Report for the year/ period ending

**GENERAL INFORMATION :-**

To be filled in by the office -

Name

Address (Residential)

Designation

Department

Date of appointment -

In the institution,

In the present post

Pay scale

Present pay

**PART - I**

**SELF-ASSESSMENT OF THE TEACHER**

(To be filled in by the teacher concerned)

**TEACHING**

(a) Course taught

L : Lectures  
T : Tutorial  
P : Practical

Class taught	Course title	Periods allotted per week	Period actually In the year
(1)	(2)	L.T.P. (3)	L.T.P. (4)

- (i) DEGREE/DIPLOMA  
P.G. (M.A., M.Sc., M.Com., LL.M., etc.)  
M.Phil.  
Any other course
- (b) Did you supply the lecture teaching plans of the course to the students ? How many ? If yes, give a specimen copy.
- (c) Did you supply the synopses of the lectures to the students ? How many ? If yes, give a specimen copy.
- (d) Did you give a list reading material to your students ? If yes, give the list.
- (e) Reasons for the difference in the allotted periods and those actually engaged (Month-wise).
- (f) Steps taken to fill gaps in (e) above
- (g) Internal education of student carried out
  - (i) Tests
  - (ii) Quizzes
  - (iii) Home segments
  - (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 descriptions and particulars as in format below.)

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Title of the work/Name of the publisher/printer date and year/Remarks  
(like of publication, co-authors, etc.)

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**C. IMPROVEMENT OF QUALIFICATIONS -**

(Refresher courses attended, summer school, work shops, open University courses/M.Phil/ Ph.D)

Name of course Diploma/Degree	Name of the University	Subject with specializations	Duration	Year marks/Grade obtained
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**D. RESEARCH WORK DONE**

- a. No. of M.Phil/Ph.D., student in the year (Give names of students)
- b. No. of students awarded M.Phil/ Ph.D (Give names of students and title of thesis)
- c. No. of research papers published.

Title of the paper publication	Name of the Journal	Date and year	Remarks (Co-authors)	of
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(d) Research papers in progress

Title of the project	Name of funding agency	Duration	Remarks
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(e) Seminars, Conferences, Symposia attended

Name of the Seminar, Conf. Symposia	Name of the Sponsoring agency	Country and Date	Paper Contributed	Remark
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- (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 contributions 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 organisations linked with extension work and
- (c) position held in N.C.C., if applicable

**F ADMINISTRATION -**

Please give a short account of your contributions to -

- a. administration of the College/Department
- b. organisation 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 organisations of teacher.

**G. ASSESSMENT**

- (a) please state the honour conferred on you by

..... your student  
 ..... your peers  
 ..... Government  
 ..... others

- (b) Did you get the circular programme evaluated by students ? If so, please give its findings

**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  
 Designation.

**PART - II OBSERVATIONS BY THE HEAD OF DEPARTMENT/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 VICE-CHANCELLOR/ACCEPTING AUTHORITY**

Date .....

Signature of the Vice-Chancellor

Record of action taken, if any.

**SCHEDULE - II**  
**[See Statute 29 (5)]**  
**FORM OF APPLICATION FOR AFFILIATION TO THE UNIVERSITY**

- 1. Name and address of the institution.
- 2. Date of Establishment
- 3. Course/Courses in which affiliation is sought
- 4. Strength of students in the course/courses in which affiliation is sought.
- 5. Subjects and subject-wise students strength for which affiliation is sought.

Subject	Students' strength
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- 6. Teachers' strength including the Principal with their particulars;  
(a)

Name of Teacher.	Date of joining the institution.	Educational Qualification	Percentage of marks in quali-exam	Scale of pay	Previous Teaching Experience, if any date-wise and institution-wise.
1	2	3	4	5	6

- (b) Procedure followed for selection of teachers :
  - (i) Whether advertisements made in Newspapers.
  - (ii) Name of Experts in the Selection Committee.
  - (iii) Recommendation of Selection Committee.

7.	Non-teaching Employee:		
	Designation	Number	Scale of pay

- i)
- ii)
- iii)

8.	Accommodation		
	a. Class rooms		
	b. Staff common room		
	c. Boys common room		
	d. Girls common room		
	e. Office - room		
	f. Principal's chamber		

- g. Any other room (s)
- h. Toilets

9. Library:

- a. Size of the Library Building
- b. Total number of books in the library
 

	Number of Titles	No. of copies
Ref :		
Text:		
General:		

- (c) Subject-wise number of books
 

Subject	No. of titles	Number

- (d) Newspaper, magazines and Journals the institution subscribes (furnish details)
- (e) Is there a Reading room in the Library ? YES/NO
- (f) Library rules (attach a copy of the Library rules).
- (g) The amount spent on purchase of books/Journals in the immediate preceding year.
- (h) The amount earmarked for purchase during the current year.

10. Hostel facilities:

- |                        | Accommodation | Strength |
|------------------------|---------------|----------|
| 1. Boys Hostel         |               |          |
| 2. Women's Hostel      |               |          |
| 3. Recognised Lodgings |               |          |

11. Staff quarters, if any

No. of quarters.	Rooms	Size

12. Financial position:

- (a) Give an account of sources of income that would ensure continued and efficient maintenance of the Institution.
- (b) Financial position on the date of application and date of inspection.
  - i) Deposits in the Bank
  - ii) Deposits in Post Office
  - iii) Cash in hand.

(c) Details of income and expenditure year-wise:

Year	Source of Income	Items of Expenditure

13. Fixed Deposits pledged to the University  
(Attach proof of such deposits)

14. Governing Body:

Names and addresses of the Members of the Governing Body, including those of the President and Secretary. (The names of the nominees of the Vice-Chancellor and the Director, Culture may be left blank to be filled up only after affiliation is granted)

15. Date of Registration of the Governing Body registered under the Societies Registration Act.  
(Attach a copy of the Registration Certificate)

16. Workload of teachers;

Name of the Teacher with designation.	No. of periods per week

(Attach a copy of the Time-table of different courses of the Institution)

17. Tuition fees and other fees collected from students.
  - a) Monthly fees                      Rs.
  - b) Annual fees                        Rs.
  - c) Other fees.                         Rs.
18. Provision made for Capital expenditure on building and equipment (year-wise from the date of permission till date of inspection)
19. Working hours of the Institution.
20. Stock Register (corroborated by vouchers and payment receipts)
21. Undertaking to be furnished by the Institution;

THE GOVERNING BODY OF .....  
 (name of the Institution) undertakes:

- (a) not to collect any capitation fees or donation from any student.
- (b) to follow the courses of study prescribed by the University
- (c) to ensure smooth conduct of the University Examinations in accordance with the Rules/ Instructions and guidelines issued by the University.
- (d) to ensure compliance of the teaching and non-teaching employees of the Institution with the directions and instructions issued by the Vice-Chancellor or an Officer authorised by him relating to conduct of University examinations.
- (e) to make provisions for the number of periods in each subject-whether general, tutorial or practical as prescribed by the University and to ensure that the duration of such periods shall be as directed by the University from time to time.
- (f) to ensure admission of students in different courses/subjects not to exceed the number for which affiliation has been granted.
- (g) not to admit a fresh batch of students without prior affiliation of the University.

Place:

Date:                      **PRESIDENT**                      **SECRETARY**                      **PRINCIPAL**

**The classification of posts shall be as follows :**

**Class I posts :**

Professors and Teachers of equivalent rank  
Registrar  
Finance Officer  
Controller of Examinations  
Development Officer  
Readers and Teachers of equivalent rank  
Librarian  
Director, Student Welfare  
and all other officers equivalent in rank to  
the Officers listed above.

**Class II posts :**

Lecturers and Teachers of equivalent rank  
Assistant Registrar  
Assistant Controller of Examinations  
Budget and Accounts Officer  
Assistant Librarian  
Administrative Officer  
Secretary to Vice-Chancellor, and  
All other Officers equivalent in rank to the Officers listed above.

**Class III posts**

Section Officer  
Superintendent, Issue Section  
Personal Assistant  
Instructor  
Research Associate  
Research Assistant  
Caretaker  
Senior Assistant  
Cashier  
Junior Assistant  
Senior and Junior Stenographer  
Head Typist  
Senior and Junior Typist  
Diarist/Diarist-cum-Despatcher  
Pasting Clerk  
Store-keeper  
Driver (Heavy and Light vehicles)  
Wireman  
Binder  
Artist-cum-Photographer  
Auditor  
Electrician  
Telephone Operator  
Treasury Sarkar  
Programmer  
Computer Operator  
Pump Driver/Pump Driver-cum-mechanic  
Khansamma  
and all other employee equivalent in rank to those listed above.

By order of the Governor

**R. BALAKRISHNAN**

Secretary to Government