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## HIGHER EDUCATION DEPARTMENT

### NOTIFICATION

The 19th October, 2011

No.36209-I(B)HE/UM-20/2011/HE.—In exercise of the powers conferred by sub-section (1) of Section 29 of the Centurion University of Technology and Management, Orissa Act, 2010 (Orissa Act 4 of 2010), the State Government do hereby approve the First Statutes of the Centurion University of Technology and Management, Orissa.

The First Statutes will come into force with effect from the date of their publication in the *Orissa Gazette*.

### ORDER

Ordered that this Notification shall be published in an Extraordinary issue of the *Orissa Gazette*.

By Order of the Governor

Dr. C. S. KUMAR

Commissioner-cum-Secretary to Government

# **The First Statutes – 2011**

**THE CENTURION UNIVERSITY OF TECHNOLOGY AND MANAGEMENT,  
ORISSA, PARLAKHEMUNDI**

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## PART – I

### Preliminary

In pursuance of sub-section (1) of Section 29 of the Centurion University of Technology and Management Orissa Act, 2010 (Orissa Act 4 of 2010), the Board of Governors with the approval of the State Government do hereby frame the following First Statutes regarding the management of the University, namely:-

- |                               |   |
|-------------------------------|---|
| Short title and commencement. | 1. (1) These statutes may be called the Centurion University of Technology and Management, First Statutes 2011.<br>(2) They shall come into force on the date of their publication in the Orissa Gazette.   |
| Territorial Jurisdiction.     | 2. The Territorial Jurisdiction of the University extends to the whole of State of Orissa.  |
| Definitions.                  | 3. (1) In these Statutes, unless the context otherwise requires;<br>(2) “Academic Council” means the Academic Council as referred to in section 24 of the Act.<br>(3) ‘Academic Institution’ means an institution running in University’s constituent campus at Parlakhemundi and Bhubaneswar<br>(4) “Act” means the Centurion University of Technology and Management, Orissa Act, 2010<br>(5) (a) ‘Appointing Authority’ in respect of all employees except, Deans of Schools and the Controller of Examinations means the President of the University as referred in section 14 of the Act<br>(b) ‘Appointing Authority’ in respect of Deans of Schools and the Controller of Examinations means the Vice-Chancellor of the University as referred to in section-15 of the Act.<br>(6) ‘Board’ means the Board of Governors as referred to in section 22 of the Act. |

- (7) 'Board of Management' means the Board of Management as referred to in section 23 of the Act.
- (8) "Clause" means the clause of these statutes.
- (9) "Dean" means Dean of School of the University referred to in section 17',
- (10) "Employee" means employee appointed by the University and includes teachers and other staff of the University.
- (11) 'Finance Committee' means the Finance Committee as referred to in section 25 of the Act.
- (12) 'Comptroller of Finance' means Comptroller of Finance of the University as referred to in section 19 of the Act.
- (13) "President" means the President of the University as referred in section 14 of the Act.
- (14) 'Registrar' means the Registrar of the University as referred to in section 18 of the Act.
- (15) 'School' means the constituent unit of the University as provided in clause (e) of section 8.
- (16) 'State Government' means the State Government of Orissa.
- (17) 'Teacher' means a Professor, Associate Professor, Assistant Professor, Lecturer or such other person as may be appointed for imparting instruction or training or conducting research in the University.
- (18) 'Trust' means the Jagannath Institute for Technology and Management Trust, and any other Trust by same Trustees registered under the Indian Trust Act, 1822
- (19) "University" means the Centurion University of Technology and Management established under the Centurion University of Technology and Management, Orissa Act, 2010 and any constituent campuses within the state of Orissa.

- (20) 'Vice-Chancellor' means the Vice-Chancellor of the University as referred to in section 15 of the Act.
- (21) (1) 'Vice-President' means the Vice-President of the University as referred to in clause 15 of the statute.
- (2) All other words and expression used in these statutes but not defined shall have the meaning as respectively assigned to them in the Act.

## **PART-II**

### **CHAPTER-I**

#### **Officers of the University**

Officers under Statute.

4. The following shall be the officers of the University as per this Statute.
- (i) The Vice-President
  - (ii) The Director Placement.
  - (iii) The Director Students welfare
  - (iv) The Librarian
  - (iv) The Deputy Controller of Examination
  - (v) Law Officer
  - (vi) The Information Officer
  - (vii) The Accounts Officer

Provided that should there be any need in future to have a few more officers to facilitate the work of the University, such additional positions may be incorporated in the statute.

Rank of Officers.

5. (1) The following officers shall be at the level of / equivalent to the rank of Professor of the University. The scale of pay shall be prescribed by the Board and the same may be as far as possible nearer to the scale prescribed by the State Government.
- (a) The Registrar
  - (b) The Deans of Schools
  - (c) The Controller of Examination

(2) The following officers shall be at the rank of Associate Professor (Reader) of the University. The scale of pay shall be prescribed by the Board and the same may be as far as possible nearer to the scale prescribed by the State Government

- (a) The Comptroller of Finance
- (b) Director of Planning and Co-ordination
- (c) The Director Placement.
- (d) Director Students welfare
- (e) Librarian

(3) The following officers shall be at the rank of Assistance Professor (Lecturer) of the University. The scale of pay shall be prescribed by the Board and the same may be as far as possible nearer to the scale prescribed by the State Government.

- (a) Deputy Controller of Examination
- (b) Law Officer
- (c) Information Officer
- (d) Accounts Officer

Other staff  
Positions.

6. The following posts shall exist in the University to carry out various functions in the University as may be assigned from time to time.

- (a) Private Secretary to Vice-Chancellor/Pro-Vice-Chancellor
- (b) Programmer
- (c) Executive Assistant
- (d) Accounts Assistant
- (e) Technical Assistant.
- (f) Data Entry Operator
- (g) Other posts as may be decided by the Board to carryout the functions of the University.

(h) The scale of pay for the above posts shall be



- prescribed by the Board and the same may be as far as possible nearer to the scale prescribed by the State Government
- Appointment of officers & staff Selection Committee.
7. (1) The President (Appointing Authority) in consultation with the Vice-President and the Vice-Chancellor shall constitute appropriate selection committee(s) to deal with the appointment of officers and other staff of the university.
- (2) Selection committee for appointment of Officers at the level of Professors shall consist of;
- (a) Vice-Chancellor - Chairman
  - (b) Nominee of President - Member
  - (c) Nominee of Board. - Member
  - (d) Two experts in the relevant field - Member  
nominated by the Board
  - (e) The Registrar shall act as the Secretary of the Committee.
- (3) The selection committee for appointment of other officers ( below the rank of Professor) and staff as provided in clause 8 shall consist of:
- (a) Vice-Chancellor - Chairman
  - (b) Comptroller of Finance - Member
  - (c) Nominee of President - Member
  - (d) Two experts - Member  
nominated by the Board
  - (e) The Registrar shall act as the Secretary of Selection Committees.
- Quorum.
- (4) The quorum for a meeting of a selection committee shall be four which shall include at least one expert and the nominee of the President.

- (5) Where the Committee does not find any of the candidates appearing before it suitable for appointment to a non-teaching post the matter shall be placed before the President and the President shall be competent to appoint a suitable person on contract on such terms and for such periods as he may decide.
- (6) The President, while taking steps for recruitment of Registrar, Officers and other employees, shall ensure that they all possess such qualification as would enable them to shoulder the duties and responsibilities mentioned in the Act and the Statutes.
- Qualification and age limit of Other Staff. (7) The minimum qualification, minimum and maximum age limit and the scale of pay of the other staff under clause 8 shall be prescribed by the Board
- (8) The President may consider cases of re-employment of University employees under special circumstances with the approval of the Board.
- Open Advertisement. (9) All posts at the University shall normally be filled through open advertisement, but the President shall have the power to decide on the recommendations of the Vice-Chancellor that a particular post / posts be filled by promotion from amongst the members of the staff of the University.
- Provided that the candidate so selected possesses minimum qualification for the post.
- Application fee. (10) A candidate applying for a post under the University shall pay an application fee as may be prescribed from time to time by the Board.
- Provided that the candidates belonging to

scheduled castes, scheduled tribes, physically handicapped and displaced persons may be granted such concessions in the payment of application fees as may be decided by the Board from time to time.

(11) Candidates selected for interview for a post shall not be paid traveling allowance for attending interview. Any candidate offered appointment to any post shall not be paid traveling allowance for joining the post.

(12) All appointments made by the university shall be reported to the Board for information at its next meeting.

(13) The duties of the employees, unless specifically mentioned in this Statute shall be as determined by the Board.

Qualification  
and Experience  
of Officers and  
Teachers.

8. The requisite qualifications and experience for recruitment to the posts of officers shall be such as may be specified by the Board and in conformity with the CUTM Act and / or guidelines, if any issued by the U.G.C./the AICTE and the other Regulatory Bodies. The Board may prescribe requisite qualification and experience for filling up the vacancies of other non teaching posts.

Appointment of  
Officers on probation.

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

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

performance of any such officer during the probation period, he may recommend extension of the period of probation of such officer by a period not exceeding one year to the President who may extend the period of probation, or he may terminate his appointment with the approval of the Board.

Tenure  
Appointment

10.

The appointment of all officers appointed on tenure basis under this Statute shall ordinarily be for five years.

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

Age of  
Superannuation

11. (1)

(a) The age of superannuation for all officers (except Vice-Chancellor, Pro-Vice-Chancellor, Dean of Schools, Controller of Examination) and teachers of the University shall be 60 years.

Provided that the Board may extend the age of retirement by two years on consideration of the physical ability and performance of duty.

(b) The age of superannuation for Vice-Chancellor, Pro-Vice-Chancellor, Dean of Schools, Controller of Examination shall be 65 years.

(c) The age of superannuation for other staff is provided in clause 76.

(2)

The conditions of service of Vice-Chancellor shall be governed under Section 15 of the Act.

## CHAPTER-II

### The Officers, their Powers & Duties.

- |                    |     |       |   |
|--------------------|-----|-------|---|
| The President.     | 12. | (1)   | The Chairman of the Trust shall be the President as referred to in section 14 (1) of the Act.   |
| Powers and Duties. |     | (2)   | The President in addition to the powers conferred by the Act under section 14 (4) shall have following powers.  |
|                    |     | (i)   | He shall be responsible to implement the policies determined by the Board to give effect to provisions of the Act.  |
|                    |     | (ii)  | He shall liaison with the Government, other Universities and organizations for effectively carrying out the objects of the University.  |
|                    |     | (iii) | He can call for any paper or information relating to the affairs of the University. On the basis of the information so received, if he is satisfied that any order, proceeding, or decision taken by any authority of the University is not in conformity with the Act, Statutes, he may place such order, proceeding, or decision before the Board of Governor for review of such order proceeding or decision in conformity with the provision of the Act, or the Statutes. Decision of the Board shall be final. |
| Vice –President.   | 13. | (1)   | The President, by order in writing, shall designate any other member from among the Trust to act as the Vice-President of the University for such functions and responsibility as he may specify in that order  |
|                    |     | (2)   | The President during his absence may, by order in writing delegate all or any specific power to the Vice-President for such period of his absence.  |
| Vice- Chancellor.  | 14. | (I)   | The Vice-Chancellor shall be appointed by the President from a panel of three persons recommended by the Board and shall hold office for a term of three years and after expiry of the term of three years, the Vice-Chancellor shall be eligible for   |

re- appointment for another term not exceeding three years as per provision referred to in section 15 (1) of the Act.

- Administrative Powers.
- (2) The Vice-Chancellor, in addition to the powers conferred by the Act under section 15, shall have following powers:
- (i) He shall be entitled to be present at and address at any stage of any meeting of any authority of the University.
  - (ii) He shall be responsible for the maintenance of the discipline among the students, teaching staff and other employees of the University.
  - (iii) He shall have power to institute an enquiry in respect of any matter concerning the University.
  - (iv) He shall have power to constitute such ad-hoc Committees as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University.
  - (v) It shall be duty of the Vice-Chancellor to bring before the Board all matters of business requiring attention of Board and arising from or within the University, and to supply all such information and records relating to the University as may be required by the Board or by its Committees.
  - (vi) He shall coordinate the activities of the Board by facilitating the convening and holding of regular meetings, providing for necessary information in the work of the Board and the Committees and in every way possible to encourage the prompt and timely consideration and judicious disposal of matters deserving the Board's attention.
  - (vii) He may, subject to the ultimate approval of the Board, make adhoc appointments for a period not exceeding six months in urgent cases and all such appointments shall be reported forthwith to the Board and in case

the Board does not approve of the said appointments, such appointments shall stand terminated with effect from the date of decision of the Board.

- (viii) He shall have authority to assign specific duties to all officers and monitor their performance. He shall initiate any disciplinary proceedings including suspension against any of the errant employee and the proceeding shall be concluded as provided in clauses 89 to 92 of the statute.
- (ix) He shall review the performance of the teachers and officers of the University and submit a report thereon to the President. Based on the report and his own assessment, the Vice-Chancellor shall recommend action to be taken for consideration of the President.
- (x) He shall prepare the Annual Report of the University under the direction of the Board of Management and submit the same to the Board for its approval. A copy of the Annual Report duly approved by the Board shall be sent to the Visitor and to the State Government as required under section 48(1) of the Act.
- (xi) He shall sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision.
- (xii) He shall countersign his own traveling allowance bill and the traveling allowance bills of the Officers of the University subject to the other provisions of these Statutes.
- (xiii) He shall re-appropriate from one detailed head to another in the same account provided that no recurring liability is involved, and further that such re appropriation shall be reported to the Board for its approval in its next meeting.
- (xiv) He shall sanction the temporary transfer of amounts from one fund to another with the prior approval of the President.

Financial Powers.

|                        |     |       |   |
|------------------------|-----|-------|---|
|                        |     | (xv)  | Subject to the provisions of the Act and the Statutes, the Vice-Chancellor for smooth execution of the Schemes and business of the University may delegate his administrative and financial powers to the subordinate officers of the University with prior approval of the Board .   |
|                        |     | (xvi) | He shall have the power to write off irrecoverable losses and value of stores lost or rendered unserviceable due to fair wear and tear subject to such stipulations as may be laid down by the Board from time to time.   |
| Pro-Vice-Chancellor.   | 15. | (1)   | The Pro-Vice-Chancellor shall be appointed by the President from a panel of three persons recommended by the Board of Governors and shall hold office for a term of three years and after expiry of the term of three years, the Pro-Vice-Chancellor shall be eligible for re-appointment for another term not exceeding three years. |
| Powers and Duties.     |     | (2)   | The provisions of sub-clause (2) of clause 14 shall mutandis mutatis apply to the Pro-Vice-Chancellor when he is posted to one of the two campuses of the University exclusively.   |
| Registrar.             | 16  | (1)   | The Registrar as referred to in section 18 of the Act shall be whole time officer of the University who shall be appointed by the President on the basis of selection made as prescribed in clause 7 and shall be subject to terms and conditions as prescribed in clauses 8, 9, 10 and 11 of the statute.                            |
| Powers and Duties.     |     | (2)   | In addition to the power conferred by the Act under section 18, the Registrar shall exercise the following powers and perform the following duties.   |
| Administrative Powers. |     | (i)   | He shall in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his official duties.  |



- (ii) The Registrar shall make all correspondence relating to the University and be responsible for the proper maintenance of all the records of the University.
- (iii) He shall be responsible for the general discipline of the University office and shall have disciplinary control over the University office.
- (iv) He shall be in charge of registration of the students of the University and shall maintain a register of all degrees, diploma and certificates conferred by the University.
- (v) He shall be responsible for admission of the students to the University, including the supervision of the Entrance Examination, if any.
- (vi) He shall issue notices convening the meeting of the Board, the Board of Management, the Academic Council, and other Committees and facilitate them with requisite / relevant documents for taking appropriate decisions.
- (vii) To exercise such other powers and perform such other duties, as may be conferred and imposed on him by the Board and the Vice-Chancellor.
- (viii) He shall be the controlling officer for all Technical and Administrative staff of the University as specified in the Statutes. He can transfer any of the staff under his control from one place to another with prior approval of Vice-Chancellor.
- (ix) The Registrar with approval of the Vice-Chancellor may send inspection team to any campus for compliance of any Government, University and AICTE requirements.
- (x) He shall have power to register faculty and students of the University as per the approved Academic Regulations and norms and recommend cancellation of the same to the Vice-Chancellor.

|   |         |   |
|---|---------|---|
| Financial Powers.                       | (xi)    | He shall have power to incur the non-recurring expenditure upto Rs. 10,000/- in each case and recurring expenditure upto Rs. 12,000/- per annum in each case.   |
|   | (xii)   | He shall with respect to the University employees working under him, exercise powers of drawing. Disbursing and collection of moneys under relevant statute of the statutes.  |
|   | (xiii)  | He shall have the power to countersign the traveling allowance bills of the University employees working under him.   |
|   | (xiv)   | He shall have such other financial powers as may be delegated to him by the Board / Vice-Chancellor.  |
| The Deans of Schools Powers and duties. | 17. (1) | The Deans of Schools as referred to in section 17 of the Act are whole time officers of the University and shall be appointed by the Vice-Chancellor on the basis of the selection made by the selection committee and with the approval of the Board as prescribed in clause 7, and shall be subject to terms and conditions as prescribed in clause 8, 9, 10 and 11 of the statute. |
|   | (2) (i) | The Dean presides over all the meetings of the concerned Schools.   |
|   | (ii)    | The Dean of each School shall be responsible for due observation of the statutes and Regulations and in guiding the deliberations of the School   |
|   | (iii)   | The Dean shall present the degree recipients concerning the faculty to the Hon'ble Visitor for the award of the degree in the Convocation.  |
|   | (iv)    | The Dean of each School shall be responsible for due observation of the Statutes and Regulations and in guiding the deliberations of the Schools.   |
| The Controller of Examinations.         | 18. (1) | The Controller of Examinations as referred to in section 19 of the Act is a whole time officers of the University and shall be appointed by the Vice-   |

- Chancellor on the basis of the selection made by the selection committee and with the approval of the Board as prescribed in clause 7, and shall be subject to terms and conditions as prescribed in clause 8, 9, 10 and 11 of the statute
- Powers & Duties. (2) The Controller of Examinations shall be responsible for
- Administrative Powers. (i) conducting examinations in fair manner in the constituent campuses and off-campus centres of the different schools of the university, observing utmost confidentiality in the process of paper setting, printing and sending question papers to the centres of examinations followed by evaluation and publication of results.
- (ii) appointing Flying Squads Supervisors, Invigilators, Examiners, Scrutinizers etc. from amongst the registered teachers of the University with the approval of the Vice -Chancellor .
- (iii) maintaining academic records, examination records, tabulation records and ensuring processing of results, preparation of transcripts, certificates, degrees and diplomas and issue of the same to the successful students concerned.
- (iv) maintaining confidential accounts and obtaining approval of the Vice-Chancellor before payment.  
conducting investigations into alleged malpractices by the students and recommending action, including removal of student's name from the Register of University.
- (v) He shall be the Member Convener of Examination committee meeting, Disciplinary Committee Meeting and shall be responsible for forwarding their recommendations to the Vice-Chancellor for his approval before publication of results.

- (vi) He shall 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 Academic Council. Prepare programmes of various examinations and cause their circulation to all concerned well in advance, after the same has been approved by the Vice-Chancellor.
- (vii) He shall register candidates for various examinations of the University and scrutinize all such cases with reference to the relevant regulations, if any; on collection of prescribed fees.
- (viii) He shall initiate payment of remuneration and other allowances to examiners and examination expenses, as admissible, to all centres of examination.
- (ix) He shall render such assistance to the Registrar and Vice-Chancellor as may be necessary in the performance of their duties.
- (x) He shall prepare Examination manual covering all aspects of activities involving Examination, Valuation and Publication of result with the approval of the Board and shall ensure implementation of the same.
- (xi) He shall have the powers to countersign traveling allowance bills of the University employees working under him.
- (xii) He shall have powers to sanction expenditure chargeable to examination related contingencies within the budget provision.

Financial Powers.

The Comptroller of Finance,  
Powers and Duties.

19. (1)

The Comptroller of Finance as referred to in section 19(1) of the Act is a whole time officer of the University appointed by the President on the basis of the selection made by the selection committee and with the approval of the Board as prescribed in clause

- 7 and shall be under the control of the Vice-Chancellor. Further, he shall work subject to terms and conditions as prescribed in clause 8, 9, 10 and 11
- (2) He shall have following powers and duties:
- (i) The Comptroller of Finance shall be responsible for keeping all accounts of receipt, payment and utilisation of funds as specified under sections 44, 45, 46 and 47 of the Act.
  - (ii) To receive all contributions, grants, gifts and endowments made in favour of or for the purpose of the University.
  - (iii) To devise and install suitable systems of accounting and business procedure for use in all University Offices;
  - (iv) To act as the Treasurer for all funds contributed for student organization, if any, of the University.
  - (v) To maintain and develop business procedures for the use of students' loan and scholarship fund.
  - (vi) To develop and operate an audit system so that records of all offices and University employees responsible for the receipt or expenditure of money, for keeping accounts or for the custody of property may be verified by the chartered accountant as referred to in section 49(2) of the Act .
  - (vii) To prepare the annual accounts and the Balance Sheet of the university under the direction of the Board of Management as required under section 49(1) of the Act
  - (viii) To present the annual accounts , the Balance Sheet and the audit report before the Board as required under section 49 (3) of the Act.
  - (ix) To facilitate submission of the annual accounts, the Balance Sheet and the audit report to the Visitor and the State Government as required under section 49(4) of the Act.

- (x) To facilitate compliance to the directions of the State Government as required under section 49(5) of the Act.
  - (xi) To purchase materials and properties required by the University as may be authorized by the Board of Management within the budgetary limit.
  - (xii) To perform such other duties as may be required from time to time by the vice-Chancellor with respect to matters pertaining to accounts and finances of the University.
- (3) He shall be the Convener of the Finance Committee meetings.
  - (4) He shall prepare Annual Budget and supplementary Budget of the University.
  - (5) He shall prepare utilisation certificates for funds, received from the University Grants Commission / AICTE and other funding agencies and cause them to be sent in time to the appropriate authority.
  - (6) He shall prepare pay and allowance bills of the officers, teachers and other employees of the University and draw and disburse the amounts thereof giving effect to deduction of tax at source, Provident Fund, Insurance Premium, etc.
- The Director of Planning and Co-ordination. 20. The Director of Planning and Co-ordination as referred to in clause 5 (2) (b) is a whole time officer of the University. He shall be appointed by the President on the basis of the selection made by the selection committee and with the approval of the Board as prescribed in clause 7, and shall be subject to terms and conditions as prescribed in clause 8, 9, 10 and 11
- Powers & Duties (2) He shall have the following duties and responsibilities.
- (i) Managing the Planning Cell for the university.
  - (ii) Arranging of the funding of the University from various funding agencies and making plans for new initiative for University.
- Administrative Powers.

- Financial Powers.
- (iii) Exercising such other powers as may be delegated by the Vice-Chancellor or the Board.
  - (iv) He shall have the powers to counter sign traveling allowance bills of the University employees working under his administrative control.
  - (v) He shall have powers to sanction expenditure up to Rest. 10,000/- in each case chargeable to contingencies within the budget provision.
- The Director of Placement.
21. (1) The Director of Placement as referred to in clause 7(2)(c) is a whole time officer of the University. He shall be appointed by the President on the basis of the selection made by the selection committee and with the approval of the Board as prescribed in clause 7, and shall be subject to terms and conditions as prescribed in clause 8, 9, 10 and 11 of the statute.
- Powers & Duties.
- (2) He shall have the following duties and responsibilities.
- (i) Managing the Central Placement Cell for the students.
  - (ii) Arranging the placement and industrial training programmes related to placement for all the registered students of the University.
  - (iii) Exercising such other powers as may be delegated by the Vice-Chancellor or the Board.
- Administrative Powers.
- Financial Powers.
- (iv) He shall have the powers to countersign travelling allowance bills of the University employees working under his administrative control.
  - (v) He shall have powers to sanction expenditure upto Rs. 10,000/- in each case chargeable to contingencies within the budget provision.
- The Director of Students Welfare.
22. (1) The Director of Students Welfare as referred to in clause 5(2)(d) is a whole time officer of the University. He shall be appointed by the President on the basis of the selection made by the selection committee and with the approval of the Board as prescribed in clause 7, and shall be subject to terms and conditions as prescribed in clause 8, 9, 10 and 11

- (2) He shall have the following duties and responsibilities.
- (i) Managing the Students' Welfare Cell for the students.
  - (ii) Liaising with students, university officers/ authorities and others concerned for the benefit and welfare of the students
  - (iii) Exercising such other powers as may be delegated by the Vice-Chancellor or the Board.
- Other Officers. 23. (1) The following officers shall be appointed by the President on the basis of selection made as prescribed in clause 7 and shall be subject to terms and conditions as prescribed in clause 8, 9, 10 and 11
- (i) Librarian
  - (ii) Deputy Controller of Examinations
  - (iii) Law Officer
  - (iv) Information Officer
  - (v) Accounts Officer
- Powers & Duties of Other Officers. (2) They shall discharge such duties as may be assigned to them by the Vice-Chancellor, Registrar, Controller of Examination, Comptroller of Finance as the case may be from time to time.

### **CHAPTER-III**

#### **Authorities of the University**

- The Visitor. 24. (1) The Governor of Orissa shall be the Visitor of the University as referred to in sub-section (1) of section 13 of the Act.
- (2) He shall exercise all powers as provided in sub-section (2) and (3) of section 13 of the Act.
- (3) He shall have the power to call for any paper or information relating to the affairs of the University from the President of the University within the time limit specified for the purpose. The information required by the Visitor shall be submitted by the President with the approval of the Board within the stipulated time.



- (4) On the basis of information received from the Preseident, he shall have power to give such advice to the President as he may deem fit in the interest of the University.
- (5) The President shall place the advice of the Visitor before the Board and take appropriate action for compliance with the advice of the Visitor. Action taken on the advice of the Visitor shall be intimated to him within three months from the date of receipt of the advice.
- The Board of Governors. 25. (1) The Board as referred to in section 22 of the Act shall be the principal executive body and principal governing body of the University
- (2) The Board shall exercise all powers and perform all duties as provided for in section 24 (4) of the Act and in addition shall:-
- Powers & Duties.
- (i) Publish an annual report containing the review of the progress made in different spheres of activities of the University and submit the same to the Visitor and the State Government as prescribed in section 48 of the Act.
- (ii) Publish the annual accounts, the balance sheet and the audit report and submit the same to the Visitor and the State Government as specified in section 49 of the Act.
- (iii) The Board shall comply with the observations of the State Government issued under sub-section (5) of section 49 of the Act.
- (iv) The Board shall comply with the instructions of the Visitor issued under sub-section (3) of section 13 of the Act.
- (v) Consider the proposals of the Academic Council for the institution of fellowships, scholarships, free studentships, medals and prizes.
- (vi) Approve the recommendations of the Academic Council regarding degrees, diplomas, certificate fellowships, scholarships, medals and prizes to be awarded and the conditions thereon.
- (vii) Consider and ratify the recommendation of the Academic Council with or without modifications.

- (viii) The Board shall take such decisions and steps as are necessary for carrying out the provisions of the Act.
- Frequency of Board Meeting. (3) The Board shall meet minimum of two times in a calendar year as specified under sub-section (5) of section 22 of the Act.
- Quorum. (4) Six members shall constitute quorum. In absence of the quorum, the meeting shall stand adjourned to the same day and time and venue next week and quorum shall not be required in the meeting so adjourned.
- The Board of Management. 26. (1) The Board of Management as referred to in section 23 of the Act shall have the following powers and responsibilities in addition to powers specified in aforesaid section:-
- (i) To maintain and regulate the Endowment Fund, the General Fund and the Development Fund consistent with the provisions of section 44, 45 and 46 of the Act subject to general supervision and control of the Board of Governors as specified in section 47 of the Act.
  - (ii) To get the Annual Report ,Annual Accounts and the Balance Sheet prepared
  - (iii) To prescribe procedure and formulate guidelines with regard to:
    - (a) admission of students to the University and their enrolment and continuance as such;
    - (b) the courses of study to be laid down for all Degrees, Diplomas, Certificates, Charters and other academic distinctions of the University;
    - (c) the award of Degrees, Diplomas, Certificates and other academic distinctions of the University;
    - (d) accounting policy and financial procedure;
    - (e) the conditions of the award of fellowships, scholarships, studentships, medals and prizes;
    - (f) the conduct of examinations and the conditions and mode of appointment and duties of examining bodies, examiners, invigilators, tabulators and moderators;

- (g) the fee to be charged for admission to the examinations, Degrees, Diplomas, Certificates and other academic distinctions of the University;
  - (h) revision of fees;
  - (i) alteration of number of seats in different courses and programs;
  - (j) the conditions of residence of the students at the University;
  - (k) maintenance of discipline among the students of the University; and
  - (l) any other matters that may be assigned to it by the Board.
- Frequency of Meeting. (2) The Board of Management shall meet minimum of three times in a year preferably once in four months.
- Quorum. (3) Five members shall constitute quorum. In absence of quorum, the meeting shall stand adjourn to the same day and time and venue next week. No quorum is required for the meeting so adjourned.
- Academic Council. 27. (1) The Academic Council as referred to in section 24 shall be the principal academic body in the University..
- Composition. (2) The Academic Council shall consist of the following members, namely:-
- (i) The Vice-Chancellor of the University who shall be the ex-officio Chairman;
  - (ii) The Registrar of the University who shall be the ex-officio Secretary; and
  - (iii) Deans of Schools
  - (iv) C of Examinations
  - (v) Three Academicians of Repute nominated by the Board
  - (vi) Two Industrialist from public sector / private sector industries nominated by the Board.
  - (vii) Two representatives from multi lateral / bi-lateral Non Government Organisations or NonGovernment Organisations of National repute.

- (viii) Special Invitees not exceeding three nominated by the Vice-Chancellor
- Term of Office. (3) The term of office of the members other than the ex-officio members shall be three years.
- Powers and Duties. (4) The Academic Council as referred to in section 24 of the Act shall have the following powers and responsibilities in addition to powers specified in aforesaid section
- (i) To coordinate the academic programmes and courses including distance education programmes
  - (ii) To advise the Board on all academic matters:
  - (iii) To make regulations and to amend or repeal the same on the following matters:-
    - (a) Prescribing courses of studies and schemes of examinations.
    - (b) Conducting annual review of courses offered, contents of curriculum and prescribing new courses to be introduced keeping in view the needs of the industry and prescribing modification in curriculum.
    - (c) Prescribing qualifications for admission of students to various courses of studies to research degrees and to the examination and the conditions under which examinations may be granted.
    - (d) Prescribing the standard of evaluations of the performance of students and classification of students and classification on the basis of their performance in the examinations.
    - (e) Prescribing the conditions for admission of candidates for research degrees and the requirements for the award of such degrees.
    - (f) Prescribing the qualifications for recognition of teachers and scientists as supervisors for research.
    - (g) Prescribing the equivalence of examinations, degrees, diplomas and certificate prescribing the qualification of teachers.

- (h) Prescribing the norms of the upgradation of teaching post.

Provided that all regulations made by the Academic Council shall be submitted by it to the Board of Management for consideration who may make such alterations or modifications as it deems fit or may refer the regulations for further considerations by the Academic Council and all such regulations shall have effect from the date the Board of Management may appoint in that behalf.

- (iv) To approve academic calendar covering examination programmes, vacations etc. prior to commencement of academic session.
- (v) To recommend to the Board regarding the award of Degrees, Diplomas, Certificates and other academic distinctions and fellowships, scholarships, medals and prizes of the University and the conditions thereof.
- (vi) To appoint such Committee as are required by the Act or the statutes and such other Committees either standing or ad- hoc as it deems necessary,
- (vii) To determine on the recommendation of the Deans of Schools, establishment, amalgamation, division or abolition of faculties or departments.

Provided that if additional funds are required, prior approval of the Board of Management shall be obtained.

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| Frequency of Meetings.           | (5) | There shall be at least one meeting of the Academic Council in every academic year on such date and at such hour as may be fixed by the Vice-Chancellor.   |
| Date for receipt of resolutions. | (6) | 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 fifteen clear days before the date fixed for the meeting and unless it conforms to the provisions of the Act and the statute. |

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 not less than two clear days before the date fixed for the dispatch of the agenda.

Placing of resolution on the agenda. (7) Every resolution, which has not been withdrawn in accordance with proviso to sub-clause (6) shall be placed by the Registrar on agenda of the meeting at which it is proposed to be moved.

Agenda. (8) The Registrar shall, save with reference to the first meeting of the first Academic Council issue to every member of the Academic Council, not less than twenty clear days before the date fixed for the meeting, a copy of the agenda setting forth the day and hour of the meeting and the business to be transacted thereat:

Provided, that the non-receipt of the agenda by any member shall not invalidate the proceedings of the meeting.

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

Amendment Notice. (9) (i) 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 six clear days before the date of the meeting at which the resolution is intended to be moved.

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

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| Quorum.                   | (10)    | One third of the Academic Council Members shall constitute quorum. In absence of the quorum, the meeting shall stand adjourned to the same time day and venue next week.   |
| Schools.                  | 28. (1) | The University shall have the following school to start with; <ul style="list-style-type: none"> <li>(a) School of Engineering and Technology,</li> <li>(b) School of Natural Science,</li> <li>(c) School of Humanities and Social Science,</li> <li>(d) School of Management and Law,</li> <li>(e) School of Vocational Education and Training,</li> <li>(f) School of Tribal and Development Studies, and</li> <li>(g) Any other schools as it may deem fit.</li> </ul>                                     |
| Membership of the School. | (2)     | Each school shall consist of <ul style="list-style-type: none"> <li>(i) Dean of the school</li> <li>(ii) Head of P.G. Department of the University.</li> <li>(iii) Director, Students welfare.</li> <li>(iv) Director, Curriculum Development.</li> <li>(v) For the School of Tribal development, at least one from the supporting institutions and two experts nominated by the Vice-Chancellor.</li> </ul> <p>The Dean and Head of Department shall be nominated by the Vice-Chancellor for each School.</p> |
| Term of the School.       | (3)     | All members of a School shall hold office for a term of three years.   |
| Meeting.                  | (4)     | Meeting of the Schools shall be convened by the Dean at such time as may be necessary or on the request of the Vice-Chancellor   |
| Quorum.                   | (5)     | Three Members present shall constitute quorum in the meetings of the School  |
| Powers & Duties.          | (6)     | Each School shall discharge the following duties. <ul style="list-style-type: none"> <li>(i) To look into the matters of inter-departmental teaching and research and co-ordination.</li> </ul>  |

- (ii) To make recommendations for collaboration with industry and other organizations by a department of studies for the purpose of research and extension.
- (iii) To recommend to the Academic Council for introduction of new courses.
- (iv) To make recommendations to the Academic Council regarding admission of students in the University.
- (v) To recommend to the Academic Council books to be prescribed as text books.
- (vi) To recommend to the Academic Council regarding the degrees, diplomas, certificates, fellowships, scholarships, medals and prizes to be awarded and the conditions thereof.
- (vii) To recommend to the Academic Council the establishment amalgamation, subdivision and abolition of Departments.
- (viii) To recommend to the Academic Council regarding the institution of fellowships, scholarships, studentships, bursaries, medals and prizes by the Board.
- (ix) To recommend to the Academic Council for the reorganisation of the degrees, diplomas and certificates and course credits of the recognized Universities and determine their equivalence to the corresponding degrees, diplomas and certificates and course credits of the CUTM.
- (x) To act as a consultative body in regard to all questions referred to it in general and those relating to an integrated and well balanced course of study in particular.
- (xi) To propose the establishment of such Departments as decided best and the scope of work to be done by the various Departments and submit such plans to the Academic Council.



- (xii) To recommend to the Academic Council regulations on detailed conditions of admission of students to the various courses of study in the University, methods of evaluating the progress and attainments of the students of the University and bases for dismissal of students who fail to meet the academic requirements of the University.
- (xiii) To arrange through the Dean for periodic meetings of the entire School represented by that Board of Studies for organized and open discussion of matters concerning the functioning of that School and about which the Board of Studies can take decisions or formulate recommendations.
- (xiv) To appoint either standing or temporary committees as are deemed necessary for their proper functioning.
- (xv) To suggest examiners on special subjects and to consider and determine in consultation with the examiners the objections raised to questions set at any examination held by the University.
- (xvi) To perform such other functions as may be assigned to it by the Vice-chancellor through a Dean.

Board of Studies.

29. (1)

The Board of management may constitute a Board of Studies for each branch of study or branches of study

- (i) The University may have the following branches of Study and Board of Studies for each such branch.
  - (a) School of Engineering and Technology,
  - (b) School of Natural Science,
  - (c) School of Humanities and Social Science,
  - (d) School of Management and Law,
  - (e) School of Vocational Education and Training,
  - (f) School of Tribal and Development Studies, and
  - (g) Any other schools as it may deem fit.

Constitution of Board of studies.

(2)

The Board of Studies shall be constituted as per the following guidelines.

- (i) A Board of Study for a branch of study shall have six members nominated by the Board of Management on the recommendations received from Heads of Departments.

- (ii) Five members have to be Professors /Associate Professor in the relevant discipline in the University, or any reputed Institution / University in the country
  - (iii) The Board of Management shall nominate a representative from a reputed industry / Non Government Organisation in respect of any Board of Study
  - (iv) Director Examination shall be its Member Convener.
  - (v) The Board of Management may constitute common Board of studies taking members from amongst the members of other Boards of Study for common curricula covering more than one branch of study and for compulsory courses common to all branches of study.
- Term of Office. (3) Members of the Boards of Studies shall hold office for one year
- Chairman. (4) Each Board of Studies shall elect one member to be its Chairman at its first meeting and the member so elected shall hold the appointment as such for the term of the Board of studies.
- Meetings. (5) Normally there shall be one meeting held in the academic year at which the business of Board of Studies for the year shall be transacted.
- Provided that the Vice-Chancellor, if thinks fit, may permit additional meetings to be convened during the year.
- Quorum . (6) Minimum of three members including the invited members but excluding the Convenor shall constitute the quorum.
- Powers & Duties. (7) The Board of Studies shall have the following Powers and Duties.
- (i) The primary task of the Board of Studies shall be to frame new curricula, syllabi and revision of the existing ones and suggest up to date text and reference books.
  - (ii) The Board of Studies may recommend a set of question paper setters for each of the papers as prescribed in the syllabus.

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|                        |     | (iii) | The Vice-Chancellor shall have authority to appoint one or more paper setters, if the approved members of the paper setters are either not available or express their inability to set papers in the available time frame for the purpose or in extraordinary situation to maintain sanctity of academic Calendar and Examinations. |
| The Finance Committee. | 30. |       | There shall be a Finance Committee as prescribed under section 25 (1) of the Act.   |
|                        |     | (1)   | The Finance Committee shall consist of the following members.   |
| Members.               |     | (a)   | Vice-Chancellor, Ex-Officio Chairman  |
|                        |     | (b)   | Registrar, Ex-Officio Secretary   |
|                        |     | (c)   | Comptroller of Finance Member Convener  |
|                        |     | (d)   | Two persons -expert in management of finance, nominated by the Board of Governors   |
| Quorum.                |     | (2)   | Three persons including an expert number shall make the quorum and the Committee shall meet at least twice a year.  |
| Powers and Functions.  |     | (3)   | In addition to powers and functions mentioned in sub section (II) of section 23 the Finance Committee shall have the following powers and functions.  |
|                        |     | (i)   | To consider the draft annual accounts and the Balance sheet of the University prepared by the Comptroller of Finance and place before the Board of Management along with the audit report thereof.  |
|                        |     | (ii)  | To call for such information and records from the University or any office sub-ordinate to the University or require the assistance of the University for the purpose of examining the annual account.  |
|                        |     | (iii) | To prepare the final draft of the University budget after duly examining the proposals made by the Comptroller of Finance so that the budget may be placed before the Board of Management for approval.   |

- (iv) To scrutinize all proposals for creation of physical facilities, purchase of equipment / instruments, as recommended to the Vice-Chancellor.
  - (v) To pass the Audit report prepared by the chartered Accountant as provided under sub-section(2) of section 49 and recommend the same to the Board of Management for considerations.
  - (vi) The Finance Committee may also suggest means of raising resources and to observe economic measures for better financial health of the University to the Board.
  - (vii) The Finance Committee shall examine and recommend such other proposals as may be referred to it by Vice-Chancellor for considerations.
  - (viii) The Finance Committee shall watch the progress of receipts and expenditure provided in the budget and to make recommendations to the Board of management
  - (ix) The Finance Committee shall make reports and recommendations to the Board of management.
  - (x) The Finance Committee shall make proposals to the Board of Management
  - (xi) The Finance Committee shall consider any other matter relating to the finances of the University that may be referred to it by the Board of Management and also advise the Board of Management on any such matter as the Finance Committee may consider necessary, to ensure a sound financial policy and practice in the University.
- (4) The Committee shall prepare separately an Accounts Manual with the approval of the Board of Management. Such manual among other things would include detail procedures regarding the receipt and expenditure along with management of funds of the University etc. The committee may also review the Annual Accounts from time to time so as to bring about any modifications in case of necessity. Modifications in the provisions in the Accounts Manual shall be made with the approval of the Board of Management.

Accounts  
Manual.

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| Conducting Board.       | 31.   | There shall be a Conducting Board for each discipline of study to monitor the conduct of examination, and to analyse the performance of students in the examinations. The members of the Conducting Board shall be appointed by the Vice- Chancellor. |
| Member.                 | (1)   | The conducting Board shall have the following members.  |
|                         | (a)   | The Vice-Chancellor Chairman  |
|                         | (b)   | The Director, Examination Member Convener   |
|                         | (c)   | Pro-Vice-Chancellor Member  |
|                         | (d)   | Dean of the Concerned School Member   |
|                         | (e)   | Special invitee as per requirement  |
| Meetings.               | (2)   | The Conducting Board shall meet before the publication of results in each semester/ trimester and supplementary examination. The final results after modifications, if any, will be published only after the approval of the Vice-Chancellor.         |
| Quorum.                 | (3)   | Three of the members of the Conducting Board shall constitute the quorum excluding special invitee.   |
| Power and functions.    | (4)   | The conducting Board shall have the following powers and functions.   |
|                         | (i)   | The conducting Board shall have power to scrutinize the conduct of examination, evaluation process, the results in each of the papers and the pattern of the question paper.  |
|                         | (ii)  | The Conducting Board on scrutiny may also recommend award of grace in one or more papers, conduct of reexamination in one or more papers, changes in examination process for consideration by the Board.  |
|                         | (iii) | The Conducting Board may recommend punishment for malpractice cases reported during any examination.  |
| Fee Fixation Committee. | 32.   | There shall be a Fee Fixation Committee to recommend or approve the fees structure.   |
| Member.                 | (1)   | The Fee Fixation committee shall have the following members.  |
|                         | (a)   | Hon'ble Justice (Retd.) of Orissa High Court. Chairman  |
|                         | (b)   | Two eminent educationists Members   |

- (c) One eminent person belonging to Schedule Tribe or Schedule Caste and working in the field of education. Member
- (d) One Chartered Accountant Member
- (e) One member representing a public sector / private sector undertaking or civil society. Member
- (f) President or Vice – Chancellor or any Senior Executive of the University nominated by the President of the University Member convener
- Meetings. (2) Normally the Fee Fixation Committee shall meet once in an academic year.  
 Provided that the Chairman, if he thinks fit, may permit holding of additional meetings.
- Quorum. 3) Four of the members of the Fee Fixation Committee shall constitute the quorum.
- Power and functions. (4) The Fee Fixation Committee shall have the following powers and functions.
- (i) The committee shall fix a ceiling of the fees structure with regard to “Tuition Fees” and “ Development and Other Fees”,  
**Explanation:-**  
 “Development and Other fees” include all such expenses that contribute to the development of the University and student welfare, such as library, Information Technology, sports, co-curricular activities, industry- oriented training programs and such other programme as may be decided by the Committee.
- (ii) Special provision shall be made in favour of students belonging to the weaker section of the society so that they avail concession in “ Tuition Fees” and/ or “ Development and Other Fees”,

**CHAPTER –IV**  
**THE TEACHERS**

- Teachers. Classification. 33. (1) The following shall be teachers of the University, namely;
- (i) Professor
  - (ii) Associate Professor (Reader)
  - (iii) Assistant Professor (Lecturer)
  - (iv) Teaching Assistants (Junior Lecturer)
  - (iv) The Board may, by notification, include any other post as teacher.
- Advertisement for the post of teachers. (2) The Registrar, with the approval of the Vice-Chancellor shall place before the Board of Management a statement showing the posts of teachers lying vacant in the Departments of the University. The Board of Management after considering the actual requirement of teachers in consultation with the Vice-Chancellor, place the requirement before the Board for finalizing the vacancies. The Registrar with approval of the Board shall advertise all the vacant posts in at least two news papers (one in local newspaper and the other in National English daily) and the website of the University.
- Appointment of Teacher. (3) The teachers of the University shall be appointed by the President either on fixed tenure or permanent basis on the recommendation of the Selection Committee constituted under clause 7 and the conditions prescribed in clause 8, 9, 10 and 11 shall apply mutatis mutandis to the appointment of teachers.
- (4) Teachers serving in the university as on Dt 11<sup>th</sup>. February 2011 (the date on which Department of Higher Education issued notification bearing No.4868/ Dt.11.2.2011) shall be deemed to have been appointed in the university against respective posts or equivalent posts under the provision of section 4 (1) (v) of the Act read with clause 33 (1):
- Provided that if the Vice-Chancellor on consideration of the Annual Performance Appraisal Report or any other report does not feel satisfied with the performance of any such teacher, he shall place the matter before the Board for termination of his appointment on the expiry of his tenure.

- Duties of Teacher.      5.      The following shall be the duties of a teacher.
- (1)      The Primary responsibility of a teacher of the University is to teach and prepare the students for the examinations as per the academic curriculum of the University, abide by the rules and regulations of the University issued from time to time.
  - (2)      Participating in University examination process including invigilation, supervision, evaluation, scrutiny and question paper setting, as may be assigned.
  - (3)      Participating in students development activities of the University.
  - (4)      Conducting research in frontier areas of knowledge and supervising Ph.D./ Masters Level research.
  - (5)      Perform all the duties that may be assigned by the University / Vice-Chancellor from time to time.
  - (6)      Conduct Sponsored Research / Industrial Consultancy and other projects.
- Assessment of teaching by students.      34.      (1)      The Student of a University department shall make an honest assessment of the teaching by a teacher at the end of each semester / trimester for theory, practical, sessional papers taught.
- (2)      The overall assessment for each teacher shall be compiled by the Dean of the School and the strengths and weaknesses of the teacher shall be intimated by him individually to each teacher. A copy of the overall assessment shall also be submitted to the Registrar latest by 1<sup>st</sup> June every year by the Dean of the School.
  - (3)      The Dean of the School has to take utmost care to ensure that no student is penalized for his / her honest assessment.
- Procedure for Registration of Teachers.      35.      Every teacher of the University has to register himself / herself as a teacher of the University. Only a registered teacher of the University is permitted to teach and participate in any academic and co-curricular activities of the University.



- (1) The University shall obtain self certified information from the teachers and information relating to the student assessment of his / her teaching as supplied from the Dean of the School.
- (2) A Registration Committee with the following members shall examine and evaluate the individual requests for registration and forward its recommendation to the Vice-Chancellor.
- |     |                                     |          |
|-----|-------------------------------------|----------|
| (a) | Registrar                           | Chairman |
| (b) | Director, Examination               | Member   |
| (c) | Dean of School of Concerned Faculty | Member   |
| (d) | A nominee of the Vice-Chancellor    |          |
- (3) The Committee may invite the concerned teacher for personal discussion.
- Issue of Registration Number. 36. Based on the recommendation of the committee constituted under sub-clause (2) of Clause 35, the Vice-Chancellor may issue registration number to the teachers with the approval of the President.
- Cancellation of the Registration of a Teacher and consequential termination. 37. (1) The President reserves the right to cancel the registration of a teacher in any one or more of the followings situations.
- |       |   |
|-------|---|
| (i)   | Failure to take prescribed number of classes of specified duration without valid reason, failure to arrange for classes during the period of absence and failure to make up loss through extra classes. |
| (ii)  | Failure to have internal assessment in time, showing the answer script to the students in time and sending score to the University in time.   |
| (iii) | Refusal to participate in the University examination as supervisors, examiners etc.   |
| (iv)  | Engaged in tuition to students on receipt of money.   |
| (v)   | Doing any remunerative job without prior permission of the University.  |

- (vi) Interfering into the examination and evaluation processes of the University.
  - (vii) Helping the students to do malpractices or encouraging malpractices during the examination.
  - (viii) Award of arbitrary marks and giving false information to the University on such matters as attendance, internal examination marks, sessional marks, project marks etc.
- (2) The Teacher shall be given an opportunity to make any representation as he may wish against proposed order of cancellation. Such representation shall be taken into consideration and final order shall be issued by the President.

## CHAPTER – V

### Constituent Campus and Departments.

- |  |    |     |   |
|--|----|-----|---|
| Constituent Campus.  | 38 | (1) | <p>The University shall have the following Constituent campus, which name shall be the official name in all correspondences, publications, announcements and other communications, namely:</p> <ul style="list-style-type: none"><li>(i) The Centurion University of Technology and Management, Parlakhemundi campus as notified by Government in the Higher Education Department no No.4868/HE dated the 11<sup>th</sup> February, 2011.</li><li>(ii) The Centurion University of Technology and Management, Bhubaneswar campus as by Government in the Higher Education Department No.4868/HE dated 11<sup>th</sup> February, 2011.</li></ul> |
| Appointment of Vice-Chancellor and Pro-Vice – Chancellor in constituent campus.  | 39 | (2) | <p>The campus at Parlakhemundi and Bhubaneswar shall function within the powers delegated to it by the Board.</p> <p>There shall be a permanent Vice-Chancellor or Pro-Vice Chancellor in every constituent campus. The Vice-Chancellor/ Pro-Vice-Chancellor shall be appointed by the President as provided in section 13 and 14 respectively of the Act.</p>  |
| Powers of Vice-Chancellor / Pro-Vice-Chancellor in University Campus. Academics. | 40 | (1) | <p>In addition to powers delegated to Vice-Chancellor and Pro-Vice-Chancellor under clause 13 and 14 respectively, he shall enforce:</p> <ul style="list-style-type: none"><li>(i) Academic programmes as per the University curriculum, syllabi and time table are conducted with diligence.</li><li>(ii) Examinations are conducted in time in fair and transparent manner.</li><li>(iii) The Academic information regarding class tests, laboratories, sessional attendance of students are sent to the University in time in prescribed format.</li><li>(iv) The laboratories and workshops are kept in working conditions.</li></ul>       |

- (v) The library and computing facilities are created and opened for the use by student and faculty.
  - (vi) The academic calendars and holidays list of the University.
  - (vii) The assessment of teaching by students, analyzing them and giving feedback to teachers and sending of the same to the University.
- Administration.
- (2) (i) Collecting self assessment forms, filing of CCRs. giving feedbacks and forwarding them to the University.
  - (ii) Initiating disciplinary proceedings with the approval of competent authorities.
  - (iii) Transferring of employees from a department or section to others for efficient functioning.
  - (iv) Any other responsibilities assigned by the University.
- Student discipline.
- (3) (i) The powers regarding discipline and disciplinary action in regard to the students of the University shall vest with the Vice-Chancellor/ Pro-Vice-Chancellor.
  - (ii) Without prejudice to the generality of his powers relating to the maintenance of discipline and taking such action as he may deem appropriate for the maintenance of discipline, the Vice-Chancellor / Pro-Vice-Chancellor may, in exercise of his power by order, direct that any student or students be expelled or rusticated for a specified period and not admitted to a course for a specified period or be punished with a fine for an amount to be specified in the order, or debar him from taking an examination or examinations conducted by the University or that the result of the students or students concerned in the examination or examinations in which she or he has appeared to be cancelled.

Provided that no such order shall be made without giving the student/ students concerned an opportunity of showing cause against the proposed action.

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|-------------------------|---------|---|
| Finance Management.     | (4)     | He shall exercise financial power as prescribed in clause 15 and 16 as the case may be.   |
| Department.             | 41. (1) | The department constituted in a school shall be the primary unit of education and administration. It shall carry on programme of teaching and research and where appropriate, extension education in a particular field of knowledge.   |
| Head of the Department. | (2)     | <p>There shall be a Head of the Department nominated by the Dean of School in the following manner:</p> <p>(i) Where there is only one Professor in the Department, such Professor or if there be more than one such Professor, senior most Professor.</p> <p>(ii) In absence of a Professor, the Associate Professor of the Department, if there be one, or the senior most Associate Professor if there be more than one such Associate Professor, and</p> <p>(iii) In absence of both a Professor and an Associate Professor in the Department the next senior most Assistant Professor for so long as such absence continues.</p> <p>(iv) Notwithstanding anything contained in the foregoing provisions of this statute, Dean of the School shall have the power for reasons to be recorded in writing to appoint any Professor or Asst. Professor as the case may be other than the senior most, as the Head of the Department with the approval of the Vice-Chancellor/ Pro-Vice-Chancellor. For the purpose of this statute, Seniority in respect of any particular grade shall, in absence of special order made by the Board in that behalf be determined by the length of service under the University in such grade.</p> <p>(v) The Head of Department shall be appointed on rotation basis on completion of every three years from amongst the Professor at first instance and then from among the Associate Professors, keeping in view the above guidelines.</p> |

Duties &  
Functions.

- (3) The Head of each Department shall have the following duties and responsibilities, namely :-
  - (i) The Head of each Department shall be responsible to the Dean of the School for the organizational operation of the Department.
  - (ii) Within each Department, the Head of the Department shall be responsible for teaching and research in respect of particular subject matter of that Department.
  - (iii) The Head of the Department shall maintain close liaison with the Dean of the School and arrange for provision of facilities necessary for carrying out research by members of his Department in accordance with the approved programme.
  - (iv) The Head of the Department shall have responsibility for supplying accurate and up to date information on the results of research in his Department to the Subject Matter Specialists who may be posted as specialists in that Subject Matter area. He will furnish them with office facilities in connection with the teaching and research faculty and in every way possible, promote close cooperation between such Subject Matter Specialists and the members of his Department.
  - (v) He shall prepare the Departmental budget and submit it to the Dean of School for inclusion in the budget of the University.
  - (vi) He shall be responsible for distribution of expenditure of departmental funds and for the care of departmental property.

## CHAPTER-VI

### Conduct of Examination

|                         |    |   |  |
|-------------------------|----|---|--|
| Examinership.           | 42 |   | Examinership cannot be claimed as a matter of right. All appointment of examiners shall be made by the Controller of Examination who shall have the power to cancel or terminate any appointment as examiner without assigning any reasons thereof, at any time as and when necessary.   |
| Classes of Examiners.   | 43 |   | Examiners may be any of the following two classes, namely:-<br><ol style="list-style-type: none"><li>(1) Examiners to be designated as Question Paper Setters who will set the question papers required for the examinations of the University.</li><li>(2) Chief, Additional, Sole and Assistant Examiners to value the answer papers, dissertations, thesis etc, or conduct viva voce and practical examinations and shall include special Examiners appointed for special papers and / or special occasions.</li></ol>  |
| Question paper setters. | 44 | <ol style="list-style-type: none"><li>(1)</li></ol> | As far as may be possible Question Paper Setters shall be appointed from such teachers and other competent persons as are unconnected with the teaching and instruction work in the Post Graduate Departments of the Constituent campus of the university .<br><p style="text-align: center;">Provided, that teachers of the Constituent campus of the University may be appointed to prepare questions to be included in the Question Bank, if any, set up by the University.</p> <ol style="list-style-type: none"><li>(2) Question Paper Setters shall ordinarily be appointed, in each case, for one year but may be reappointed for further period of one year each time provided that the total period of appointment does not exceed an aggregate of three years in respect of any one examination.</li></ol> |

- (3) Question Paper Setters as far as practicable, for all under graduate examinations shall be selected from other Universities within or outside the state and institutions of higher research / deemed Universities or colleges affiliated to such Universities. Question Paper Setters for Post Graduate examinations shall be selected from institutions of higher research/ deemed Universities / Universities or colleges affiliated to such Universities outside the State.
- Chief and Assistant Examiners.
45. (1) Chief and Assistant Examiners from within the University shall be selected from among the registered University teachers with a minimum experience of two years in respect of under graduate examinations and five years in respect of post graduate examinations. Assistant Examiners shall function under the general supervision and guidance of the Chief Examiners.
- (2) It shall be the duty of the Controller of Examinations to maintain an up-to date list of all registered University teachers. The list shall be arranged in order of subject in the format given below.
- (i) The name of the teacher
  - (ii) Registration number.
  - (iii) The campus of the University in which he is employed.
  - (iv) His age;
  - (v) Specialization
  - (vi) Qualification, with class and date of same.
  - (vii) Present grade and date of appointment to it;
  - (viii) The class or subject which he teaches;
  - (ix) The number of years of teaching experience in the University
  - (x) Previous appointment, if any, as examiner with particulars of year and nature of appointment.
- (3) The Controller of Examinations shall maintain an up to date list of suitable teachers from institutions of higher



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

Principle governing appointment of examiners.

46. (1) The principle of single examinership shall be followed in respect of theory papers of all University examinations.
- (2) In case of practical and viva voce examinations, the principle of having one internal examiner and one external examiner shall be followed.
- (3) Persons appointed as examiners for theory papers shall not ordinarily be appointed as practical or viva voce examiners in the same subject.
- (4) No person shall ordinarily be appointed as examiner in more than one theory paper in one semester examination. In case of non-availability, this could be extended to three theory papers.

Preparation of lists of examiners.

47. (1) The Controller of Examination shall annually prepare a list showing those who have been Question Paper Setters or Examiners during the preceding three years from among the list of registered University teachers.
- (2) The list of registered teachers prepared by the Controller of Examination shall be placed before the different Boards of Studies. The Boards of Studies shall consider these lists and recommend three times the number of persons as are required as Question Paper Setters or as Examiners for any particular question paper of examination, for the purpose of appointment for that year only. Such recommendations of the Boards of Studies shall not confer any right of appointment on any person as a Question Paper Setter or as an Examiner. In absence of recommendations, Controller of Examination shall appoint the question paper setters and examiners.

- Place of Examinations.
- 48.
- (3) The Controller of Examination shall scrutinize the list of question paper setters and examiners recommended by the Boards of Studies to ensure the following
    - (i) The period of appointment of any teacher as Question Paper Setter or Examiner does not exceed the total period prescribed under these statutes.
    - (ii) No teacher has incurred any disqualification.
  - (1) All examinations shall be held at such place as the Controller ,Examination may decide from time to time. The Center Superintendent and Invigilators for the University examinations should be provided by the concerned campus ordinarily from the teaching staff of the campus. It shall also be the duty and responsibility of the Vice-Chancellor/Pro-Vice-Chancellor to take the assistance of the local administrative authorities in case they need such help for conducting the examinations properly.
  - (2) A list of centres at which examinations will be held during the academic year shall be published in the website of CUTM annually before the dates of the examinations. .
  - (3) At all examination centers question papers shall be given out to all candidates for the same examination on the same day and at the same hour except for practical and oral examinations.
  - (4) The different University examinations shall commence according to the Schedule. Keeping within this Schedule, the Contoller of Examinations shall prepare a calendar of examinations specifying the actual date of the commencement of the examination as well as a detailed time table for each individual examination.
  - (5) The Vice-Chancellor/Pro-Vice-Chancellor may alter the Schedule in respect of any or all examinations in the event of extensive disturbance or calamities.

|                                     |     |         |   |
|-------------------------------------|-----|---------|---|
| Standard of Question papers.        | 49. |         | The Question papers set in any subject shall be such as a candidate of decided ability well prepared in the subject can reasonably be expected to answer within the time allotted.  |
| Question papers in English.         | 50. |         | All examinations, except practical and viva voce examinations shall be conducted by means of written papers (printed, written or typed) to be set in English and to be answered in English unless there be an instruction on the question Papers to the contrary.   |
| Committee of Question paper setter. | 51. | (1)     | The Vice-Chancellor, if desired, may constitute Committee of Question Paper Setters for each subject (or group of subjects) for all the examinations. The Committee shall ordinarily consist of three examiners who have to set the questions for the papers in that subject or group of subjects of whom one shall be the Chairman.  |
|                                     |     | (2)     | It shall be the duty of the Committee of Question paper setters to scrutinize the question papers and if necessary to moderate them so as to make sure that the questions as well as the distribution of marks conform to the norms and the pattern prescribed by the AICTE and / the University/the UGC for such examinations and are within the course of studies and the syllabus. |
|                                     |     | (3)     | The Committee of Question paper setters shall also set question papers in the subject (or group of subjects) if so required by the Vice-Chancellor.   |
| Unfair means in Examinations.       | 52. | (1) (a) | All instances of unfair means in examinations whether reported by the Centre Superintendents / Invigilators / Supervisors / Observers / Examiners or otherwise shall be placed before the Conducting Board by the Controller of Examinations as soon as practicable but preferably before the results of the relevant examinations are passed for publication.                        |

- (b) The Conducting Board shall consider the reports and other materials, if any, and make a report of the scope and extent of the unfair means resorted to and specifically whether use has been made of unauthorized or incriminating material referred to in the reports or produced before the Conducting Board.
- (2) In case the Conducting Board is satisfied that there is prima facie evidence of resort to unfair means in the examinations, the controller of Examinations shall refer to the Disciplinary Committee to consider the cases.
53. Disposal of Malpractice cases. The Controller, Examinations shall form a Disciplinary Committee with the approval of the Vice-Chancellor to consider the cases of malpractices. Based on the recommendation of the Committee, the Vice-Chancellor/Pro-Vice-Chancellor shall order for disposal of such cases appropriately.
54. Examination Fees and other Fees. (1) The Board of Management shall prescribe the fee for registration of students for admission into various examinations and for other purposes connected with examination and other affairs of the University.
- (2) The fees shall not be changed more frequently than once in three years, provided, that the University may recover the actual postal expenses involved in mailing certificates, mark lists, diplomas and other documents from the recipients of such documents in addition to the fees.
55. Academic year. (1) The academic year of the University and educational institutions and departments shall begin on the first of July of each year and end on the 30<sup>th</sup> June of the next year.
- (2) Working days. An academic year shall have not less than 180 working days of 5 hours duration each excluding days or hours spent for examinations for all departments.
- (3) Holidays. The University shall issue a calendar for each academic year showing the number of holidays and working days..

## CHAPTER-VIII

### **The Award of Degrees and Diplomas of Degrees & Diplomas**

Award of  
Degrees and  
Diplomas. 56

The University shall, subject to the approval by the Board of Management award the following degrees.

- (a) B.Tech, Electronic & Communication Engineering
- (b) B.Tech. Electrical & Electronic Engineering.
- (c) B.Tech. Electronics & Instrumentation Engineering
- (d) B. Tech. Computer Science & Engineering
- (e) B.Tech. Information Technology
- (f) B. Tech. Mechanical Engineering
- (g) B. Tech. Civil Engineering
- (h) B. Tech. Chemical Engineering.
- (i) B. Tech. in Aviation Technology.
- (j) B. Tech. in Automobile Engineering.
- (k) B. Tech. in Production Engineering.
- (l) B.Sc. in Peace Studies
- (m) B.Sc. in Family Systems Healthcare
- (n) B.Sc. in Health Care Conflict Resolution
- (o) B.Sc. in College Student Personnel Administration
- (p) B.Sc. in Family Ministry
- (q) B.Sc. Addictions Counseling,
- (r) B.Sc.Public Health and Nursing
- (s) B.Sc.Occupational Health Science
- (t) B.Sc.Radiological Health Science
- (u) B.Sc.Environmental Health Science
- (w) B.Sc.Clinical Laboratory Science
- (x) B.Sc.Clinical Laboratory Science
- (y) B.Sc.General Health Science
- (z) B.Sc.Energy Technology
- (a.1) B.Sc.Industrial Economics and Management
- (b.1) B.Sc.Production Engineering
- (c.1) B.Sc.Industrial Ecology

- (d.1) B.Sc. Forex Management
- (e.1) B.Sc.Treasury & Funds Management
- (f.1) B.Sc.Capital/ Financial Markets
- (g.1) B.Sc.Investment & Funds Management
- (h.1) B.Sc.Rural Development
- (i.1) B.Sc. Computer and Systems Sciences
- (j.1) B.Sc.Electronics, Computer, and Software Systems
- (k.1) B.Sc.Communication Systems
- (l.1) B.Sc.Microelectronics and Information Technology
- (m.1) Bachelor of Law L.L.B.
- (n.1) B.Sc. Agribusiness Management
- (o.1) B.Sc.Agricultural and Natural Resources Engineering
- (p.1) B.Sc.Agricultural Finance
- (q.1) B.Sc.Environmental Plant Studies
- (r.1) B.Sc.Environmental Soil Science
- (s.1) B.Sc.Farm Management
- (t.1) B.Sc.Fisheries and Aqua Management
- (u.1) Bachelor of Commerce
- (v.1) Bachelor of Education,
- (w.1) Diploma in Engineering Education
- (x.1) Masters of Education
- (y.1) Master of Technology (Information Tech.) M.Tech.(IT)
- (z.1) Master of Technology (Communication Tech.)  
M.Tech. (CT)
- (a.2) Master of Technology (Networking and Management)  
M.Tech. (Net)
- (b.2) M.Tech in VLSI,
- (c.2) M. Tech in Mechanical and CAD/ CAM
- (d.2) M.Tech in information Technology
- (e.2) M. Tech in Computer Science
- (f.2) M. Tech in Civil Engineering
- (g.2) M. Tech in Electrical Engineering
- (h.2) M. Tech in Cemical Engineering
- (i.2) M. Tech in EMBED Techonology
- (j.2) Masters in Computers Application
- (k.2) M. Tech in Power Engineering

- (l.2) Master of Business Administration M.B.A.  
(with specializations in International Trade,
- (m.2) Risk Management, Hospitality Management,
- (n.2) Environmental Management, Insurance, Rural  
Development
- (o.2) Master of Arts. Applied Economics, Public  
Administration, Journalism and Mass Communication.
- (p.2) MA Creative Entrepreneurship
- (q.2) M.Sc. International Accounting and Financial  
Management
- (r.2) Master of Law L.L.M.
- (s.2) M.Sc. Geoinformatics
- (t.2) M.Sc. Environmental Social Science
- (u.2) M.Sc. in Clinical Education
- (v.2) M.S. in Conflict Analysis & Resolution
- (w.2) M.A. in Cross-Disciplinary Studies
- (x.2) Master of Commerce
- (y.2) Doctor of Philosophy Ph.D. in humanities, Social  
Sciences, Natural Sciences, Engineering and  
Management.
- (z.2) Any other Degrees approved by the Board.

Honorary  
Degrees.

57

(1)

The Board shall, subject to the confirmation by the Visitor, have power to confer Honorary Degrees and other Academic distinctions on the recommendations of the Academic Council on persons, who by virtue of their eminence and attainments or contributions to the cause of learning, education and science or their established position in the Scientific/Literature World are fit and proper persons to receive such degrees, namely:-

- (i) Doctor of Literature(D.Litt.)
- (ii) Doctor of Science( D. Sc.)
- (iii) Doctor of Letters

- (2) All proposals for the conferment of Honorary Degrees shall be made to a Committee consisting of Vice-Chancellor and Deans of Schools and if accepted by the Committee, shall be placed before the Academic Council and Board for approval before submission to the Visitor for confirmation.
- (3) Honorary Degree shall be conferred only at convocation, and may be taken in person or in absentia.
- (4) The person, on whom an Honorary Degree is to be conferred, shall be presented to the Visitor by the Vice-Chancellor.
- (5) The Diploma or Certificate for an Honorary Degree shall be signed by the Visitor
- Pre-condition for award of degree. 58. Degree shall be awarded to only such candidates who have successfully completed the prescribed academic requirements as per the regulations of the University:  
provided the candidate
- (i) has not been convicted in any court of law.
- (ii) is not a mental patient.
- (iii) has a good moral and ethical character.
- Convocation. 59. There shall ordinarily be one Convocation held during the year for the purpose of conferring and awarding all degrees/ diplomas, medals and awards. The Visitor or in his absence the President shall preside over the convocation. The Vice-Chancellor may, with the prior approval of the President invite a distinguished person to address the Convocation.
- (1) The Visitor, President, Vice-President Vice-Chancellor, Pro-Vice-Chancellor, Registrar, Deans of Schools, Members of the Board, the Academic Council shall wear the academic robes prescribed and assemble in the room set apart for the purpose at the appointed hour.



|                                     |     |   |       |  |
|-------------------------------------|-----|---|-------|--|
|                                     |     |   | (2)   | Ordinarily, the degrees shall be conferred on presentation at the Convocation in the following order, namely.  |
|                                     |     |   | (i)   | Honorary Degrees in the order determined by the Vice- Chancellor.  |
|                                     |     |   | (ii)  | Doctor's Degrees in the order determined by the Vice- Chancellor.  |
|                                     |     |   | (iii) | Masters Degree in the order determined by the Vice- Chancellor.  |
|                                     |     |   | (iv)  | Bachelor's degree in the order determined by the Vice- Chancellor.   |
|                                     |     |   | (v)   | Medals in the order determined by the Vice- Chancellor.  |
|                                     |     |   | (vi)  | Awards in the order determined by the Vice- Chancellor.  |
| Conferring Degrees / Medals.        | 60. | 1 |       | Recipients of Doctorate Degrees and Medals and Award instituted by the university shall be awarded such degrees, medals and Awards in person.  |
|                                     |     | 2 |       | All other degrees / diplomas shall be conferred in the convocation to the recipients in group, school-wise or in such other manners as may be determined by the Vice-Chancellor, but the same shall be distributed either through the respective Heads Departments or directly by the Registrar. Apart from this, Degrees / Diplomas / Medals may also be conferred in absentia. |
| Distribution of Degrees & Diplomas. | 61  |   |       | Notwithstanding the provision of statute, the Board may decide with the prior approval of the Visitor that no Convocation shall be held in any year in which case the degree / diploma shall be given to the candidate through the respective Heads Departments or directly by the Registrar or otherwise as may be directed by the Board.                                       |
|                                     |     | 1 |       | The Degrees / Diplomas of the candidate may be sent by post, on application, in the manner and on payment of such fees, as may be decided by the Board.  |
|                                     |     | 2 |       | No person shall be admitted to a convocation who has not sent his application with the fees prescribed by the University fifteen clear days before the convocation to the Registrar.   |

|   |     |     |   |
|---|-----|-----|---|
| Withdrawal of Degrees, Diplomas and Certificates etc. | 62. | (1) | <p>The University on recommendation of the Academic Council and with the prior approval of the Board can withdraw the degree awarded to a candidate:</p> <p style="padding-left: 40px;">provided it is conclusively proved that the candidate, -</p> <ul style="list-style-type: none"> <li>(i) Was involved in criminal activities and was convicted by Court of Law.</li> <li>(ii) Has tampered with the transcripts, degrees, diplomas awarded by the University.</li> <li>(iii) Had caused irreparable damage to bring down the reputation and prestige of the University.</li> <li>(iv) Was involved in gross misconduct in any University Examination.</li> <li>(v) Had made use of forged, false or manipulated documents or misleading declarations to gain admission to a course to which he was not entitled.</li> <li>(vi) Was involved in gross professional misconduct amounting to abuse of the Degree or Certificate awarded by the University.</li> <li>(vii) Any other misdemeanour considered as tantamount to gross misconduct by the Academic Council and the Board.</li> </ul> |
| Opportunity of being heard.                           | (2) |     | <p>Provided that no such withdrawal of Degree or Certificate shall be made without giving the person concerned an opportunity of showing cause against the proposed action and of being heard by the Board.</p>   |
| Right of Appeal.                                      | 63. |     | <p>Any person aggrieved by an order as aforesaid may, within thirty days of the communication of the order, prefer an appeal before the Visitor, whose decision shall be final.</p>   |

### PART-III

## Conditions of Service of University Employees

### CHAPTER-I

#### General Scope

|                |    |   |
|----------------|----|---|
| Applicability. | 64 | This part applies to all University employees except the Vice-Chancellor / Pro-Vice- Chancellor.  |
| Definitions.   | 65 | In this part unless the context otherwise requires.<br><br>(i) "Service" means University service.<br>(ii) "Cadre" means the strength of a service or a part of service sanctioned as a separate Unit.<br>(iii) "Duty" includes-<br>(a) Service as a probationer'<br>(b) Period of service in any substantive or temporary post;<br>(c) Period spent during a course of instruction or training.<br>(d) Period spent on such other work which the Board may decide to be included under duty.<br>(iv) "Head quarters of a University employee' means the station where the records of his office are kept or such other place as the Vice-Chancellor may by order specify in this behalf.<br>(v) Holiday' means-<br>(a) A holiday prescribed or notified by the Board<br>(b) In relation to any particular office, or Campus, a day on which it is ordered by the Vice- Chancellor to be closed for transaction of University business,<br>(vi) 'Honorarium' means a recurring or non-recurring payment granted to a University employee from the University Fund as remuneration for special work of an occasional or intermittent character.<br>(vii) ' Joining time' means the time allowed to a University employee to join a new post or to proceed to the place of training or return from it to the station to which he is posted. |

- (viii) 'Leave Salary' means the monthly emoluments paid by the University to a University employee on leave.
- (ix) "Month' means a calendar month.
- (x) "Officiating in relation to a University employee' means officiating in a post when he performs the duties of a post on which another University employee holds a lien and includes a University employee officiating in a vacant post on which no other person holds a lien and officiating shall be construed accordingly.
- (xi) 'Pay' means the amount drawn monthly by a University employee as -
  - (a) The pay other than special pay or pay granted in view of his personal qualification which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by the rising of his position in the cadre.
  - (b) Special pay and personal pay, and
  - (c) Any other recurring emoluments which may be specially classed as pay by the Board.
- (xii) 'Pay scale' means pay which rises by periodical increment from a minimum to maximum.
- (xiii) 'Permanent post means a post carrying a definite rate of pay and sanctioned without limit to time.
- (xiv) "Permanent University employee' means a University employee who has a lien on a permanent post or would hold a lien on any post had his lien not been suspended.
- (xv) "Personal pay' means pay granted to a University employee.
  - (a) To save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or

- (b) In an exceptional circumstances, on other personal consideration.
- xvi) 'Probationer' means a University employee appointed on probation in or against a substantive post in a cadre.
- (xvii) 'Special pay' means an addition of the nature of pay to the employments of a post or to the pay of a University employee granted in consideration of
  - (a) The specially arduous nature of the duties or
  - (b) A specific and significant addition to the work or responsibility, or
  - (c) The unhealthiness of the locality where the officer might be stationed.
- (xviii) 'Subsistence allowance' means a monthly allowance made to a University employee who is not in receipt of pay or leave salary.
- (xix) " Substantive pay' means the pay other than special pay, personal pay officiating pay or emoluments classified as pay by the Board, to which a University employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre.
- (xx) 'Temporary post' means a post carrying a definite rate of pay scale and sanctioned for a limited time.
- (xxi) 'Tenure post' means a permanent post which an individual University employee may not hold for more than a specified period.
- (xxii) 'Transfer' means movement of a University employee from head quarters station in which he is employed to another such station either.
  - (a) To take up the duties of a new post or
  - (b) In consequence of a change of his headquarters.
- (xxiii) University means the Centurion University of Technology and Management ,Orissa

(xxiv) 'University employees' means a person in the employment of the University and drawing pay there from and includes the teaching and non-teaching staff in the university.

(xxv) 'Vacation Department' means a University Department and campus in which regular vacations are allowed during which University employees employed in them are permitted to be absent from duty.

Classification of  
Services. 66.

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

Medical  
Certificate. 67. (1)

Except as provided by these statutes no person may be substantively appointed to a permanent post in the University services, unless he produces a medical certificate of health signed by a medical officer of the rank as may be specified for the purpose by the Board from time to time. The production of a fresh medical certificate under this statute will not be necessary if the University employee has already produced a medical certificate and has been in the University service without break. The format of medical certificate to be used in case of appointments of teachers and other employees of the University shall be specified by the Board.

Minimum age  
for entry. 68.

The age limit for appointment in any post shall be prescribed by the Board.

Provided that, the upper age limit may be relaxed by the Board.

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| Restriction of private Business. | 69. | (1) | Unless otherwise provided in these statutes the whole time of a University employee shall be at the disposal of the University during the period of such employment and he will not engage himself in any trade, business, occupation or in any work other than that of his office without the previous permission of the President whose orders on the matter shall be final and that he will not (except) in case of accident or sickness certified by the competent medical authority) absent himself without obtaining the prior permission in writing of persons authorized in this behalf by the University. |
| Code of Conduct.                 | 70. |     | The Code of conduct as prescribed by the Board from time to time with the approval of the Visitor shall apply to the University employees.   |
| Right to receive pay.            | 71. | (1) | Subject to such exception as may be specified by the Board, a University employee shall begin to draw the pay and allowances attached to his post with effect from the date on which he assumes the duties of that post and shall cease to draw them as soon as he ceases to discharge those duties.   |
|                                  |     | (2) | A university employee shall not be entitled to pay or allowance for any time he may spend outside his sphere of duty without proper authority.   |
| Substantive appointment.         | 72. | (1) | More than one University employee cannot be appointed substantively to the same permanent post at the same time.   |
|                                  |     | (2) | A University employee cannot be appointed substantively to a post on which another University employee holds a lien.   |
|                                  |     | (3) | A University employee cannot be appointed, except as a temporary measure to two or more permanent posts at the same time.  |

- Termination of services due to continuous absence from service. 73. Where a University employee does not resume duty after remaining on leave for a continuous period of one year or where a University employee after expiry of his leave remains absent from duty otherwise than on account of suspension, or any period which together with the period of the leave granted to him exceeds one year he shall, unless the University in view of the exceptional circumstances of the case otherwise determine, be removed from service after following the procedure laid down in clause 92.
- Retirement. 74. The date of retirement of a University employee(except officers specified in clause 11) is the date on which he completes the age of 60 years:  
Provided that the Board may extend the age of retirement by two years on consideration of the physical ability and performance of duty.
- (i) A university employee may retire from service any time after completing 30 years of qualifying service or on attaining the age of 50 years by giving a notice in writing to the President of the University at least three months before the date on which he / she wishes to retire or by giving the said notice to the said authority before such shorter period as the University may allow in any case. It shall be open to the President to withhold permission to a University employee who seeks to retire under this provision if he / she is under suspension or if enquiries against him / her are in progress.



- (ii) The President with the approval of the Board may also require a University employee to retire in University's interest at any time after he / she has completed thirty years of qualifying service or attained the age of fifty years by giving a notice in writing at least three months before the date on which he / she is required to retire or by giving three months pay and allowances in lieu of such notice.
- (iii) Provided that a review shall be conducted in respect of any University employee on completing 30 years of service or 55 years of age in order to determine if he / she should be allowed to continue further in service or be retired prematurely in the University's interest.
- (iv) Premature retirement laid down above shall be made applicable in respect of the employees who are known to be lacking in integrity or whose physical and mental condition is such as to make them inefficient for further service or whose continuance is not desirable in the interest of the University irrespective of assessment of his ability or efficiency in work.
- (v) Once it is decided to retain an employee after 30 years of qualifying service or on completion of 55 years of age, as the case may be he / she shall be allowed to continue up to the age of 55<sup>th</sup> / 60<sup>th</sup> years without any fresh review. Fresh review may, however, be conducted at any time if, it is justified for exceptional reasons, such as a subsequent work of conduct or the state of his Physical health which may make the earlier retirement clearly desirable.
- (vi) The criteria and procedure to be followed for premature retirement shall be as laid down by the Board .

Probation. 75. (1)

The period of probation of a University employee(except officers as specified in clause 10) in any appointment shall ordinarily be one year for direct recruits and they shall be confirmed by the President in their respective appointment on completion of probation:

Provided that if the Vice-Chancellor/Pro-Vice-Chancellor on consideration of the Annual Performance Appraisal Report or any other report, does not feel satisfied with the performance of any such employee during the probation period, he may recommend extension the period of probation of such officer by a period not exceeding one year to the President who may extend the period of probation, or he may terminate his appointment with the approval of the Board.

## CHAPTER-II

### Pay Scale

- |                          |    |     |  |
|--------------------------|----|-----|--|
| Fixation of Initial pay. | 76 | (1) | <p>When a University employee is promoted or appointed to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, his initial pay in the pay scale of the higher post shall be fixed at the stage next above the pay notionally arrived at by increasing his pay in respect of the lower post by one increment at the stage at which such pay has accrued.</p> <p>Provided that where a employee holding a post in a substantive capacity for a period of less than one year is promoted or appointed in a substantive or officiating capacity to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, he will draw as initial pay the stage of the pay scale of pay next above his substantive pay in respect of the old post.</p> |
|                          |    | (2) | <p>When a person other than one in University service is appointed to a post under the University, the initial pay shall be the minimum of the pay scale prescribed for the post unless otherwise decided by the President on the recommendation of the selection committee.</p>   |
| Increment.               | 77 |     | <p>An increment shall ordinarily be drawn by a University employee as a matter of course, unless it is withheld in the case of gross negligence of duty, by the authority empowered to appoint. However, in case of disciplinary proceedings all orders regarding withholding of an increment to any employee shall indicate the period for which it is withheld and also whether the withholding shall have</p>   |

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| Service to be counted for increment.      | 78 | <p>the effect of postponing future increments. The increments of the employees may be admitted from the first of the month in which it would fall due.</p> <p>All periods of duty in a post on a time scale counts for increment in that time scale:</p> <p>Provided that for the purpose of arriving at the date of next increment in that time scale, the total of all such period as do not count for increment in that time scale shall be added to the normal date of increment and the date of increment shall accordingly be substituted.</p>   |
| Payment in case of removal or suspension. | 79 | <p>(1) The pay and allowances of a University employee who is removed from service, ceases from and including the date of such removal</p> <p>(2) A University employee under suspension shall be entitled to a subsistence allowance as may be recommended by the Vice-Chancellor and approved by the President time to time.</p>   |
| Fixation of pay on reinstatement.         | 80 | <p>(1) When a University employees (who has been suspended) is reinstated the authority competent to order the reinstatement shall consider and make specific order.</p> <p>(a) regarding the pay and allowances to be paid to the University employee for the period for his absence from duty, and</p> <p>(b) whether or not the said period shall be treated as a period spent on duty.</p> <p>(2) Where such authority holds that the University employees has been fully exonerated, or in the case of suspension that it was wholly unjustified, the University employee shall be given the full pay to which he would have been</p> |

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| Drawal of pay during suspension. | 81 | entitled had he not been suspended together with any allowances of which he was in receipt prior to suspension.<br>A University employee who shall be deemed to have been suspended for any period during which he is detained in custody or in undergoing imprisonment shall not be allowed to draw any pay and allowances other than subsistence allowances admissible for such periods until he is released and allowed to rejoin his duties after conclusion of the Criminal / Disciplinary proceedings. |
| Advance increment.               | 82 | The Board may in exceptional circumstances to be recorded in writing grant an advance increment to any University employee.  |

**CHAPTER-III**

**LEAVE**

|                    |    |   |
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| Availing of Leave. | 83 | (1) The leave is a privilege which is accorded with proper approval and should not be treated as a right. In case of intuitional emergency or exceptional situation, the Vice-Chancellor, Vice-President, or the President could cancel the leave or call back faculty/ staffs members availing leave.<br>Leave provisions shall be applicable to all the employees of the University except,<br>(a) The employees, who are engaged part-time, to do certain work.<br>(b) Work-changed staff and persons paid from contingencies.<br>(c) visiting or part-time teacher who are employed on contract or temporary or adhoc basis for teaching / research work. |
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- (2) The Vice-Chancellor/ Pro-Vice-Chancellor, shall
  - (a) be the authority to sanction leave under sub-clause(1) and (2) of clause 84 in favour of all categories of employees . The Vice-Chancellor/ Pro-Vice-Chancellor may at his discretion delegate the power to an officer of the University.
  - (b) The President of the University or a person designated by him shall be the authority to sanction leave in favour of Vice-Chancellor/ Pro-Vice-Chancellor
  - (c) The President of the University or a person designated by him shall be the authority to sanction leave under sub-clause (3 and (4) of clause 86.
- (3) Leave cannot be claimed as a matter of right. When the exigencies of service so require or when the authority empowered to sanction the leave is not convinced of the reasons stated in the application of the employee, leave may be refused.
- (4) An employee, on leave or on vacation shall not accept any employment, including consultancy, with or without remuneration, or draw any scholarship without the prior approval of the Board.
- (5) An employee, intending to leave headquarters (Paralakhemundi/ Bhubaneswar) during the period of leave or vacation shall inform the Vice-Chancellor / Pro-Vice-Chancellor in writing his / her address for correspondence and furnish telephone number/ cell phone number/E-mail I.D. for contact, during such period of absence.

- (6) Employees, who are on vacation/ leave, may be called for any duty of the University and in such cases; the employees returning from an outstation shall not be eligible for any travel charges.
  - (7) Employees, seeking leave on medical grounds, shall produce a medical certificate, issued by a Registered Medical Practitioner, specifying as clearly as possible, the nature of illness and probable duration of leave required.
  - (8) Sanctioning authority may, in compelling circumstance, call for a second medical opinion by sending the employee to the medical officer of the University or any other Registered Medical Practitioner and the employee concerned, in such case, shall present himself/herself for second medical opinion .
  - (9) An employee, rejoining duty after availing leave on medical ground, shall submit medical certificate of fitness from a Registered Medical Practitioner prescribed in sub-clause (7).
  - (10) A record of casual leave, earned leave and other categories of leave taken by the employees during a year shall be maintained in the University
  - (11) Absence of an employee from duty without getting leave sanctioned shall be treated as unauthorized absence from duty and the employee shall be liable for disciplinary action.
- Employees shall be entitled to the following categories of leave subject to the conditions prescribed in this behalf.
- (1) The grant of casual leave shall be governed as given hereunder:

Sanction of different categories of Leave. 84.

Casual Leave.

- (a) Casual leave shall be limited to 16 days in a calendar year in respect of employees with a minimum continuous service of twelve months in the University.
  - (b) In case of a newly recruited employee, the sanctioning authority shall use its discretion, having regard to the length of the service put in by such employee.
  - (c) Casual leave can be combined with Sundays or other authorized holidays, provided that the resulting period of absence, in total, does not exceed 8 days.
  - (d) Casual leave cannot be combined with vacation.
  - (e) Casual leave may be reckoned in terms of full day or half day for purposes of debit in the account in respect of all employees.
  - (f) Unutilized casual leave shall not be carried forward to the next calendar year
- (2) (a) The earned leave admissible to an employee shall be governed as given hereunder:
- (b) All the employees of the University are eligible for 14 days of earned leave, in addition to casual leave, on full pay, provided they have served the University for 12 months.
  - (c) Employees whose service in the University is less than 12 months are eligible for earned leave at the rate of one day per month of completed service.
  - (d) While calculating the earned leave eligibility, the period during which the employee is on loss of pay shall not be counted and the earned leave due shall be reduced proportionately .
  - (e) Any declared holidays may be prefixed or suffixed to the earned leave with prior permission of the sanctioning authority.

Earned Leave.



- (f) An Employee is entitled for encashment Unutilized earned leave at the credit of the employee at the end of the year (i.e. 30<sup>th</sup> June of the year), subject to a maximum of 10 days, which will be paid in the succeeding months. Unutilised leave in excess of 10 days shall be carried forward to the next year.
- Other Categories of Leave. (3) (a) Maternity leave, Special Casual Leave (for academic purpose or medical reasons), Compensatory Leave (in view of work on holidays) and Study leave shall be permissible in case of employees, who are in continuous service of University for a minimum period of two years.
- (b) Total number of days of leave and salary for the period of leave under sub-clause (3) (a) shall be decided and sanctioned by the President
- Extraordinary Leave. (4) (c) The leave which is not mentioned in sub-clause (1), (2) and (3) shall be considered as extraordinary leave. Extraordinary leave without/ with salary may be granted to an employee, having a continuous service of minimum of 2 years in the University. Such
- Vacation. 85. (a) All the employees of the University are eligible for 20 days of vacation during the summer months namely, May and June, provided their continuous service in the University up to 30<sup>th</sup> April of the year is not less than ten months.
- (b) Employees of the University whose continuous service in the University is less than ten months, the service being counted up to 30<sup>th</sup> April of the year, are eligible for vacation during the summer months, May and June, on prorata basis at the rate of 2 days for every completed month of service

Deputation of  
Teachers to Attend  
Academic Conference,  
Seminars, etc.

86.

- (c) Vice-Chancellor / Pro-Vice-Chancellor of the University. shall be the competent authority to decide the vacation schedules of the employees who are eligible to avail vacation. Teachers may be deputed to attend academic conference, seminars, workshop, Training Programme and Quality Improvement Programme as Provided hereunder.
- (a) A teacher of the University may be deputed to attend academic conference /seminar /workshop/training programme or any other quality improvement programme anywhere in India normally once during an academic year.
- (b) For the purpose of attending conference/ seminar etc as specified in sub clause (a), the teacher may chair a session or for participate as a member of the organizing committee or has a paper accepted for presentation.
- (c) In case of joint authorship of the paper, the teacher must be either the first author or research student of the first author.
- (d) For a particular programme not more than two teachers will be recommended from one department.
- (e) The teacher shall make alternative arrangements for his/her class work and other duties before proceeding to attend conference / seminar etc as specified in clause (a).
- (f) Teacher, nominated to attend any of the aforesaid programmes shall be eligible for journey expenses as per TA/DA rule.
- (g) The teacher shall submit a copy of the letter received from the organizers of the conference/seminar inviting him/her to present his / her paper along with his/her application for deputation.

- (h) The teacher shall submit participation certificate after his/her return to the University. He/she shall submit a copy of the proceedings if any to the Library and submit a receipt from the library along with his/her TA bill.
- Employees Provident Fund and Other Benefits. 87. (1) (a) The University shall provide Provident Fund facilities under Employees' Provident Funds and Miscellaneous Provisions Act, 1952 for its employees
- (b) The Board shall prescribe the quantum of contribution by the employee and the employer consistent with the provisions of Employees' Provident Funds and Miscellaneous Provisions Act 1952, in the manual of accounts
- (2) (a) The Board may provide Insurance coverage to the employees and the details may be prescribed in the manual of accounts.
- (b) The Board may provide Personal Loan facilities to the employees from different banks through the University.
- (c) The Board may allow formation of Employees' Co-operative Societies.
- (3) Teachers shall be eligible to negotiate project related benefits depending on the assignments they bring to the University and may be entitled to get 10% of the surplus revenue (surplus left after charging all expenses and 10% University administration overheads). In case the projects are not amenable to sharing, then the Teacher shall be eligible to get a principal researcher allowance of 10% of the projected fees in the project

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| Travelling Allowance. | 88. | The Board shall prescribe Travelling Allowances for the President, Vice- President, Vice-Chancellor, Pro-Vice-Chancellor, Officers and other staff of the University in the manual of accounts. |
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#### **CHAPTER- IV**

##### **Discipline, Appeals and Memorials.**

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| Maintenance of records of services. | 89 | <p>(1) The service particulars of the University employees shall be maintained by the Comptroller of Finance in such form as may be specified by the Board in this behalf.</p> <p>(2) The confidential character rolls of the University employees shall be maintained in such form as may be specified by the Board in this behalf. There shall be separate form for teaching and non teaching staff.</p>   |
| Nature of Penalties.                | 90 | <p>The following penalties may for good and sufficient reasons, and as hereinafter provided be imposed on a University employee namely.</p> <p>(i) Fine :</p> <p>(ii) Censure:</p> <p>(iii) Withholding of increments or promotion</p> <p>(iv) Recovery from pay of the whole or part of any pecuniary loss</p> <p>(v) Suspension:</p> <p>(vi) Reduction to a lower service, grade, or post or to a lower pay scale or to a lower stage in a pay scale.</p> <p>(vii) Compulsory retirement:</p> <p>(viii) Removal from service, which shall not disqualify for future employment under the University:</p> |

- (ix) Dismissal from service which shall ordinarily disqualify for future employment under the University.

*Explanation :*

The following shall not amount to a penalty within the meaning of this statute.

- (a) Withholding of increments of a University employee for failure to pass a departmental examination, if any, in accordance with the relevant provisions or orders governing the service or post or terms of his appointment.
- (b) Stoppage of a University employee at the efficiency bar in the pay scale on the ground of his unfitness to cross the bar:
- (c) Non-promotion, whether in substantive or officiating capacity of a University employee, after consideration of his case, to a grade or post for promotion to which he is eligible.
- (d) Reversion to a lower service, grade or post of a University employee officiating in a higher service, grade or post on the ground that he is considered, after trial, to be unsuitable for such higher service, grade or post, or on administrative grounds unconnected with his conduct.
- (e) Compulsory retirement of a University employee in accordance with the provisions relating to his superannuation or retirement.
- (f) Termination of the services:-
- (g) Of a University employee appointed on probation during or at the end of the period of probation in accordance with the terms of his appointment or the statutes and orders governing probation: or

- (ii) Of a temporary University employee in accordance with the terms of his appointment ;  
or
  - (iii) Of a University employee employed under an agreement in accordance with the terms of such agreement.
- Disciplinary authorities.                    91.
- (1) The President may impose any of the penalties specified in Clause 90 on any University employee.
  - (2) Without prejudice to the provisions of sub-clause (1) any of the penalties specified in penalties specified in items (i) to (v) of clause 90 may be imposed by : -
    - (a) A Vice-Chancellor or Pro-Vice-Chancellor on a University employee appointed by the Vice-Chancellor or Pro-Vice-Chancellor as the case may be.
- Procedure for imposing penalties.                    92.
- (1) No order imposing any of the penalties specified in items (i) to (v) of Clause 90 shall be passed except after.
    - (a) The University employee is informed by the Disciplinary authority in writing of the proposal to take action against him and the allegation on which it is proposed to be taken and is given an opportunity to make any representation as he may wish to make.
    - (b) Such representation, if any is taken into consideration by the Disciplinary Authority.
  - (2) No order imposing on a University employee any of the penalties specified in items (vi) to (ix) of clause 90 shall be passed except after an enquiry held so far as may be, in the manner hereinafter provided.

- (a) The Disciplinary authority shall frame definite charges on the basis of a allegation in which the inquiry is proposed to be held and such charges together with statement of allegations on which they are based, shall be communicated in writing to the university employee and he shall be required to submit within such time as may be specified by the Disciplinary authority a written statement of his defence and also to state whether he desires to be heard in person.
- (b) The University employee shall, for the purpose of preparing his defence, be permitted to inspect and take extracts from such official records as he may specify; provided that such permission may be refused if, for reasons to be recorded in writing, in the opinion of the Disciplinary authority such records are not relevant for the purpose or it is against the University interest to allow him access thereto
- (c) On receipt of the returned statement of defence or, if no such statement is received within the time specified, the Disciplinary authority may itself inquire into such charges as are not admitted of if it considers necessary so to do, appoint an Inquiry Officer for the purpose.
- (d) If the University employee desires to be heard in person, he shall be so heard. If he desires that an oral inquiry be held or if the University so directs, an oral inquiry shall be held by the Inquiry Officer, as the case may be. At such inquiry evidence shall be heard as to such of the allegations as are not admitted and the University employee charged shall be entitled to cross examine the witnesses, called as he may

wish. Provided that the Inquiry Officer, as the case may be, may for reasons to be recorded in writing, refuses to call a witness.

- (e) At the conclusion of the inquiry, the Inquiry Officer shall prepare a report of inquiry recording its findings on each of the charges together with reasons therefore, and it may, recommend any penalty specified in the said statute to be imposed on the University employee.
- (f) Record of inquiry shall include:-
  - (i) The charges framed against the University employee and the Statement of allegation furnished to him.
  - (ii) His written Statement, if any;
  - (iii) The oral evidence if any, taken in the course of the inquiry;
  - (iv) The documentary evidence considered in the course of the inquiry.
  - (v) The order if any, made by the disciplinary authority and the Inquiry Officer in regard to the inquiry.
  - (vi) A report setting out the findings on each charges and the reason thereof.
- (g) After the inquiry against a University employee has been completed and after the disciplinary authority has arrived at any provisional conclusion in regard to the penalty to be imposed, if it relates to any of the penalties specified in items (vi) to (ix) of statute-90 the University employee charged shall be supplied with a copy of the report of the inquiry and be given a further opportunity to show cause as to why the proposed penalty shall not be imposed on him.



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

(h) Notwithstanding anything contained in this statute, the provisions of this statute shall not apply in relation to the imposition on any University employee of any of the penalties specified in statute-90, where the penalty is imposed on the ground of conduct which has led to his conviction on a criminal charge.

Order for  
Suspension.

93. (1)

If, having regard to the nature of the charges and the circumstances in any case the disciplinary authority which initiates any disciplinary proceedings is satisfied that it is necessary or desirable to place under suspension the University employee against whom such proceedings are started, the said authority may pass an order placing him under suspension pending the conclusion of the enquiry and passing of the final order in the case,

(2)

A University employee who is detained in custody whether on criminal charge or otherwise, for a period exceeding forty-eight hours, shall be deemed to have been suspended by the Disciplinary authority under this statute.

(3)

A University employee in respect or, or against, whom an investigation, inquiry or trial relating to a criminal charge, pending shall be placed under suspension by the Disciplinary authority under which he is serving until the termination of all proceedings relating to that charge, if the charge is connected with his position as a University employee or is likely to embarrass him in the discharge of his duties or involves moral turpitude.

