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DEPARTMENT OF HIGHER EDUCATION

NOTIFICATION

The 19th February, 2019

No. 4201-HE-FE1B-POLICY-0009/2017/HE.— In exercise of the powers conferred by sub-section (1) of Section 29 of the Odisha State Open University Act, 2014 (Odisha Act 5 of 2015), the State Government do hereby frame the following Statutes, for the Odisha State Open University, namely:—

THE ODISHA STATE OPEN UNIVERSITY FIRST STATUTES, 2019

Part- I

1. **Short Title and Commencement:-** (1) These Statutes may be called the Odisha State Open University First Statutes, 2019.
(2) They shall come into force on the date of their publication in the *Odisha Gazette*.
2. **Definition:-** (1) In these Statutes, unless the context otherwise requires,
 - (a) “Act” means The Odisha State Open University Act, 2014 (Odisha Act 5 of 2015);
 - (b) “Clause” means a clause of the Statute in which the expression occurs;
 - (c) “Committee” means committee constituted by the statutory authorities of the University;
 - (d) “Gazette” means the *Odisha Gazette*; and
 - (e) “Section” means a section of the Act.(2) Words and expressions used but not defined in these Statutes shall, unless the context otherwise requires, have the meaning respectively assigned to them in the Act.
3. **Powers and functions of the Vice-chancellor:** (1) The Vice-Chancellor shall be the *ex officio* Chairman of the Board of Management, the Academic Council, the Skill Development Education Council, the Planning Board, the Board of Recognition and the Finance Committee.
(2) The Vice-Chancellor shall remain present at, and address, any meeting of any other authority or other body of the University, but shall not be entitled to vote there at unless he is a member of such authority or body.

- (3) It shall be the duty of the Vice-Chancellor to see that the Act, the Statutes, Ordinances and Regulations are duly observed and he shall have all the powers necessary to ensure such observance.
- (4) The Vice-Chancellor shall exercise control over the affairs of the University and shall give effect to the decisions of all the authorities of the University.
- (5) The Vice-Chancellor shall have all the powers necessary for the proper maintenance of discipline in the University.
- (6) The Vice-Chancellor shall,—
 - (i) grant leave to any officer of the University and make necessary arrangements for the discharge of the functions of such officer during his absence;
 - (ii) make necessary arrangements for a period not exceeding six months, for discharging the functions of an officer whose post falls vacant due to resignation, retirement, death or any other reason till regular appointment to such post is made.
- (7) The Vice-Chancellor shall grant leave of absence to any employee of the University in accordance with the rules and if he so desires, delegate such powers to another officer of the University.
- (8) The Vice-Chancellor shall convene or cause to be convened the meetings of the Board of Management, the Academic Council, the Skill Development Education Council, the Planning Board, the Board of Recognition and the Finance Committee.
- (9) The Vice-Chancellor shall,—
 - (i) appoint Professors, Associate Professors, Assistant Professors and other teachers as may be necessary with the prior approval of the Board of Management;
 - (ii) appoint other employees (other than officers and teachers) of the University in the manner specified by the Board of Management;
 - (iii) appoint course writers, script writers, counselors, programmers, artists and such other persons as may be considered necessary for the efficient functioning of the University;
 - (iv) make short-term appointments, for a period not exceeding six months at a time, but which may further be extended for a period not exceeding one year in the aggregate, of such persons as may be considered necessary for the functioning of the University;
 - (v) arrange for the establishment and maintenance of Regional and Study Centres at different places as may be required from time to time, and delegate to any employee such powers as are necessary for their efficient functioning.

Part-II

4. The Vice-Chancellor:

- (1) There shall be paid to the Vice-Chancellor a salary of Rs.75000/-(rupees seventy five thousand) (fixed) per month and he shall be entitled to the free use of the University car and he shall be provided with a furnished residence without payment of rent throughout his term of office on which he shall not make any addition or alternation.
- (2) In addition to the salary specified in sub-clause (i), the Vice-Chancellor shall be entitled to such other allowances as are admissible to other office of the University from time to time.
- (3) The Vice-Chancellor shall also be entitled to such other benefits and allowances as may be fixed by the State Government:

Provided that where an employee of the University or a College or of any other University or any Institution maintained by or affiliated to such other University is appointed as the Vice-Chancellor, he may be allowed to continue to contribute to any provident fund of which he is a member and the University shall contribute to the account of such person in that provident fund at the same rate at which such person had been contributing immediately before his appointment as Vice-Chancellor:

Provided further that where such employee had been a member of any pension Scheme, the University shall make the necessary contribution to such Scheme.

- (4) The Vice-Chancellor shall be entitled to Leave Travel Concession, Medical Facilities and Travelling Allowance at such rates as may be approved by the Chancellor from time to time.
- (5) The Vice-Chancellor shall be entitled to leave on full pay for one- eleventh of the period spent by him on active service.
- (6) In addition to the leave referred to in sub-clause (5), the Vice-Chancellor shall be entitled to half pay leave at the rate of twenty days per year of every completed year of service and the half pay leave may be availed of as commuted leave on full pay on medical certificate.

5. The Director of Schools:

- (1) A Director of a School shall be appointed from amongst the Professors of the School by the Board of Management on the recommendations of the Vice-Chancellor by way of rotation of different disciplines of a School:

Provided that in case there is only one Professor or no Professor available or eligible in the School, the senior-most teacher at the level of Associate Professor in the School shall be given the charge of the Director on rotation basis.

- (2) The Director of a School shall hold office for a period of three years and that he shall be eligible for re-appointment.
- (3) Every Director shall be the whole-time salaried officer of the University.
- (4) The Director of School shall retire at the age of sixty years.
- (5) The Director of a School shall exercise such powers and perform such duties and functions as are assigned to him by the Board of Management and the Vice-Chancellor from time to time.

- (6) The emoluments and other conditions of service of the Director shall be such as may be prescribed in the Ordinance.

6. The Director of Skill Development Education Council:

- (1) The Director, Skill Development Education Council, (hereinafter called Director (SDEC) shall be appointed by the Board of Management on the recommendations of a selection committee constituted for the purpose as per the qualification and scale of pay prescribed by the Board of Management.
- (2) The Director (SDEC) shall be entitled to such other allowances as are admissible to the employees of the University from time to time;
- (3) The tenure of appointment of Director (SDEC) shall be three years:

Provided that the Board of Management may renew the appointment for a further period of three years;

- (4) Notwithstanding anything contained in the Act and the Statutes, the Director (SDEC) may resign from after giving three months notice in writing to the Board of Management or by paying three months salary in lieu thereof:

Provided that the requirement of notice or payment of salary may be waived by the Vice- Chancellor at his discretion and the matter shall be reported to the Board of Management.

- (5) The Director (SDEC) shall be entitled to leave, as admissible to the teachers of the University from time to time except for sabbatical leave and vacation. When an employee of any other University or institution maintained by or affiliated to such other University is appointed on deputation as Director (SDEC), he shall continue to be governed by the same leave rules to which he was entitled prior to the appointment as Director (SDEC) till the end of the deputation period. In such cases, leave salary and pension contributions or employer's share of Provident Fund, as the case may be, shall be remitted by the University to the lending University or Institution as per rules in force;
- (6) The Director (SDEC) shall be entitled to Travelling Allowance, Leave Travel Concession and Medical Attendance Rules as are applicable to the employees of the University from time to time.
- (7) The Director (SDEC) shall be entitled to such other benefits as may be fixed by the Board of Management from time to time.
- (8) The Director (SDEC) shall perform such duties and exercise such powers as may be assigned to him by the Board of Management and the Vice- Chancellor from time to time.
- (9) The Director (SDEC) shall retire at the age of sixty years.

7. The Registrar:

- (1) Registrar shall be appointed on a Scale of Pay of Rs. 37,400 – 67,000 and he shall also be entitled to such other allowances as are admissible to the employees of the University from time to time.
- (2) Subject to the provisions of the Act and the Statues, the Registrar shall be appointed for a term of three years:

Provided that, a Registrar shall retire on attaining the age of sixty years.

- (3) When the office of the Registrar is vacant or when the Registrar is by reason of ill health, absence or any other cause unable to perform his functions as Registrar, his functions shall be performed by such person as the Vice-Chancellor may appoint for the purpose.
- (4) The Registrar, during his tenure, shall be entitled to leave, as admissible to the employees of the University from time to time:

Provided that when an employee of the University or a College affiliated to it or of any other University or institution maintained by or affiliated to such other University, is appointed as a Registrar he shall continue to be governed by the same leave Rules to which he was entitled prior to his appointment as Registrar till he continues to hold his lien on the post.

- (5) The Registrar shall be entitled to Travelling Allowance, Leave Travel Concession and Medical Attendance Rules as are admissible to the employees of the University from time to time.
- (6) The Registrar shall be entitled to such other benefits as may be fixed by the Board of Management from time to time.
- (7) The Registrar shall subscribe to the contributory provident fund of the University till the end of his tenure:

Provided that where an employee of the University or a college or of any University or Institution maintained by or affiliated to such other University is appointed as Registrar, he shall continue to be governed by the same retirement benefit scheme to which he was entitled prior to his appointment as Registrar or till he continues to hold his lien on that post, but under this provision, the pay for the purpose of subscription to the General provident Fund and subscription to the University Contributory Provident Fund shall be the pay drawn by him as Registrar.

8. Comptroller of Finance:

1. The scale of pay and other allowance of the Comptroller of Finance shall be governed by the usual terms of deputation of Government of Odisha. He shall also be entitled to such other allowances as are admissible to the employees of the University from time to time.
2. Subject to the provisions of the Act and Statutes, the Comptroller of Finance shall be appointed for a term of three years.
3. The University shall provide to the Comptroller of Finance with unfurnished residential accommodation for which he will pay rent or license fee at the rates fixed by the University.
4. The Comptroller of Finance, during his tenure, shall be entitled to leave, as admissible to the employees of the University from time to time. Provided that when an employee of the State Government or University or a College affiliated to it or of any other University or Institution maintained by or affiliated to such other University is appointed as a Comptroller of Finance, he shall continue to be governed by the same leave Rules to which he was entitled prior to his appointment as Comptroller of Finance till he continues to hold his lien on the post.

5. The Comptroller of Finance shall be entitled to Travelling Allowance, Leave Travel Concession and Medical Attendance Rules as are admissible to the employees of the University from time to time.
6. The Comptroller of Finance shall be entitled to such other benefits as may be fixed by the Board of Management from time to time.

The Comptroller of Finance shall be entitled to subscribe to the contributory Provident fund of the University till the end of his tenure:

Provided that where an employee of the State Government or University or a College affiliated to it or of any University or Institution maintained by or affiliated to such other University or of a State Government or the Government of India, is appointed as Comptroller of Finance, he shall continue to be governed by the same retirement benefit scheme to which he was entitled prior to his appointment as Comptroller of Finance or till he continues to hold his lien on the post, but the pay for the purpose of subscription to the General Provident Fund and subscription to the University Contributory Provident Fund shall be the pay drawn by him as Comptroller of Finance.

Part-III

- 9. Powers of the Board of Management:** In addition to the powers vested under sub-Section (2) of Section 20 the Board of Management shall have the following powers, namely:—
- (1) The Board shall exercise all the powers of the University not otherwise provided for by the Act, Statutes, Ordinances and the Regulations for the fulfilment of the objects of the University; and
 - (2) The Board shall delegate any of its powers to the Vice-Chancellor, or any other authority of the University, or to a Committee appointed by it and withdrawal such power at any time.
- 10. The Academic Council:**
- (1) The Academic Council shall consist of the following members, namely:—
 - (i) Vice- Chancellor – *Ex officio* Chairman
 - (ii) Directors of Schools of Studies – *Ex officio* member
 - (iii) Director, Skill Development Education Council – *Ex officio* member
 - (iv) Controller of Examination – *Ex officio* member
 - (v) University Librarian – *Ex officio* member
 - (vi) Two persons of academic eminence to be nominated by the Chancellor
 - (viii) Three Professors, three Associate Professors and three Assistant Professors other than Directors of Schools of Studies, to be nominated by the Board of Management on the recommendation of the Vice-Chancellor on a rotation basis according to seniority:

Provided that while making such nominations, the principle of rotation among Schools and also among disciplines within the Schools shall be taken into account;
 - (ix) Three Directors, other than the Directors of Schools of Studies, to be nominated by the Board of Management on the recommendation of the Vice- Chancellor;
 - (x) Two teachers or academicians working at the Regional Centres to be nominated by the Board of Management on the recommendation of the Vice- Chancellor;
 - (xi) Not less than ten persons who are not employees of the University to be co-opted by the Academic Council for their special knowledge or expertise in higher education including professional education and distance education, trade and commerce, industries and information and communication technology; and
 - (xii) The Registrar who shall be the Member-Secretary.
 - (2) The members of the Academic Council, other than *ex officio* members, shall hold office for a term of two years from the date of their appointment or co-option, as the case may be.
 - (3) Ten members of the Academic Council shall form the quorum for the meeting and no business shall be conducted or considered valid at a meeting at which there is no quorum.

- (4) Powers of the Academic Council: Subject to the provisions of the Act, the Academic Council shall have the following powers, namely:-
- (i) to exercise general supervision over the academic policies of the University and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards;
 - (ii) to consider matters of general academic interest either on its own initiative or on a reference from the Board of Management, the Skill Development Education Council, the Planning Board or a School of Studies and to take appropriate action thereon;
 - (iii) to frame such regulations and rules consistent with the Statutes and Ordinances regarding the academic functioning of the University, including discipline, admissions, award of fellowships and studentships, fee and other academic requirements;
 - (iv) to approve the academic programmes to be offered by the University, including the course curricula, leading to the award of degree, diploma and certificate;
 - (v) to advise the Board of Management on all academic matters;
 - (vi) to recognize on such conditions, as may be prescribed, the degrees, diplomas and certificates issued by other Universities and institutions of higher learning and accord such recognition on reciprocal basis wherever applicable; and
 - (vii) to recommend to the Board of Management for withdrawal of a degree, diploma or a certificate conferred on any person.

11. The Skill Development Education Council:-

- (1) The Skill Development Education Council shall consist of the following members, namely:—
 - (i) The Vice- Chancellor – Chairman;
 - (ii) Two experts to be nominated by the Chancellor representing Commerce, Industry and Skill Based or Technical Education;
 - (iii) Secretary, Skill Development & Technical Education, Government of Odisha;
 - (iv) One member of the Board of Management, not associated with the University, to be nominated by the Board of Management;
 - (v) One member of the Planning Board, not associated with the University, to be nominated by the Planning Board;
 - (vi) One Director of the Schools of Studies of the University to be nominated by the Vice- Chancellor;
 - (vii) Director of Employment, Government of Odisha;
 - (viii) Director, Vocational Education; and
 - (ix) Director, (SDEC) – Member Secretary.
- (2) There shall be a Placement Cell under the overall supervision of the SDEC whose main responsibilities is to motivate, train and prepare the students of the University for job related interviews and It make counselling and guiding the students of the University for their successful career placement which is a crucial interface for the

students between the stages of completion of academic programmes of studies and entry into suitable employment.

- (3) The major activities of the Placement Cell are as follows:
- (a) Organising On-and-Off campus interviews;
 - (b) Organising training programmes like Personality Development Programmes, Mock Aptitude tests, Group Discussion training and mock interviews;
 - (c) Coordinating Industrial Visits;
 - (d) Coordinating Project Placement for the Students;
 - (e) Supporting Seminars, Conferences, Workshop etc. organized by various departments;
 - (f) Organising Student level workshops/meets with major Corporates; and
 - (g) Facilitating Industry University Interactions by inviting experts for lectures.

12. The Planning Board:

- (1) The Planning Board shall consist of the following members, namely:-
- (i) The Vice- Chancellor – *Ex officio* Chairman
 - (ii) Five members, who are not employees of the University, shall be nominated by the Chancellor, one each representing the following sectors:
 - (a) Vocational or Skill Based education;
 - (b) Media or Communication;
 - (c) Women Studies;
 - (d) Human Resource Planning; and
 - (e) Agriculture or Rural Development and allied activities.
 - (iii) Five member, who are not employees of the University, to be nominated by the Board of Management, for their expertise, one each from the following areas of specialization, namely:-
 - (a) Technical Education;
 - (b) Health or Nursing Care Education;
 - (c) Teacher Education;
 - (d) Commerce and Industry; and
 - (e) Distance Education.
 - (iv) Four persons to be nominated by the Vice- Chancellor from amongst the teaching staff of the University;
 - (v) Registrar and Comptroller of Finance who shall be the *ex officio* members;
 - (vi) Director, Planning and Development Division who shall be the Member Secretary:

Provided that in the absence of the Director, Planning and Development, the Registrar shall perform the duties of the Member Secretary.
- (2) All the Members of the Planning Board, other than the *ex officio* Members, shall hold office for a term of three years.

- (3) It shall be the responsibility of the Planning Board to design and formulate appropriate programmes and activities of the University, and it shall in addition, have the right to advise the Board of Management and the Academic Council on any matter which it may deem necessary for the fulfilment of the objects of the University:

Provided that in case there is any difference of opinion between the Planning Board and the Academic Council on any matter, it shall be referred to the Board of Management whose decision shall be final.

- (4) The Planning Board may constitute such committees as may be necessary for planning and monitoring the Programmes of the University.
- (5) The Planning Board shall meet at such intervals as it shall feel necessary, but it shall meet at least twice in a year.
- (6) Six members of the Planning Board shall form a quorum for a meeting of the Board.

13. The Board of Recognition:

- (1) The Board of Recognition shall consist of the following members, namely:-
- (i) Vice- Chancellor – *Ex officio* Chairman;
 - (ii) Director, Skill Development Education Council- *Ex officio* Member;
 - (iii) Registrar – Ex-officio Member;
 - (iv) Director, Higher Education, Odisha – *Ex officio* Member;
 - (v) Director, Medical Education and Training, Odisha- *Ex officio* Member;
 - (vi) Director, Technical Education, Odisha – *Ex officio* Member;
 - (vii) Two persons of academic eminence, who are not employees of the University, shall be nominated by the Chancellor;
 - (viii) Three Principals of Government recognized Colleges to be nominated by the Board of Management on the recommendation of the Vice- Chancellor;
 - (ix) Three persons to be nominated by the Vice- Chancellor from amongst the academic or teaching staff of the University; and
 - (x) Controller of Examination shall be the Member Secretary of the Board of Recognition.
- (2) Subject to the provisions of the Act and the Statutes and any other law for the time being in force , the Board of Recognition shall have the following powers, namely:-
- (i) to admit the Government recognized Colleges to the privileges of the University for providing add-on and skill development courses;
 - (ii) to deprive any College from admission to the privileges of the University:

Provided that no College shall be admitted or deprived of admission to the privileges of the University without laid down the procedures, suitably amended from time to time, duly approved by the Board of Management;

- (iii) to charge such fee as may be prescribed, in consultation with the State Government; and
- (iv) to constitute committees to monitor the overall discipline and academic standards maintained including student support services extended in these Colleges.

- (3) The Board of Recognition shall meet at such intervals as it shall feel necessary, but it shall meet at least twice in a year.
- (4) Six members of the Board of Recognition shall form a quorum for a meeting.

14. The Finance Committee: (Under Section- 25(1))

- (1) The Finance Committee shall consist of the following members, namely:-
 - (i) The Vice- Chancellor – *Ex officio* Chairman;
 - (ii) Two persons to be nominated by the Chancellor;
 - (iii) Two persons to be nominated by the Board of Management from among its members, one of them should be other than the employee of the University;
 - (iv) One person, who is not an employee of the University, to be nominated by the Board of Management
 - (v) One Director of the University by rotation; and
 - (vi) The Comptroller of Finance of the University who shall be the Member Secretary.
- (2) All Members of the Finance Committee, other than the Vice- Chancellor and Comptroller of Finance, shall hold office for a term of three years from the dates on which they become members of the Finance Committee.
- (3) Four members of the Finance Committee shall form a quorum for a meeting of the Committee.
- (4) The Finance Committee shall meet at least thrice in a year to examine the accounts and scrutinize the expenditure.
- (5) The Finance Committee shall have the following powers, duties and functions, namely:-
 - (i) The Finance Committee shall fix the limits for the total recurring and non-recurring expenditure for the year, based on income and resources of the University and no expenditure shall be incurred by the University in excess of the limits so fixed;
 - (ii) The annual accounts and the financial estimates of the University prepared by the Comptroller of Finance shall be laid before the Finance Committee for consideration and review within the overall ceiling fixed by the Committee and thereafter shall be submitted to the Board of Management;
 - (iii) All proposals related to revision of pay, upgradation of the scales of the employees and those items which are not included in the budget, shall be examined by the Finance Committee before they are considered by the Board of Management;
 - (iv) Finance Committee shall recommend to the Board of Management for creation of administrative, ministerial and other necessary posts in the University;
 - (v) Finance Committee shall be consulted by the Board of Management for fixing the remuneration payable to course writers, counsellors, examiners and invigilators, and for travelling and other allowances payable to them; and

- (vi) Finance Committee shall be consulted by the Board of Management in investing any money belonging to the University, including any unapplied income, in such stocks, funds, shares or securities as it thinks fit or in the purchase of any immovable property in the State.

15. The Schools of Studies: Under Section; 26 (2)

- (1) Every School of Studies shall have a School Board consisting of the following members, namely:—
 - (i) Director of the School – Chairman;
 - (ii) All Professors of the disciplines assigned to the School of Studies, as may be determined by the Academic Council from time to time;
 - (iii) At least five Associate Professors or Assistant Professors assigned to the School of Studies, nominated by the Vice- Chancellor;
 - (iv) Not more than four Professor or Associate Professors or Assistant Professors, not assigned to the School of Studies, nominated by the Vice- Chancellor; and
 - (v) Not more than four persons, who are not the employees of the University, co-opted by the School Board for their specialized knowledge assigned to the School of Studies or in any allied branch of knowledge
- (2) All Members of the School Board, other than the *ex officio* members, shall hold office for a term of two years from the date they become such member.
- (3) The School Board shall meet at least thrice a year to approve launching of new programmes and revision of ongoing programmes offered by the School of Studies.
- (4) One-third of the total membership of the School Board shall form a quorum for a meeting.
- (5) The School Board shall have the power to perform following functions, namely:-
 - (i) to approve all research work related to the School of Study;
 - (ii) to approve the course structure of the academic programmes of the School of Study, in accordance with the directions of the Academic Council, on the recommendation of the Expert Committee(s) constituted by it;
 - (iii) to approve the syllabus in accordance with the course structure on the advice of the Expert Committee(s);
 - (iv) to recommend to the Vice- Chancellor names of the course writers, examiners and moderators for different courses on the proposal of the Director of the School prepared in consultation with the Professors/Associate Professors of the discipline assigned to the School of Study;
 - (v) to formulate proposals for orientation programmes for course writers and counsellors in collaboration with other Schools of Studies;
 - (vi) to prepare general instructions for counselling to students for different programmes;
 - (vii) to review methodologies adopted for preparation of educational materials for the courses in the disciplines assigned to the Schools of Study, to evaluate the

educational material, and to make suitable recommendations to the Academic Council;

- (viii) to review from time to time the courses already designed and developed with the assistance of outside experts, if necessary, and to make such changes in the course, as may be required; and
- (ix) to perform all other functions, which may be subject to the Act, the Statutes and Ordinances, as may be referred to it by the Board of Management, the Academic Council, the Planning Board or the Vice- Chancellor.

16. The manner of appointment of teachers of the University, their qualification, the code of conduct and other service conditions:

- (1) Every teacher of the University shall be appointed by the Board of Management on the basis of recommendations by a selection committee constituted for the purpose under Statute 17.
- (2) Members of the teaching staff shall be designated as Professor, Associate Professor and Assistant Professor and the minimum qualification prescribed for appointment to these posts shall be the same as is being prescribed by the University Grants Commission, from time to time.
- (3) Every teacher shall be a whole time salaried employee of the University. No teacher shall, without the permission of the Board of Management, engage directly or indirectly in any trade or business whatever or any private tuition or other work to which any emolument or honorarium is attached:

Provided that nothing contained in the Statute shall apply to the work undertaken in connection with examination of Universities or local bodies and Public Service Commissions or to any literary work or publication or radio or television talk or extension lectures or with the permission of the vice- Chancellor to any other academic work.

- (4) All teachers of the University shall be governed by the terms and conditions of service and code of conduct as are specified in the Statutes;
- (5) Every teacher of the University shall be appointed on a written contract as specified by the Board of Management with the approval of the Chancellor. A copy of this contract shall be deposited with the Registrar;
- (6) Every teacher shall take part in the activities of the University and perform such duties as may be required by, and in accordance with the Act, Statutes and Ordinances framed thereunder. In particular the nature of duties of a teacher of the University shall be:—
 - (i) Preparation of course of material including e-resources, content editing and scrutiny, language editing etc. from the point of view of distance education and liaison of the work of outside experts associated with the course material preparation;
 - (ii) Academic duties of a teacher shall be to give guidance or rendering assistance to students for pursuing any course of study of the University, conducting counselling, tutorials, seminars, practical and assessment/examination/evaluation and such other work assigned to him relevant to the academic activities of the University by its Competent Authority. He shall not ordinarily remain absent from work without prior permission or grant of leave; and

(iii) A teacher of the University shall fully and enthusiastically participate in the corporate life of the University.

- (7) Every teacher shall be required to submit a personal appraisal report at the end of every year in the manner as may be prescribed in the Ordinance;
- (8) Teachers shall be appointed on probation ordinarily for a period of twelve months, but in no case the total period of probation shall exceed twenty-four months:

Provided that the Board of Management may, for reasons to be recorded, waive the condition of probation.

- (9) The Registrar shall place before the Board of Management the case of confirmation of a teacher on probation not later than forty days before the end of the period of probation. The Board of Management may either confirm or extend the period of probation so as not to exceed twenty four months in all. In case the Board of Management decides not to confirm the teacher whether before the end of twelve months period of his probation or before the end of the extended period of probation, as the case may be, he shall be informed in writing to the effect not later than thirty days before the expiration of that period;
- (10) Every teacher shall draw increment in the scale of pay unless it is withheld or postponed by a resolution of the Board of Management on a reference by the Vice-Chancellor and after the teacher has been given sufficient opportunity to make his written representation;
- (11) All teachers of the University shall retire from service on the afternoon of the last day of the month in which he or she attains the age of sixty years;
- (12) A teacher may, at any time, terminate his engagement by giving in writing three month notice to the Board of Management:

Provided that the Vice-chancellor may waive the requirement of notice at his discretion and report the matter to the Board of Management for ratification. A self-contained note on each case shall be put up to the Board of Management giving the circumstances which warranted exercise of the power by the Vice- chancellor.

- (13) The scale of pay and other allowances attached to the post of Professor, Associate Professor and Assistant Professor shall be determined by the Chancellor from time to time;
- (14) The manner and terms and conditions for career advancement of teachers shall be such as may be prescribed in the Ordinance.
- (15) Every teacher of the University shall be bound by the Statutes and Ordinances for the time being in force in the University:

Provided that no change in terms and conditions of service of a teacher shall be made after his appointment in regard to designation, scale of pay, increment, provident fund, retirement benefits, age of retirement, probation, confirmation, leave salary and removal from service so as to adversely affect him.

17. Selection Committee for appointment of Teachers:

- (1) There shall be a selection Committee for making recommendations to the Board of Management for appointment to the post of Professors, Associate Professors and Assistant Professors of the University;

- (2) Each of the selection committees for appointment to the post of Professor, Associate Professor and Assistant Professor shall consist of the following members, namely:—
 - (i) The Vice- Chancellor;
 - (ii) A person nominated by the Chancellor;
 - (iii) One member of the Board of Management nominated by it;
 - (iv) Three experts not in the service of the University nominated by the Vice-Chancellor; and
 - (v) Director of the School or Division or Centre concerned or Professor of the discipline nominated by the Vice- Chancellor;
 - (3) The quorum for a meeting of a selection committee shall be four which include at least two experts as mentioned in sub-clause (iv) of Clause (2).
 - (4) The procedure to be followed by the selection committee in making recommendations shall be such as may be prescribed in the Ordinances.
 - (5) If the Board of Management is unable to accept the recommendations made by a selection committee, it shall record its reasons for such non-acceptance and submit the case to the Chancellor whose decision thereon shall be final.
- 18. The manner of appointment of non-teaching staffs of the University, their qualification, the code of conduct and other conditions of service:**
- (1) All other employees of the University, other than officers and teachers, shall be appointed by the Vice-Chancellor in the manner specified by the Board of Management
 - (2) All employees of the University, other than teachers of the University, shall, in the absence of any contract to the contrary, be governed by the terms and conditions of service and code of conduct as are specified in the Statutes and Ordinances.
 - (3) Selection Committee for officers and Employees other than teachers:-
The selection committee for appointment to the posts of officers shall consist of the Chairman and the following members namely:—
 - a. The Vice- Chancellor – *Ex officio* Chairman;
 - b. Two nominees nominated by the Board of Management not connected with the University;
 - c. One nominee of the Chancellor;
 - d. Two experts appointed by the Vice- Chancellor; and
 - e. One nominee of the Vice- Chancellor to represent the interest of the Schedule Castes and Schedule Tribes.
 - (4) The Registrar shall act as the Secretary of the selection committee.
 - (5) The quorum for the selection committee shall be four.
 - (6) Subject to the provisions, if any, in the Statutes, the employees of the University shall be appointed by the Vice- Chancellor.

19. The manner of termination of service and other disciplinary action in respect of teachers and other employees:

- (1) Where there is an allegation against a teacher or an employee of the University, the Vice-Chancellor, in the case of teachers and the authority or officer competent to appoint (hereinafter referred to as appointing authority) in the case of other employees, may, by order in writing, place such teacher or other employee, under suspension and start departmental enquiry and shall forthwith report to the Board of Management, the circumstances in which the order was made.
- (2) Notwithstanding anything contained in the terms of the contract of appointment or of any other terms and conditions of service of the employees, the Board of Management in respect of teachers and the appointing authority in respect of other employees, shall have the power to remove a teacher or other employee, as the case may be, on grounds of misconduct.
- (3) No teacher or other employee shall be removed under clause (2), unless he has given a reasonable opportunity of showing cause against the action proposed to be taken in regard to him/her.
- (4) The removal of a teacher or other employee shall take effect from the date on which the order of removal is made:

Provided that, where the teacher or other employee is under suspension at the time of his removal, such removal shall take effect from the date specified in the order.

- (5) Notwithstanding anything contained in the foregoing provisions of this Statute, a teacher or other employee in the service of the University may resign from his service:-
 - (i) if he is a permanent employee, only after giving three months' notice in writing to the Board of Management or to the appointing authority, as the case may be, or by paying three month's salary in lieu thereof;
 - (ii) if he is not a permanent employee, only after giving one month's notice in writing to the Board of Management or the appointing authority, as the case may be, or by paying one month's salary in lieu thereof:

Provided that such resignation shall take effect only on the date on which the resignation is accepted by the Board of Management, or the appointing authority, as the case may be.

- (iii) The appointing authority may, however, waive the notice period in respect of a non-teaching permanent or temporary employee on technical resignation to take up an appointment in the same or other organization, if he/she has applied through proper channel.

20. Holding of Convocations to confer degrees:

- (1) The convocation for the purpose of conferring Degrees or Diplomas shall ordinarily be held once a year at Sambalpur or at such Regional Centre(s) and on such dates as may be decided by the Chancellor:

Provided that the Degrees or Diplomas may also be conferred in absentia.

- (2) The Chancellor shall preside over the convocation when he is present and in his absence the Vice-Chancellor shall preside over the meeting.

- (3) The Vice- Chancellor, with the prior approval of the Chancellor, shall invite a distinguished person to address the convocation.
- (4) The Vice- Chancellor shall present a report on the progress of the University at the annual convocation.
- (5) The students who have passed their examinations in the year for which the convocation is held shall be eligible to be admitted to the convocation:

Provided that in case the convocation is not held in a particular year for any reason, the Vice- Chancellor shall, with the prior approval of the Chancellor, be competent to authorize admission of successful students in that year to the respective Degrees or Diplomas in absentia and shall issue Degrees or Diplomas on payment of prescribed fees.

- (6) The fee for admission to the Degree or Diploma in absentia shall be such as may be decided by the Board of Management from time to time.
- (7) The procedure to be followed at the convocation shall be prescribed by the Ordinance.

21. Withdrawal of Degree, Diploma or Certificate conferred by the University:

- (1) The Board of Management may by order withdraw a Degree or Diploma or Certificate conferred on any person for good and sufficient reasons on the recommendations of the Academic Council:

Provided that no such withdrawal of Degree or Diploma 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 of Management.

- (2) The following may be considered good and sufficient reasons for withdrawal of a Degree or Diploma or Certificate awarded by the University, namely:-
 - (i) Gross misconduct in any of the University examination;
 - (ii) Making use of forged, false or manipulated documents or misleading declarations to gain admission to a course of study to which he was not entitled;
 - (iii) Gross professional misconduct amounting to abuse of the Degree or Diploma or Certificate awarded by the University;
 - (iv) Any other misdemeanor considered as tantamount to gross misconduct by the Academic Council and the Board of Management.
- (3) Any person aggrieved by an order under clause (1) may, within thirty days of communication of the order prefer an appeal before the Chancellor, whose decision thereon shall be final.

22. Conferment of honorary degrees:

- (1) All proposals for conferment of honorary degrees shall be initiated by the Vice-Chancellor who, after consultation with the Academic Council and the Board of Management, shall submit the proposal to the Chancellor for approval.
- (2) Honorary degrees shall be conferred at convocation to be convened on such date and time as the Chancellor may decide and may be taken in person or in absentia.
- (3) The person on whom a honorary degree is to be conferred, shall be presented by the Vice-Chancellor.

- (4) The Chancellor shall preside at the Convocation when he is present and in his absence the Vice- Chancellor shall preside, for conferment of such honorary degree.
- (5) The procedure to be followed at the convocation for conferment of honorary degree shall be the same as prescribed by the Ordinance for holding the convocation to confer degrees or diplomas.

23. Committees:

- (1) Any Authority of the University may appoint as many standing or special committees as it may deem necessary, and may appoint to such committees such number of members who are not members of such Authority.
- (2) Any committee appointed under clause (1) may deal with any subject delegated to it by the authority appointing it.

By Order of the Governor

BISHNUPADA SETHI
Commissioner-*cum*-Secretary to Government