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BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA

NOTIFICATION

The 29th December 2006

No. 3036—BPUT.—In pursuance to Industries Department letter No.19584, dated 29th December 2006 the First Statute of the Biju Patnaik University of Technology, Orissa prepared with concurrence of the Finance Department is hereby notified as the Annexure to this notification under Section 31(1) of the Biju Patnaik University of Technology Act, 2002.

The First Statute will come into force with effect from the date of the Notification.

By Order of the Vice Chancellor

A. N. ACHARYA

Registrar-in-charge

Annexure



**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY,
ORISSA
ROURKELA**

The First Statutes-2006

**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA**

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**BIJU PATNAIK UNIVERSITY OF TECHNOLOGY, ORISSA
ROURKELA
FIRST STATUTES 2006**

**PART-1
Preliminary**

**Short title and
Commencement**

1. The Biju Patnaik University of Technology, Orissa was established vide The Biju Patnaik University of Technology Act-2002 (in short the BPUT Act). The Act provides for the establishment and incorporation of a Technological University in the State of Orissa which extends to the whole of the State of Orissa. The Act further provides for a set of Statutes under Section 2 (q) in order that BPUT functions effectively and meaningfully.

- (a) These Statutes shall be called the Biju Patnaik University of Technology First Statute 2006.
(b) They shall come into force on the date of their publication in the Orissa Gazette.

**2.
Definitions**

- 1) In these Statutes, unless the context otherwise requires.
- 2) "Act" means the Biju Pattnak University of Technology Act, 2002.
- 3) "Academic Institution" means a college or an institution affiliated to the University and includes a college or an institution deemed to be an affiliated college or institution under BPUT Act-2002;
- 4) "Board" means the Board of Management of the University.
- 5) "Board of Studies" means the Board of Studies of the University constituted under this Statute.
- 6) "College" means an institution affiliated to the University in accordance with the provisions of the Act and the Statute, and includes a College managed by the University, or affiliated to the University.
- 7) "Constituent College" means a college established, managed, maintained and controlled by the University, and includes a College or a Department transferred from any other University to the management, maintenance and control of the University.
- 8) "Finance Committee" means the Finance Committee of the University.
- 9) "Fund" means the fund of the University.
- 10) "Government" means the Government of Orissa.
- 11) "Teacher" means Principal, Professor, Asst. Professor (Reader), Lecturer or such other person imparting instruction or conducting or supervising research either in a Constituent College or in any of the Department of the University, or in an affiliated college, or in an institution affiliated to the University for academic purpose as the context may imply.

- 12) "University" means the Biju Patnaik University of Technology established under Biju Patnaik University of Technology Act, 2002; and
- 13) "Unfair" means taking or giving or attempting to take or give any help, other than one permissible, if any, under the rules applicable thereto, from any material, written recorded or printed or relayed from any person in any form whatsoever in the examination conducted by or under the authority of University and includes evaluation, tabulation, publication of results, preparation of thesis or dissertation and project / field reports as a part of the University examination and all other matters connected therewith.

PART-II
CHAPTER-I:
Officers of the University

3. **Officers of the University** The Officers of the University have been designated and are covered under Section 8 of the Act. As such the Vice-Chancellor, Registrar, Finance Officer, Director (Examination), Director (Curriculum Development) have been specifically mentioned under Section (i) to (v) of the Act. The Act under Section 8 (vi) empowers the University to declare such others as officers under Statute.

4. **Officers under the Act** Section 8 of the Act specifies the following as the Officers of the University.

- i) The Vice-Chancellor
- ii) The Registrar
- iii) The Finance Officer (on deputation from the cadre of OFS in Class-I (Senior) or above rank)
- iv) The Director, Curriculum Development.
- v) The Director, Examination

5. **Officers under Statute** The following shall be the officers of the University as per this Statute.

- i) Director, Placement & Industrial Training
- ii) Director, Information and Communication Technology
- iii) Deputy Registrar (HR & Faculty)
- iv) Deputy Registrar (Affiliation etc)
- v) Deputy Director, Examination (Engineering programmes)
- vi) Deputy Director, Examination (MBA, MCA programmes and other like Pharmacy, Hotel Management etc)
- vii) Accounts Officer
- viii) Executive Officer
- ix) Information Officer
- x) Asst.Law Officer

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

6. **Rank of Officers** (1) The following officers shall be at the level of / equivalent to the rank of Professor of the University. (Scale of Pay : Rs. 16400-450-20900-500-22400 or as may be revised time to time.

- i) Registrar
- ii) Director (Examination)
- iii) Director (Curriculum Development)
- iv) Director (Placement & Industrial Training)
- v) Director (Information and Communication Technology)

- (2) The following officers shall be at the rank of Asst. Professor (Reader) of the University (Scale of Pay : Rs. 12000 – 420 – 18300 or as may be revised from time to time)
- Dy. Registrar (HR & Faculty)
 - Dy. Registrar (Affiliation etc)
 - Dy. Director Examination (Engineering programmes)
 - Dy. Director Examination (MBA, MCA, etc programmes)
- (3) The following officers shall be at the rank of Lecturer of the University (Scale of Pay : Rs. 8000 – 275 – 13500 or as may be revised time to time).
- Executive Officer
 - Information Officer
 - Asst. Law Officer
 - Accounts Officer in OFS-I(Jr.) in his/her grade.

Other staff positions

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

- Private Secretary to Vice-Chancellor
- Programmer
- Executive Assistant
- Accounts Assistant
- Data Entry Operator

The scale of pay for the above posts will be as same as the scale of pay of the similar posts under the Government Departments.

Appointment of officers & staff.

Selection Committee

8. (1) The Board 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 Chancellor | - | Member |
| (c) | Nominee of Government in Industries Department. | - | Member |
| (d) | Two experts in the relevant field drawn from IIT/NIT/IIM. | - | Member |

- (3) The selection committee for appointment of other officers (below the rank of Professor) shall consist of :

- | | | | |
|-----|-----------------|---|----------|
| (a) | Vice-Chancellor | - | Chairman |
| (b) | Registrar | - | Member |
| (c) | Finance Officer | - | Member |
| (d) | Two experts | - | Member |

- (e) One nominee of Government Member
- (f) Director (Examination) or Director (Curriculum Development) or Director (ICT), or Director (Placement & Training) as the case may be.

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 a nominee of Government.

(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 Board of Management and the Board of Management shall be competent to appoint suitable persons on deputation or on contract on such terms and for such periods as it may decide.

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

Qualification of Ministerial staff

(7) The qualification of the Ministerial staff and other employees shall be the same as for similar posts under the Government of Orissa bearing the same and equivalent scales of pay. The scales of pay of the ministerial staff and other employees relating to posts of various categories in the university Office and all offices sub-ordinate to it, shall be the same as those of the staff of the Secretariat relating to similar post. The minimum qualifications at the entry point shall be equalized with that of the Secretariat.

(8) The Board of Management may consider cases of re-employment of University employees and out-siders under special circumstances under approval of the Government in each case.

Open Advertisement

(10) All posts at the University shall normally be filled through open advertisement, but, the Board shall have the power to decide, on the recommendations of the Vice Chancellor that a particular post be filled by deputation from other colleges or by promotion from amongst the members of the staff of the University.

ORV Act / PWD Act

(11) The University shall scrupulously follow the provisions for the reservation of posts as laid down in Orissa Reservation of Vacancies Act or Persons with Disability Act.

Application fee

(12) 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 and scheduled tribes 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.

- (13) Candidates selected for interview for a post will not be paid traveling allowance for attending interview. Any candidate offered appointment to any post will not be paid traveling allowance for joining the post.
- (14) All appointments made by the university shall be reported to the Board for approval at its next meeting.
- (15) The duties of the employees, unless specifically mentioned in this Statute shall be as determined by the Vice Chancellor and Board.
- (16) Principle of ORV Act shall be followed for recruitment of base level posts of the University. However, this shall not be applicable to Professor / Reader or posts which are technical in nature.

9. Appointment of Finance Officer

- (1) The Act provides under section 12(i) the selection of Finance Officer belonging to OFS cadre. Accordingly, Government in Finance Department shall furnish a panel of 3 names of officers belonging to Orissa Finance Service in the Class-I rank or above to the University whereupon the Board of Management will select one for appointment as the Finance Officer of the University.
- (2) Government on intimation from the University shall issue appropriate notification placing his services at the disposal of BPUT for a period of two years.
- (3) Government may, however, revert him back on receipt of appropriate notices from the Board of Management or on such other exigencies of public service even before the completion of the terms. However, Government shall place another official in OFS (Class-I) or above as Finance Officer for the remaining period pending selection of a Finance Officer under provision of 9(1) of this Statute.
- (4) In exigency of Public service Government may appoint Finance Officer belonging to OFS cadre in any grade in anticipation of approval of Board of Management.

10. Qualification & Experience

The requisite qualifications and experience for recruitment to the posts of officers shall be such as may be specified by the Board and as approved by the Chancellor in conformity with the BPUT Act and / or guidelines, if any issued by the AICTE, the Government of India and the Government of Orissa from time to time. The Board of

management may prescribe requisite qualification and experience for filling up the other staff positions.

Appointment of Officers on probation

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

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

Tenure appointment

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

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

Age of superannuation

13. (1) The age of superannuation for all officers (except Vice-Chancellor) and staff including Teachers of the University Department and Constituent Colleges shall be 60 years. In case of those brought on deputation, relevant rules of parent Department shall be applicable.
- (2) The staff and teachers transferred from Orissa University of Agriculture and Technology, Bhubaneswar to the Biju Patnaik University of Technology, Orissa, under the BPUT-Act shall get all the benefits applicable to their counterparts at OUAT.
- (3) The condition of service of Vice-Chancellor shall be governed under Section 9 of the Act.

Reporting relationship

14. The details of designation, reporting relationship, rank/level etc. of all officers and staff are shown schematically in Annexure-I.

CHAPTER-II
The Officers, their Powers & Duties

- 15. The Vice Chancellor** (1) The Vice-Chancellor is the Principal academic and Executive officer of the University and shall exercise powers as defined under Section 10 of the Act. He shall be appointed by the Chancellor as per the provisions under Section 9 of the Act.
- Powers & Duties** (2) The Vice-Chancellor, in addition to the powers conferred by the Act under section 10, shall have following powers:
- Administrative 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 the Board and arising from or within the University, and to supply all such information and records relating to the University as may be required by the Board or by its Committees.
 - 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 ad hoc 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 the power to send members of the staff for training or for a course of instruction inside India subject to such terms and conditions as may be laid down by the Board from time to time.
 - ix. He shall have authority to transfer, assign specific duties to all officers and monitor their performance. He shall institute any disciplinary

16. (1) The Registrar as referred to in Section 11 (1) of the Act shall be whole time officer of the University who shall be appointed by the Board on such terms and conditions as may be approved by the Board.
- The Registrar**
- (2) In addition to the power conferred by the Act under Section 11 (2) read with Section 44, the Registrar shall exercise the following powers and perform the following duties.
- Powers and 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 and diploma 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 have power to sanction leave of the University employees working under him.
 - (vii) He shall issue notices convening the meeting of the Board, the Academic Council, and other Committees and facilitate them with requisite/relevant documents for taking appropriate decisions.
 - (viii) To exercise such other powers and perform such other duties as may from time to time, be conferred and imposed on him by the Board and the Vice-Chancellor.
 - (ix) 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 in his control from one place to another with prior approval of Vice-Chancellor.
 - (x) He shall ensure that the colleges meet the affiliation conditions. The Registrar with approval of the Vice-Chancellor may send inspection team to colleges for the purpose and compliance of any Government, University and AICTE requirements.

Financial Powers

- (xi) 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.
- (xii) 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.
- (xiii) 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.
- (xiv) He shall have the power to countersign the travelling allowance bills of the University employees working under him.
- (xv) He shall have such other financial powers as may be delegated to him by the Board / Vice-Chancellor.

The Finance Officer

17. (1) The Finance Officer as referred to in Section 12 of the Act is a whole time officer of the University and shall be under the control of the Vice-Chancellor. The Board shall appoint a Finance Officer belonging to the Orissa Financial Service furnished by the Government for the period and on such term and conditions as may be approved by the Board. The Board shall have authority to review the performance of the Finance Officer and may consider requesting the Government for extension of the tenure or premature withdrawal of the officer.

**Powers and duties
Administrative Powers**

- (3) To receive all contributions, grants, gifts and endowments made in favour of or for the purpose of the University.
- (i) To maintain accounts;
 - (ii) To devise and install suitable systems of accounting and business procedure for use in all University Officers;
 - (iii) The Finance Officer shall be responsible for keeping all accounts of receipt, payment and utilization of funds. He shall prepare and submit financial reports, statement of accounts to Vice-Chancellor/ Board/ Chancellor/ Government.
 - (iv) To act as the Treasurer for all funds contributed for student organizations, 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 internal audit system so that records of all offices and University employees responsible for the receipt or expenditure of money for keeping accounts or for the custody of property may be verified by the audit;

- (vii) To place the financial position of the University before Finance Committee and the Board, through the Vice-Chancellor at its meeting;
- (viii) To scrutinize contingent bills passed by other authorized officers and if they are without error, are within the budgetary provisions of the University and are not in violation of any law shall be hold the duty of issuing prompt payment;
- (ix) To perform such other duties as may be required from time to time by the Vice-Chancellor with respect to matters pertaining to accounts and finances of the University.
- (x) He shall be the Convenor of the Finance Committee meetings.
- (xi) He shall prepare Annual Budget and Supplementary Budget of the University.
- (xii) He shall prepare utilization certificates for funds, received from the Government, University Grants Commission/ AICTE and other funding agencies and cause them to be sent in time to the appropriate authority.
- (xiii) He shall prepare pay and allowance bills of the officers, teachers and other employees of the University and draw and disburse the amounts there of ; giving effect to deduction of tax at source, PF, Insurance Premium, etc.
- (xiv) He shall get the Annual Repots containing annual activities, printed after its approval by Board and send copies to the Government to be laid before the State Legislature.
- (xv) To purchase materials and properties required by the University as may be authorized by competent authorities;
- (xvi) To establish and administer such petty cash funds as are needed;
- (xvii) He shall have the powers to counter sign travelling allowance bills of the University employees working under him.
- (xviii) He shall have powers to sanction expenditure upto Rs.10,000/- in each case chargeable to contingencies within the budget provision.

Financial Powers

18. The Director, Curriculum Development

- (1) The Director, Curriculum Development as referred to in Section 8 (iv) and Section 13 (i) of the Act is a whole time officer of the University. He shall be appointed by the Board under such terms and conditions as may be approved by the Board.

Powers & Duties

- (2) He shall have following powers and duties:

**Admn.
Powers**

(i) He shall, organize meetings of Board of Studies for framing curricular, syllabi and revising the existing curricula and syllabi as per the academic regulations of the University.

(ii) He shall have the power to organise Faculty Development Programmes and other training programme related to curriculum.

(iii) He shall exercise any other power and perform duties that may be delegated and entrusted with by the Vice-Chancellor/Board.

**Financial
Powers**

(iv) He shall have the powers to counter sign travelling allowance bills of the University employees working under him.

(v) He shall have powers to sanction expenditure upto Rs10,000/- in each case chargeable to contingencies within the budget provision.

**The Director
(Examination)**

19. (1) The Director, Examination as referred to in Section 8 (v) and Section 13 (2) of the Act is a whole time officer of the University. He shall be appointed under such term and condition approved by the Board.

**Powers &
Duties**

**Admn.
Powers**

(3) The Director Examination shall exercise the power and perform the following duties.

(i) Conducting examinations in fair manner in the constituent and affiliated colleges of the University and in the University Departments, 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 Squad, Supervisors, Invigilators, Examiners, Scrutinizers etc. from amongst the registered teachers of the University on approval of the Vice-Chancellor/Director (Examination).

(iii) Maintaining academic records, examination records, tabulation records and 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 Vice-Chancellor for his scrutiny before payment.

- (v) Act as the Member Convener convening the Conducting Board Meeting, Disciplinary Committee Meeting and forwarding their recommendations to the Vice-Chancellor for his approval before publication of results.
- (vi) Conducting investigations into alleged malpractices by the students and colleges and recommending action, including removal of name from the Register of University student.
- (vii) 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;
- (viii) He shall register candidates for various examinations of the University and scrutinise all such cases with reference to the relevant Regulations, if any; on collection of prescribed fees.
- (ix) He shall initiate payment of remuneration and other allowances to examiners and examination expenses, as admissible, to all centres of examination;
- (x) He shall render such assistance to the Registrar and Vice-Chancellor as may be necessary in the performance of their duties.
- (xi) He shall prepare Examination manual covering all aspects of activities involving Examination, Valuation and Publication of result with the approval of the Board, shall implement it.
- (xii) He shall have the powers to counter sign travelling allowance bills of the University employees working under him.
- (xiii) He shall have powers to sanction expenditure upto Rs.10,000/- in each case chargeable to contingencies within the budget provision.

Financial Powers

20. (1) The University shall have a Director Placement and Industrial Training as per Clause 2(1) of the Statute. He shall be a whole time officer of the University in the rank of Professor. He shall be appointed by the Board for such period and with such terms as may be prescribed by the Board.
- The Director
(Placement
& Industrial
Training)**
- (2) He shall have the following duties and responsibilities.
- Powers &
Duties**
- Admn.
Powers**
- (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.
- Financial
Powers**
- (iv) He shall have the powers to counter sign travelling allowance bills of the University employees working under him.
- (v) He shall have powers to sanction expenditure upto Rs.10,000/- in each case chargeable to contingencies within the budget provision.
21. (1) The University shall have a Director, Information & Communication Technology as per Clause 2(1) of the Statute who is a whole time officer of the University. He shall be appointed by the Board for such period and under such terms as may be approved by the Board.
- The Director,
Information &
Communication
Technology**
- (2) He shall have the following powers and duties.
- Powers &
Duties**
- Admn.
Powers**
- (i) He shall be responsible for managing the computer network system, Internet, website development & maintenance and all related activities for the University.
- (ii) He shall explore and procure software and take all such security measures for the entire systems.
- (iii) He shall manage the e-learning, e-governance and video conferencing and related activities of the University.
- (iv) He shall exercise such other powers as may be delegated by the Vice-Chancellor or the Board from time to time.
- Financial
Powers**
- (v) He shall have the powers to counter sign travelling allowance bills of the University employees working under him.
- (vi) He shall have powers to sanction expenditure upto Rs.10,000/- in each case chargeable to contingencies within the budget provision.

22. (1) The following shall be the Other Officers of the University:
- (i) Deputy Registrar (HR & Faculty)
 - (ii) Deputy Registrar (Affiliation)
 - (iii) Deputy Director (Engineering Examination)
 - (iv) Deputy Director (MBA, MCA, etc Examination)
 - (v) Accounts Officer
 - (vi) Information Officer
 - (vii) Executive Officer
 - (viii) Asst. Law Officer

Other Officers

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

- (2) They shall discharge such duties as may be assigned to them by the Vice-Chancellor, Registrar, Director-Examination, Finance Officer as the case may be from time to time.

Powers & Duties of Other officers

CHAPTER-III
Authorities of the University

- 23.** (1) **The Board** The Board is the chief executive body of the University and shall consist of members as prescribed by the Act. The Vice-Chancellor shall be the Chairman of the Board and Academic Council as provided under Section 10(2) of the Act. In addition to the members prescribed in Section 17 of the Act, the Registrar will be the Member Secretary of the Board.
- (2) **Powers & Duties** The Board shall exercise all powers and perform all duties as provided for in Section 18 of the Act and in addition shall;
- (i) publish an annual report containing the review of the progress made in different spheres of activities of the University;
 - (ii) submit to the Government legislative proposals which it considers necessary for the betterment and promotion of technical education and research in the State;
 - (iii) consider the proposals of the Academic Council for the institution of fellowships, scholarships, free studentships, medals and prizes;
 - (iv) approve the recommendations of the Academic Council regarding degrees, diplomas, certificate fellowships, scholarships, medals and prizes to be awarded and the conditions thereon.
 - (v) To ratify the recommendation of the Academic Council.
- (3) **Frequency of Board Meeting** The Board shall meet minimum of three times in a year preferably once in four months.
- (4) **Quorum** Six members shall constitute quorum. In the absence of the quorum, the meeting shall stand adjourned to the same day and time and venue next week.
- 24.** (1) **The Academic Council** The Academic Council shall be the principal academic body in the University. The Academic Council shall coordinate the academic programmes and policies and make such Regulations as may be required for maintenance of standards of instructions, research, education, examination within the University which shall come into force from the date the Board may direct under Section 32 of the Act.
- (2) **Member Secretary** In addition to the members prescribed in Section 19 (2) of the Act, the Registrar will be the Member Secretary of the Academic Council. The Vice-Chancellor shall chair the meeting of the Academic Council.

- Powers & Duties**
- (3) The Academic Council shall exercise the powers and functions as prescribed Section 20 of the Act. In addition the Council shall exercise the following powers:
- (i) To approve academic calendar covering examination programmes, vacations etc prior to commencement of academic session.
 - (ii) to recommend to the Board regarding degrees, diplomas, certificates, fellowships, scholarships, medals and prizes to be awarded and the conditions thereof;
 - (iii) 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, for proper discharge of its functions;
 - (iv) To determine on the recommendation of the Deans of Faculties, the establishment, amalgamation, division or abolition of faculties or departments.
Provided that if additional funds are required, prior approval of the Board shall be obtained;
 - (v) To recognize, subject to the confirmation of the Board, the examinations of the recognized Universities equivalent to the corresponding examinations of the University;
 - (vi) To propose regulations to the Board for the award and institution of Scholarships, fellowships, medals, prizes, diplomas, certificates and studentships;
 - (vii) The Academic Council subject to the provision of the Statutes may make regulations covering Courses of Study for the various examinations and degrees of the University in consultation with the Board of the Studies concerned.
 - (viii) All regulations providing for courses of study before being made by the Academic Council shall be submitted by it to the Board for consideration who may make such alterations or modifications as it deems fit or may refer the regulations for further considerations by the Academic Council and all such regulations shall have effect from the date the Board may appoint in that behalf.
- Quorum**
- (4) One third of the Academic Council Members shall constitute quorum. In the absence of the quorum, the meeting shall stand adjourned to the same time, day and venue next week.
- 25. The Faculties**
- (1) The University shall constitute such number of Faculties as prescribed under Section 21 (1) of the Act. The Faculty shall be under the control of Academic Council and be responsible for coordination of study and research in the branches, representing in the Board of Studies coming under its purview.

The University shall have the following faculties to start with:

- (a) Faculty of Engineering
- (b) Faculty of Computer Application
- (c) Faculty of Pharmacy
- (d) Faculty of Architecture
- (e) Faculty of Management
- (f) Faculty of Hotel Management

**Membership
of the Faculty**

- (2) Each faculty shall consist of
 - (i) Dean of the Faculty
 - (ii) Head of Department of the Constituent Colleges/P.G. Department of the University.
 - (iii) Director, Examination
 - (iv) Director, Curriculum Development

The Dean and Head of Department shall be nominated by the Vice-Chancellor for each Faculty.

**Term of the
Faculty**

- (3) All members of a Faculty shall hold office for a term of three years.

Meeting

- (4) Meeting of the Faculty shall be convened by the Dean at such time as may be necessary or on the request of the Vice-Chancellor

Quorum

- (5) Three Members present shall constitute quorum in the meetings of the Faculty.

**Powers &
Duties**

- (6) Each Faculty shall discharge the following duties :
 - (i) To look into the matters of inter-departmental teaching and research and co-ordination;
 - (ii) To make recommendations for collaboration with industry and other organization 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 therefore;

- (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 recognition 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 BPUT.
- (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 College and 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 college methods of evaluating the progress and attainments of the students of the college and bases for dismissal of students who fail to meet the academic requirements of the college and the University;
- (xiii) To arrange through the Dean for periodic meetings of the entire Faculty represented by that Board of Studies for organized and open discussion of matters concerning the functioning of that Faculty 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.

26. (1) There shall be a Dean nominated for each faculty by the Vice-Chancellor from amongst the senior professors for a period of three years as stipulated under Section 21(4), (5) and (6) of the Act.

**Powers &
Duties**

(2) The Dean shall have the powers and duties.

- (i) The Dean shall preside over all the meetings of concerned Faculty.
- (ii) The Dean of each faculty shall be responsible for due observation of the Statutes and Regulations and in guiding the deliberations of the Faculty.
- (iii) The Dean shall present the degree recipients concerning the faculty to the Hon'ble Chancellor for the award of the degree in the Convocation.

27. (1) The Board may decide to constitute a Board of Studies for each branch of study as prescribed under Section 22 (1) of the Act.

Board of Studies

- (i) The University may have the following branches of Study and Board of Studies for each such branch:
 - (a) Chemical Engineering
 - (b) Civil Engineering
 - (c) Biotechnology
 - (d) Computer Science and Engineering, Computer Application & Information Technology
 - (e) Electrical Engineering, Instrumentation and Control Engineering
 - (f) Electrical & Electronics Engineering
 - (g) Electronics and Communication Engineering, and Electronics and Instrumentation Engineering
 - (h) Fashion Technology and Design, Textile Engineering
 - (i) Manufacturing Science and Engineering
 - (j) Marine Engineering
 - (k) Mining Engineering
 - (l) Mechanical Engineering
 - (m) Metallurgical Engineering
 - (n) Environmental Engineering
 - (o) Bio-Medical Engineering
 - (p) Pharmacy
 - (q) Business Administration
 - (r) Architecture
 - (s) Hotel Management

(2) The Board of Studies shall be constituted as per the following guidelines:

Constitution of Board of studies

- (i) A Board of Study for a branch of study shall have five members nominated by the Board.

- (ii) The members have to be Professors in the relevant discipline in the University, its constituent/ affiliated colleges, or any reputed Institution/ University in the country such as IITs/ IIMs/ NITs etc.
- (iii) The Board may also consider nominating a member from the reputed industry/ R & D organization.
- (iv) The Vice-Chancellor shall nominate one of the Members as the Chairman of the relevant Board of Studies.
- (v) The Vice-Chancellor may invite maximum of two members to provide benefits of their knowledge and experience in the branch of study in the Board of Studies meetings.
- (vi) Director, Curriculum Development shall be its Member Convener.
- (vii) The Board / Vice-Chancellor may constitute common Board of Studies taking members from amongst the members of other Boards of Study for common curricula covering more than one branch of study and for compulsory courses common to all branches of study.

Meetings (3) 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 he thinks fit, may permit additional meeting to be convened during the year.

Quorum (4) Minimum of three members including the invited members but excluding the Convenor shall constitute the quorum.

Term of Office (5) The tenure of a Board of Studies shall ordinarily be two years.

Powers & Duties (6) 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.
(ii) The Board of Studies may recommend a set of question paper setters for each of the papers as prescribed in the syllabus.
(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.

28. There shall be a Finance Committee as prescribed under Section 23 (1) of the Act.

The Finance Committee

- Members** (1) The Finance Committee shall consist of the following members :
- (a) Vice-Chancellor Chairman
 - (b) Registrar Member

- | | | |
|-----|---|-----------------|
| (c) | Finance Officer | Member Convenor |
| (d) | Two person of whom one shall be expert in management of finance, nominated by Board | Member |
| (e) | A nominee of the Government, Industries Dept. | Member |
| (f) | Secretary, Finance Dept or his nominee | Member |

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

Powers and Functions

- (3) The Finance Committee shall have the following powers and functions;
- (i) to consider the draft annual accounts of the University prepared by the Finance Officer and placed before the Board along with the audit report thereof;
 - (ii) to call for such information and records from any constituent college of 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 Finance Officer so that the budget may be placed before the Board for approval.
 - (iv) To scrutinize all proposals for creation of physical facilities, purchase of equipment/ instruments, as recommended by Purchase Committee and make its recommendations to the Vice-Chancellor/Board.
 - (v) To examine the proposal of borrowing funds and place its recommendations before the Board for approval as per Section 27 of the Act.
 - (vi) To pass the Annual Report including Local Fund Audit Report and to place it before the Board for approval.
 - (vii) 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.
 - (viii) The Finance Committee shall examine and recommend such other proposals as may be referred to it by Vice-Chancellor for considerations.
 - (ix) The Finance Committee shall suggest / recommend to the Vice-Chancellor for deployment of funds for greater benefits of the University.
 - (x) The Finance Committee shall watch the progress of receipts and expenditure provided in the budget and to make recommendations to the Board for raising the resources of the University.

- (xi) The Finance Committee shall make such reports and recommendations to the Board as may be necessary on matters affecting the finances of the University.
- (xii) The Finance Committee shall make proposals to the Board for supplementary budget where necessary; and
- (xiii) The Finance Committee shall consider any other matter relating to the finances of the University that may be referred to it by the Board and so advise the Board on any such matter as the Finance Committee may consider necessary, to ensure a sound financial policy and practice in the University.

Accounts Manual

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

Building and Works Committee

29. There shall be a Building and Works committee to look into all the construction and developmental activities of the University.

Members

(1) The Building and Works Committee shall have the following members :

- | | | | |
|-------|--|---|-----------------|
| (i) | Vice-Chancellor | - | Chairman |
| (ii) | Registrar | - | Member Convenor |
| (iii) | Finance Officer | - | Member |
| (iv) | Two members nominated by the Board | - | Member |
| (v) | One nominee of the Government | - | Member |
| (vi) | Principal/Director of the respective Constituent College/Centres for Advanced Studies. | - | Member |

Meetings

(2) The Committee shall meet as often as necessary, but at least twice a year.

Quorum

(3) One-third or three members whichever is higher shall form a quorum for a meeting of the Committee

Powers & functions

(4) The Committee shall perform the following functions and have the following powers:

- (i) It shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board the necessary administrative approval and expenditure sanction.
- (ii) It shall have the power to give the necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the grant placed at the disposal of the University for the purpose.
- (iii) It shall cause to be prepared estimates of cost of buildings and other capital works, minor works, repairs, maintenance and the like.
- (iv) It shall be responsible for making technical scrutiny as may be considered necessary by it.
- (v) It shall be responsible for enlistment of suitable contractors and acceptance of tenders and shall have the power to give directions for departmental works where necessary.
- (vi) It shall have the power to settle rates not covered by tender and settle claims and disputes with contractors.
- (vii) The Committee shall perform such other functions in the matter of construction of buildings and development of land for the University as the Board / Vice-Chancellor may entrust from time to time.

30. Conducting Board There shall be a Conducting Board for each discipline of study (Engineering, Hotel Management, Architecture, Pharmacy, MBA, MCA and other courses) 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.

- Members**
- (1) The Conducting Board shall have the following members
 - (a) The Vice-Chancellor Chairman
 - (b) The Director, Examination Member Convener
 - (c) One Principal on each discipline from Constituent/affiliated colleges Member
 - (e) Special invitee as per requirement for expert opinion on one or more papers Member
 - (f) The Dean of concerned Faculty Member

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

Power and functions (4) The conducting Board shall have the following powers and functions:

(i) The Conducting Board shall have 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 etc. for consideration by the Board.

(iii) The Conducting Board may recommend punishment for malpractice cases reported during any examination.

CHAPTER-IV THE TEACHERS

31. (1) The following shall be teachers of the University, namely:
- Teachers Classification**
- (i) Principal/Director
 - (ii) Professor
 - (iii) Assistant Professor (Reader)
 - (iv) Lecturer
- The Board may by notification include any other post from time to time as teacher.
- Vacancy**
- (2) The Registrar shall place before the Board a statement showing the posts of teachers lying vacant in the University Departments or the Constituent Colleges of the University. 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 Board either on fixed tenure or permanent basis on the recommendation of the Selection Committee constituted under section 24(1) of the Act and shall be subject to the provisions of this Statute.
- Selection Procedure**
- (4) The Board shall prepare a panel of at least four names of experts for each discipline. The constitution of selection committees shall be approved by the Chancellor prior to the conduct of interview.
- (i) The experts for appointment of all Lecturer shall be normally from outside the territorial jurisdiction of the University.
 - (ii) The experts to be selected for the appointment of Readers and Professors shall be from outside the State of Orissa. Provided, however that this provision may be relaxed by the Board in case where suitable experts are not available.
 - (iii) Candidates satisfying eligibility criteria as per AICTE norms on the last date of application will only be considered for interview.
- (5) The selection committee members will follow the AICTE norms with regard to the weightage to be given to various components of interview such as career, publication, experience, personality and interview etc. prior to the starting of interview.
- Scrutiny Committee**
- (6) The Vice-Chancellor shall appoint a scrutiny committee to scrutinize all applications received within due date. The scrutiny committee, with the

approval of the Vice-Chancellor, may short list the candidates to be called for interview. Such decision may be taken on the basis of eligibility criteria and the number of applications received by the University for particular post.

- (7) The Selection Committee may consist of the following:
- | | | | | |
|--|-------|--|---|-----------------|
| Constitution of Selection Committee | (i) | Vice-Chancellor | - | Chairman |
| | (ii) | Nominee of the Government | - | Member |
| | (iii) | Nominee of the Chancellor | - | Member |
| | (iv) | Two Subject Experts
(nominated by the Board) | - | Member |
| | (v) | Principal of concerned college
(Constituent college or Head of
P.G Dept of University) | - | Member |
| | (vi) | Registrar | - | Member Convenor |
- Quorum** (8) Any four members including one subject expert, one nominee of the Government may constitute the quorum.
- Selection in affiliated college** (9) *The Selection Committee for recruitment of teachers in the affiliated college shall include one representative from the University.*
- Appointment of teachers on probation** (10) All the teachers in the first instance, unless appointed on tenure basis, be on probation for a period of one year. On satisfactory completion of the said period, such teachers shall be confirmed by the Board on the recommendation of the Vice-Chancellor in their respective appointment.
- Provided that if the Vice-Chancellor on consideration of the Annual Performance Appraisal Report or any other report, does not feel satisfied with the performance of any such teacher, he may extend the period of probation of such teacher for one year more, and if at the end of such probation period of two or three years where extended his work is not found satisfactory, the Vice-Chancellor shall place the matter before the Board for termination of his appointment.
- Appointment on substantive basis** (11) A teacher appointed on tenure basis may on satisfactory completion of the period of tenure, be appointed on a substantive basis on the recommendation of the Vice-Chancellor. It shall also be competent for the Board to extend the period of tenure appointment from time to time not exceeding two years in total.

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

the performance of any such teacher, he shall place the matter before the Board for termination of his appointment on the expiry of his tenure.

32. Deputation of Teachers and others Govt./PSUs A teacher, officer and any other employee may, at the request of the Government be deputed to work under Government on such terms and conditions as may be determined by the University.

33. The following shall be the duties of a teacher:

- Duties of Teacher**
- (1) The Primary responsibility of a teacher of the University/ Constituent college/ Affiliated college 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/ College.
 - (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/ Principal from time to time.
 - (6) Conduct Sponsored Research / Industrial Consultancy and other projects

34. Assessment of teaching by students

- (1) The student of a constituent college, affiliated college or 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 Principal/ HOD and the strengths and weaknesses of the teacher shall be intimated individually to each teacher. A copy of the overall assessment shall also be submitted to the Registrar latest by 1st June every year by the Principal/ HOD.
- (3) The Principal/ HOD has to take utmost care to ensure that no student is penalized for his /her honest assessment.

35. Registration of Teachers Every teacher of the University and its constituent / affiliated college with AICTE prescribed qualification 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/College.

(1) The University shall invite self certified information from the teachers. Based on this information and the student assessment of his/ her teaching as supplied by the Principal/ HOD, the teachers shall be issued registration number.

(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, Curriculum Development	Member
(c)	Dean of Concerned Faculty	Member
(d)	Principal of the Concerned College	Member
(e)	A nominee of the Vice-Chancellor	Member

The Committee, if not convinced, can invite the concerned teacher for personal discussion.

36. Cancellation of Teacher's Registration. The Registration of a teacher, found guilty of not discharging his/her duties with due diligence expected of him/ her, may be cancelled. However, the concerned teacher of a college/ University shall be given an opportunity to explain his/ her points to the committee.

Based on the recommendation of the committee, the Vice-Chancellor may cancel the Registration of a teacher. Cancellation of registration automatically disqualifies a teacher to teach, examine, evaluate and his/ her involvement in any of the academic and co-curricular activities of the University.

37. Automatic Cancellation of the Registration of a Teacher The University 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 college/ University.

- (vi) Interfering into the examination and evaluation processes of the University.
- (vi) Helping the students to do malpractices or encouraging malpractices during the examination.

Award of arbitrary marks and giving false information to the University on such matters as attendance, internal examination marks, sessional marks, project marks etc.

CHAPTER-V

Centre for Advanced Studies, Constituent Colleges and Departments

38. Centre for Advanced Studies
- (1) There shall be five Centres of Advanced Post Graduate Studies (M.Tech / Ph.D) in the areas of
- (i) Electronic & Telecommunication,
 - (ii) Computer Sciences and Engineering,
 - (iii) Mechanical Engineering,
 - (iv) Material Science and Metallurgy
 - (v) Biotechnology.
- Autonomous Status
- (2) Each of these Centres shall be headed by a Director and shall be autonomous in respect of its routine management. The programme of studies shall be framed by the Centre Director and shall be approved by the Board of Management of BPUT from time to time.
- Appointment of Director
- (3) The Selection of Director shall be done as per the provision of the Statute as followed for the Professor of the University. The Director shall be in the rank of Professor.
- Manpower Selection
- (4) The manning for the same shall be facilitated by the University. The manpower would be generally sanctioned by the Government. However there may be some faculty supported through sponsorship (e.g. Chairs etc) or through self-financing schemes. The selection of Director and faculty of Centres of Advanced Studies shall be in line with the provisions of this Statute.
39. Constituent Colleges
- A constituent college is a college established, maintained and controlled by the University as defined under Section 2 (g) of the Act.
- (1) The University shall have the following Constituent colleges, which name shall be the official name in all correspondences, publications, announcements and other communications, namely;
- (i) University College of Engineering, Burla
 - (ii) College of Engineering and Technology, Bhubaneswar
 - (iii) Centre for IT Education, Bhubaneswar.
 - (iv) Such other colleges as the Board may subject to the approval of the Government constitute from time to time.
- (2) Each Constituent College shall function within the powers delegated to it by the Vice-Chancellor and ratified by the Board of Management.

- (3) Within a Constituent College, some disciplines may be offered on a Self-sustaining basis, the approval for the same would have to be obtained from the Government and ratified by the Board. Any Constituent College viz Centre for IT Education not in receipt of grant-in-aid from Government shall operate on self-sustaining model.

**40.
Appointment
of Principal in
Constituent
colleges**

There shall be a permanent Principal in every constituent college. The Principal shall be in the rank of Professor who shall be appointed by the Board.

**41.
Duties &
Responsibilities
of Principal**

The Principal / Director shall be academic and administrative head of a Constituent College/ Centres for Advanced Studies. He shall function under the general guidance, superintendent and advice of the Vice Chancellor. He shall enforce all academic, administrative and financial disciplines in the College/Centres.

Academics

- (1) (i) Academic programmes as per the University curriculum syllabi and time table as conducted with due diligence.
(ii) Examinations are conducted in time in fair and transparent manner.
(iii) The Academic information, regulation makes for class tests, laboratories, sessional attendance of students are sent to the University in time in prescribed format
(iv) The laboratories and workshops are kept in working conditions.
(v) The library and computing facilities are created and opened for the use by student and faculty.
(vi) Enforcing the academic calendars and holidays list of the University.
(vii) Collecting the assessment of teaching by students analyzing them giving feedback to teachers and sending of the same to the University.

Administration

- (2) (i) Sanctioning of casual leaves, Earned leave, Medical leave
Maintaining records arranging for teaching, laboratories etc.
(ii) Collecting self assessment forms, filing of CCRs, giving feedbacks and forwarding them to the University.
(iii) Initiating disciplinary proceedings with the approval of competent authorities.
(iv) Transferring of employees from a department or section to others for efficient functioning.
(v) Any other jobs assigned by the University.

- Student discipline**
- (3) (i) Monitoring of the attendance of the students in the classes, laboratories sessional projects and seminar classes.
- (ii) Maintaining of discipline in the college during and after the class hours.
- (iii) Maintaining of discipline in the college hostels.
- (iv) Maintaining of discipline of the students in all extra-curricular and co-curricular activities.
- Finance Management**
- (4) (i) The Principal/Director is the drawing and disbursement officer of the college/centre.
- (ii) All routine expenditure shall be incurred with the approval of the Principal/Director.
- (iii) No one in the name of the College / University receives cash or kind without his / her approval.
- (iv) Proper receipts are given for all receipts by the college/centre.
- (v) All advances are duly adjusted within one calendar month and no advance is given to an employee if the previous advance is not adjusted.
- (vi) Reconciliation with the bank accounts once in every month.
- (vii) No expenditure is made unless it is budgeted and duly approved by the Board of Management of the university.
- (viii) All Capital expenditures beyond Rs.100,000/- are done only on approval of the Vice Chancellor.
- (ix) The Principal/Director is responsible for the maintenance of all records, assets, funds and common seal of the college/centre.
- (x) The Principal/Director has to ensure that all books of accounts and ledger are maintained as per Rules of the University.
- (5) He shall form such Committees as may be necessary for smooth management of the college with the approval of Vice-Chancellor. In principle, the Principal / Director shall chair committees like;
- i. Academic and Administrative Committee
 - ii. Building & Works Committee
 - iii. Finance Committee
 - iv. Purchase Committee
 - v. Library Committee
 - vi. Students Affairs (Examination, Discipline) Committee
 - vii. Training & Placement Committee
 - viii. Such other committee as may deem necessary

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Departments (1) The Department 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 Department

(2) A Head of the Department shall be appointed by the Principal with the approval of Vice-Chancellor in the manner specified below:-

(i) Where there is only one Professor in the Department, such Professor or if there be more than one such Professor, senior most Professor;

(ii) In the absence of a Professor, the Asst. Professor of the Department, if there be one; or the senior most Asst. Professor if there be more than one such Asst. Professor; and

(iii) In the absence of both a Professor and a Asst. Professor in the Department the next senior most Lecturer for so long as such absence continues;

(iv) Notwithstanding any thing contained in the foregoing provisions of this Statute, Vice-Chancellor shall have the power for reasons to be recorded in writing to appoint any Professor or Asst. Professor as the case may be, other than the senior most, as the Head of the Department. For the purpose of this Statute, Seniority in respect of any particular grade shall, in the absence of special order made by the Board of Management in that behalf be determined by the combined length of service under Government and under the University in such grade.

(v) The Head of Department shall be appointed basis on rotation basis on completion of every two years from amongst the Professor at first instance and then from among the Asst. Professors, keeping in view the above guidelines.

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 Principal 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 Principal 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 Faculty members of his Department.

- (v) He shall prepare the Departmental budget in consultation with the Principal and submit it to the Dean of Faculty 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.

PART-VI Affiliation of Colleges

43. The University shall grant affiliation from time to time to different institutions / colleges imparting technical education in the State as per provisions under sub section (ii) of Section 18 of the Act.

(1) Any College / Institution willing to prepare the students following the curricula, syllabi and regulations of the University for the examinations and award of the degree / diploma of the University shall either be a constituent college or an affiliated college.

(2) All institution / college imparting education at Degree level and above in Engineering, Pharmacy, Architecture, Interdisciplinary / Multidisciplinary areas in Computer Science, Management Sciences, Hotel Management, Bio-technology shall be eligible for course wise and institutional affiliation to the University.

(3) New institutions / colleges who intend to offer such courses as outlined above must obtain University affiliation before start of the programme.

Affiliation on
annual basis

(4) Affiliation of new courses / continuation of affiliation of existing courses in an existing institution / college in subsequent years or in a new college shall be subject to scrutiny by the University. This affiliation shall be ordinarily accorded on a yearly basis. Each year application for affiliation shall be submitted in the prescribed proforma along with affiliation fee and inspection fee, within a specified date to the Office of the Registrar, Biju Patnaik University of Technology for due processing before the respective academic session starts.

Coursewise
affiliation

(5) Affiliation to an institution / college shall be accorded on a course wise basis. An institution / college shall be charged an affiliation fee for each programme / course and annual continuation of affiliation fee for each ongoing course as per rates decided by the University from time to time Government institutions / colleges shall be exempted from paying any affiliation / continuing fee. Fees once notified shall remain valid for 3 years.

44. An institution / college applying for affiliation of a course, shall have to satisfy the following conditions :

Essential
conditions

- (a) The college must obtain AICTE approval and NOC for Government of Orissa before applying for affiliation.
- (b) Any institution / college other than constituent college shall be managed by a Governing Body duly constituted in accordance with the Act / Regulations of the University / AICTE / directives of the Hon'ble Court.
- (c) The institution / college shall have a whole time Principal / Director and adequate number of teaching faculty as per guidelines set by UGC / AICTE / University.
- (d) The college shall have an adequately equipped library.
- (e) Qualifications of teaching faculty and support staff and their service conditions shall be in conformity with the UGC / AICTE / State Government / University regulations formulated for the purpose. The college shall have adequate faculty with qualifications as per AICTE norms. The ratio of Professor, Asst. Professor, Lecturer must be as per AICTE norms.
- (f) The college shall have required laboratory, workshop, computer, Internet facilities as per course requirements.
- (g) The Governing Body of the institution / college shall be capable of financial management, without any liability to the University. The institution / college shall furnish an undertaking to the effect that it is fully capable of meeting its financial liabilities from its own resources.
- (h) The admission to a course shall be made as per regulations of the University formulated from time to time, which shall be binding on the institution / college.
- (i) The number of students admitted to a course shall be in conformity with the sanctioned intake accorded by AICTE.
- (j) The college shall have adequate class rooms and drawing halls for conducting classes as per the curriculum and syllabi for the University.
- (k) The college shall have adequate facility to conduct Class Test and the University examinations in fair and transparent manner. It shall have separate examination section, strong room and special examination halls besides the class rooms to conduct examination for at least 50 percent of the students of the college simultaneously.
- (l) The college shall have facilities for co-curricular and extra curricular activities besides hostel, playground, medical, canteen, transport etc.

45. Pre-requisite for Affiliation The University has to be satisfied on the following before granting affiliation to a college.

- (i) The college has approval of AICTE.

- (ii) The college has valid No Objection Certificate from the Government of Orissa.
- (iii) The college is running with non-profit motive by a duly registered Society Trust.
- (iv) The college is managed and controlled by a Governing Body constituted as per AICTE guidelines / State Government guidelines.
- (v) Regular Board Meeting takes place and decisions are taken in professional and transparent manner.
- (vi) The college has Faculty as per AICTE norms and the ratio of Professor : Asst. Professor : Reader : Lecturer is maintained as per AICTE norms.
- (vii) The college has undisputed ownership and possession of minimum acre of land to develop the campus as per AICTE norms.
- (viii) The college has adequate class rooms, examination halls, laboratory, workshop, drawing, library space and other supporting facilities.
- (ix) The college has adequate facilities for sports, games and other extra curricular activities.
- (x) The college has adequate number and titles of books, journals and e-learning materials.
- (xi) The Laboratories, workshop and Compute Centre are well equipped to impart education as per the University Curricula, Syllabi and Regulations.
- (xii) The college has adequate qualified technical and supporting staff.
- (xiii) The college has hostel, medical and canteen facilities.
- (xiv) The college has a career counseling and placement cell.

46. The University shall charge following types of fees from the affiliated college:

Affiliation fees

- (a) Affiliation to New Colleges:
 - i. Pre affiliation fee
 - ii. Pledge Money
 - iii. Non-refundable Academic fee (one time)
- (b) Affiliation Continuation fee:
 - i. Fee per degree programme (i.e. each specialization in B.Tech / B.Arch / B.Pharm/ B.HM&CT / MBA / MCA / M.Tech / M.Pharm)
 - ii. Annual Inspection Fee

Notwithstanding this, the University reserves the right to change the fee subject to its ratification by the Board. Fees once fixed shall be normally valid for a period of three academic years.

47. For grant of affiliation to a new college or new courses, the University shall constitute a **Assessment of the preparedness** affiliation committee to assess the preparedness of the college with respect to :

- (i) Infrastructure Classroom, Laboratory, Workshop, Library, Computer, Special facilities, hostel, accommodation for faculty etc.
- (ii) Faculty : Adequacy in terms of number, qualification, experience and specialization
- (iii) Supporting and technical staff : Number, qualifications, experience and competence.
- (iv) The intention, vision, goals of the management in creating new institution / programme.
- (v) The financial viability of the institution and programme
- (vi) Ability of the college to offer programmes as per the norms of the University.

48. The Affiliation Committee shall have following members :

Affiliation committee	(a)	Registrar	-	Chairman
	(b)	The Principal of one constituent college	-	Member
	(c)	Two Academician of repute nominated by Academic Council from outside the jurisdiction Of the University	-	Member
	(d)	One nominee of the Government	-	Member

Any three member forms the quorum for this committee. The committee shall forward its recommendation regarding affiliation to new college / new programme / continuation of affiliation to the Vice Chancellor for consideration and approval of the Board of Management.

49. **Academic Audit** (1) For continuation of affiliation of an existing course, the University shall have an Academic audit on the compliance of running of affiliated programme as per the regulations of the University and AICTE norms.

(2) The affiliated colleges have to submit, in the prescribed format, along with the prescribed fee the details for each of the courses for continuation of affiliation for the next Academic year. The details must be submitted by 31st January every year.

(3) An institution / college conducting courses under affiliation of the University, shall furnish an academic audit report, comprising number of lectures, laboratory classes etc. conducted for each subject of a course in each Semester. Failure in maintaining the stipulated minimum for the subjects of a course for two consecutive academic sessions may make the institution / college liable to suspension / withdrawal of affiliation of the course by the university.

- (4) The University may send an expert committee for audit and verification of the authenticity of the facilities of the college. The report of the committee shall be placed before the Affiliation Committee for consideration.

50. Failure to comply with directions

(1) If an institution / college fails to fulfill any condition provided in these regulations or fails to comply with the directions of the University on the basis of the commendation of the Affiliation Committee within a reasonable time, the University may pass such orders including suspension or partial / total withdrawal of affiliation of the institution / college in respect of the course(s) affiliated to it.

Withdrawal / Suspension of Affiliation

- (2) The University shall have the power to suspend / withdraw affiliation of a course in an institution / college and / or affiliation of an institution / college if it is satisfied that
- (i) any of the conditions provided in the terms of affiliation, as per regulation is not being observed.
 - (ii) Continuation of affiliation is detrimental to the expected standard of discipline and academic and administrative environment of the University.
 - (iii) Academic performance of students continues to remain below minimum expectations for more than three years in continuation.
 - (iv) Any college / institution is found / involved in submitting forged documents for obtaining NOC from the State Government / Affiliation from the University / approval from the AITE etc.

Provided that the University shall give due notice to the erring institution / college to enable the institution / college to effect necessary corrections and shall grant the institution / college an opportunity to present their case to the University.

Automatic Cancellation of Affiliation

- (3) The University reserves the right to cancel the affiliation of a college if a college :
- (i) Violates the Academic Regulations of the University.
 - (ii) Violates the Academic Calendar
 - (iii) Fails to pay affiliation and other fees
 - (iv) Fails to conduct theory laboratory, projects, sessional, workshop and co-curricular activities as per the Regulations of the University and academic calendar.
 - (v) Fails to conduct University examinations in fair and transparent manner as per the stipulations of the University.
 - (vi) The college authorities including any one or more of the teachers and non-teachers encourage malpractices and help the students during the examination. Evidence and reports of the supervisors and / or the

flying squad members on the matter will be sufficient to cancel affiliation of the college.

- (vii) Arbitrary award of marks in class tests, laboratory, sessional projects and other internal assessment components. The report of the Inspection Team on the above shall be treated as the proof for such violations.
- (viii) Non-payment of salaries as per AICTE norm to the teachers and other supporting staff.
- (ix) Collection of fees in any name or any form beyond those prescribed by the fee committee.

51. Affiliation for new course When a new course is proposed to be started in an institution / college already conducting courses under affiliation of the University, the concerned institution / college shall be required to adopt the procedure laid down in these regulations for affiliation of new courses.

52. Audited financial statement An institution / college conducting course(s) under affiliation of the University shall submit a duly audited financial statement of the institution / college every year within six months of the end of financial year (i.e. by 30th September).

CHAPTER-VII Conduct of Examinations

53. **Appointment of Examiners** Examinership can not be claimed as a matter of right. All appointments of examiners shall be made by the Director (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.

54. **Classes of Examiners** Examiners may be of any of the following two classes, namely:
(1) Examiners to be designated as Question Paper Setters who will set the question papers required for the examinations of the University.
(2) Chief, 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.

55. **Question paper setters** (1) As far as amongst possible Question Paper Setters shall be appointed from such teachers and other competent persons as are connected/unconnected with the teaching and instruction work in the Post Graduate Departments of the University or in the Constituent colleges or colleges admitted to be affiliated to the University.

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

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

(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.

56. **Chief & Assistant Examiners** (1) Chief, and Assistant Examiners from within the University and its affiliated or constituent colleges shall be selected from among the registered University teachers / registered colleges 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 Director, Examination to maintain an up-to-date list of all registered college teachers and all registered University teachers. The list shall be arranged in order of subject and shall be compiled from the registration documents and / or returns submitted by the colleges / post graduate departments of the University setting forth the following namely:

- (i) the name of the teacher
- (ii) registration number as college teacher/University in which he is employed;
- (iii) the college / post graduate department 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 teaching experience in a college/University; and
- (x) Previous appointment, if any, as examiner with particulars of year and nature of appointment.

(3) the Director of Examinations shall maintain an up to date list of suitable teachers from outside the University including teachers from institutions of higher learning and research and deemed Universities. This shall be a comprehensive list maintained subject-wise so as to afford a wide choice of teachers for appointment as examiners in all the examinations.

57. **Principle governing appointment of examiners**
- (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. However, in case of non-availability this could be extended to three theory papers.

58. Preparation of lists of examiners

(1) The Director 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 college teachers and registered University teachers.

(2) The list of registered college and University teachers prepared by the Director 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 or examination, for the purpose of appointment for that year only. Such recommendations of the Boards of Studies shall not confer any right of appointment on any person as a Question Paper Setter or as an Examiner. In absence of recommendations, Director (Examination) shall appoint the question paper setters and examiners.

(3) The Director 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.

59. Place of Examinations

(1) All examinations shall be held at such place as the Director (Examination) may decide from time to time. It shall be the responsibility of the affiliated colleges to make all arrangements for conducting the University examination in respect of the candidates ordered by the Board to take the examinations at that college center. The center Superintendent and Invigilators for the University examinations should be provided by the concerned affiliated colleges ordinarily from the teaching staff of the colleges. It shall also be the duty and responsibility of the colleges to take the assistance of the local administrative authorities in case they need such help for conducting the examinations properly.

(2) A list of centres at which examinations will be held during the academic year shall be published in the website of BPUT annually before the dates of the examinations. Provided that the Board may withdraw any center from the said list or add any new center to it.

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

- (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 Director 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 Chancellor may alter the Schedule in respect of any or all examinations in the event of extensive disturbance or calamities.

60. Standard of Question papers 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.

61. Question papers in English 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.

62. Committee of Question paper setter (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 / or the University 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.

63. Unfair means in Examinations (1) All instances of unfair means in examinations whether reported by the Centre Superintendents/Invigilators / Supervisors / Observers / Examiners or otherwise shall be placed before the Conducting Board by the Director, Examinations as soon as practicable but preferably before the results of the

relevant examinations are passed for publication. The Conducting Board shall consider the reports and other materials, if any, and make a report of the scope and extent of the unfair means resorted to and specifically whether use has been made of unauthorized or incriminating material referred to in the reports or produced before the Conducting Board.

- (2) In case the Board is satisfied that there is prima facie evidence of resort to unfair means in the examinations, the Director of Examinations shall refer to the Disciplinary Committee to consider the cases.

64. Disposal of Malpractice cases
The Director, 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 shall order for disposal of such cases appropriately.

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

- (2) The fees shall not be changed more frequently than once in three years, provided, however, that the University may recover the actual postal expenses involved in mailing certificates mark lists, diplomas and other documents from the recipients of such documents in addition to the fees.

66. Academic year
(1) The academic year for all colleges affiliated to the University and educational institutions and departments shall begin on the first of July of each year and end on the 30th June of the next year.

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

Holidays
(3) The University shall issue a calendar for each academic year showing the number of holidays and working days. The Principals of colleges shall strictly follow the list of working days and holidays during the year.

CHAPTER-VIII

The Institution of Degrees & Diplomas

67. The University shall, subject to the conditions by the Board, award the following degrees:
- Award of Degrees and Diplomas**
- (i) Master of Technology (M.Tech)
 - (ii) Master of Architecture (M.Arch)
 - (iii) Master of Pharmacy (M.Pharm)
 - (iv) Master of Business Administration (MBA)
 - (v) Master of Computer Application (MCA)

 - (vi) Doctor of Philosophy in Technology
 - (vii) Doctor of Philosophy in Architecture
 - (viii) Doctor of Philosophy in Pharmacy
 - (ix) Doctor of Philosophy in Management

 - (x) Bachelor of Technology
 - (xi) Bachelor of Architecture
 - (xii) Bachelor of Pharmacy
 - (xiii) Bachelor of Hotel Management and Catering Technology
 - (xiv) Such other Master, Doctor of Philosophy or Bachelor Degrees as will be determined by the University from time to time.
68. (1) The Board shall, subject to the confirmation by the Chancellor, have power to confer Honorary Degrees and other Academic distinctions on the recommendations of the Academic Council on persons, who by virtue of their eminence and attainments or contributions to the cause of learning and science or their established position in the Scientific World are fit and proper persons to receive Doctor of Science (D.Sc.)
- (2) All proposals for the conferment of Honorary Degrees shall be made to a Committee consisting of Vice-Chancellor and Deans of Faculties and if accepted by the Committee, shall be placed before the Academic Council and the Board for approval before submission to Chancellor for confirmation.
- (3) Honorary Degree shall be conferred only at a convocation, and may be taken in person or in absentia.
- (4) The person, on whom an Honorary Degree is to be conferred, shall be presented to the Chancellor by the Vice-Chancellor.
- (5) The Diploma or Certificate for an Honorary Degree shall be signed by the Chancellor.
69. 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:
- Pre-condition for award of degree**
- (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 70. There shall ordinarily be one Convocation held during the year for the purpose of conferring and awarding all degrees/ diplomas, medals and awards. The Chancellor shall preside over the convocation. The Vice-Chancellor may, with the prior approval of the Chancellor invite a distinguished person to address the Convocation.

(1) The Chancellor, Vice-Chancellor, Registrar, Dean of Faculties, 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. 71. Recipients of Doctorate Degrees and Medals and Awards instituted by the university shall be awarded such degrees, medals and Awards in person.

All other degrees/ diplomas shall be conferred in the convocation to the recipients in group, faculty-wise or in such other manners as may be determined by the Vice-Chancellor, but the same shall be distributed either through the respective Heads of the Institutions/ Departments or directly by the Registrar. Apart from this, Degrees/ Diplomas/ Medals may also be conferred in absentia.

Distribution of Degrees & Diplomas 72. Notwithstanding the provision of Statute the Board of Management the University may decide with the prior approval of the Chancellor that no Convocation shall be held in any year in which case the degree/ diploma shall be given to the candidate through the respective Heads of the Institutions/ Departments or directly by the Registrar or otherwise as may be directed by the Board.

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

- (2) Candidates for degrees/ diplomas shall submit to the Registrar, their applications for admission to their several degrees in the prescribed form with the requisite fees as may be decided by the Board not less than 15 clear days before the day fixed for the Convocation. No person shall be admitted to a Convocation who has not sent his application with the fees to the Registrar.

- 73. Withdrawal of Degrees, Diplomas and Certificates etc**
- (1) The University on recommendation of the Academic Council and with the prior approval of the Board can withdraw the degree awarded to a candidate, provided it is conclusively proved that the candidate.
- (i) was involved in criminal activities and was convicted by law.
 - (ii) has tampered with the transcripts, degrees, diplomas awarded by the University.
 - (iii) had caused irreparable damage to bring down the reputation and prestige of the University and or his/ her college.
 - (iv) Was involved in gross misconduct in any University Examination
 - (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.
 - (vi) was involved in gross professional misconduct amounting to abuse of the Degree or Certificate awarded by the University.
 - (vii) Any other misdemeanour considered as tantamount to gross misconduct by the Academic Council and the Board.
- Opportunity of being heard**
- (2) Provided that no such removal for authorities or bodies and / or such withdrawal or 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.

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

PART-III
Conditions of Service of University Employees

CHAPTER-I
General Scope

75. Applicability This part applies to all University employees including employees of Group-A, Group-B, Group-C, Group-D grade except the Vice-Chancellor.

- 76. Definitions** In this part unless the context otherwise requires-
- i) "Service" means University service;
 - ii) "Cadre" means the strength of a service or a part of a service sanctioned as a separate unit;
 - iii) "Duty" includes-
 - a. service as a probationer;
 - b. joining time on transfer;
 - c. period of service in any substantive or temporary post;
 - d. period spent during a course of instruction or training
 - e. Period spent on such other work which the Board may decide to be included under duty;
 - iv) "Foreign service" means service in which a University employee received his pay with the sanction of the Board from any source other than the University Fund;
 - v) "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;
 - vi) "Holiday" means-
 - a. a holiday prescribed or notified by the Board of the University; and
 - b. in relation to any particular office, or College, a day on which it is ordered by the Vice Chancellor to be closed for transaction of University business;
 - vii) "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;
 - viii) "Joining time" means the time allowed to a University employee in which 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.
 - ix) "Leave Salary" means the monthly emoluments paid by the University to a University employee on leave;
 - x) "Lien" means the right of a University employee to hold substantively either immediately or on the termination of period or periods of absence, a permanent post, including a tenure post, to which he has been appointed substantively;

- xi) "Month" means a calendar month;
- xii) "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;
- xiii) "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;
- xiv) "Pay scale" means pay which rises by periodical increment from a minimum to maximum;
- xv) "Permanent post" means a post carrying a definite rate of pay and sanctioned without limit of time;
- xvi) "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;
- xvii) "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;
- xviii) "Probationer" means a University employee appointed on probation in or against a substantive post in a cadre;
- xix) "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.
- xx) "Subsistence allowance" means a monthly allowance made to a University employee who is not in receipt of pay or leave salary.
- xxi) "Substantive pay" means the pay other than special pay, personal pay officiating pay or emoluments classed as pay by the Board, to which a University employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;

- xxii) "Temporary post" means a post carrying a definite rate of pay scale and sanctioned for a limited time;
- xxiii) "Tenure post" means a permanent post which an individual University employee may not hold for more than a specified period;
- xxiv) "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;
- xxv) "University" means Biju Patnaik University of Technology, Orissa;
- xxvi) "University employees" means a person in the employment of the University and drawing pay there from and includes the teaching and non-teaching staff in University Department, a Constituent college or Centre of Advanced Studies of the University.
- xxvii) "Vacation Department" means a University Department, Constituent College or Centre of Advanced Studies to which regular vacations are allowed during which University employees employed in them are permitted to be absent from duty.

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

78. Medical Certificate (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.

79. Minimum age for entry The age limit for appointment in any post shall be the same as applicable to Government servants in the State of Orissa. Provided however that, the upper age limit may be relaxed by the Board in respect of officers and teachers.

80. Restriction of private Business 1) Unless otherwise provided in these statutes the whole time of a University employee shall be at the disposal of the University during the period of such employment and he will not engage himself in any trade, business,

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

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

81. Transfer to a post carrying less pay A University employee may be transferred from one post to another by the Vice Chancellor. Provided that, except

- i. on account of inefficiency or misbehavior or such other compelling grounds
- ii. on his written request, a University employee shall not be transferred substantively to or appointed to officiate in a post carrying less pay than the pay of the permanent post on which he holds a lien.

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

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

83. Availing of vacation in a vacation Department (1) A University employee belonging to a vacation department shall be considered to have availed himself of a vacation or a portion of a vacation unless he had been required by general or special order of the appropriate authority to perform duty of any kind during such vacation or portion thereof other than routine duties which do not necessitate his personal presence at the place where such duties are normally performed.

Provided that such employee who, owing to such an order, is able to avail himself of fifteen or less number days of vacation, shall be regarded as having been on duty during the whole period of the vacation.

(2) A University employee belonging to a vacation department who leaves his place of duty during a vacation is liable to be recalled University.

- 84. Substantive appointment**
- (1) More than one University employee cannot be appointed substantively to the same permanent post at the same time.
 - (2) A University employee cannot be appointed substantively to a post on which another University employee holds a lien.
 - (3) A University employee cannot be appointed, except as a temporary measure to two or more permanent posts at the same time.
- 85. Termination of services due to continuous absence from service**
- Where a University employee does not resume duty after remaining on leave for a continuous period of 5 years or where a University employee after expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension, or any period which together with the period of the leave granted to him exceeds 5 years, 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 the OCS (CCA) Rules, 1962 as amended from time to time.
- 86. Protection of pay**
- Subject to the terms of transfer, when any Government servant whose services have been transferred to the University exercises his option for absorption in the service of the University shall employ him in its service in a post whose grade, pay scale and pay shall not be less than what he enjoyed at the time of absorption in the service of the University.
- 87. Retirement**
- The date of retirement of a University employee is the date on which he completes the age of 60 years.
- (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 Vice Chancellor of the University at least three months before the date on which he / she wishes to retire or by giving the said notice to the said authority before such shorter period as the University may allow in any case. It shall be open to the Vice Chancellor 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 Vice Chancellor with the approval of the Board of Management 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 50 years of age and 55 years of age in order to determine 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 50 or 55 years of age, as the case may be, he/she should be allowed to continue upto the age of 55th / 60th years without any fresh review. Fresh review may, however, be conducted at any time if, it is justified for exceptional reasons, such as 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 of Management subject to the approval of the Chancellor.

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

CHAPTER-II
Pay Scale

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

Fixation of
Initial pay

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.

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

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

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

Increment

91. The following periods shall count for earning increments of an employee:-

Service to be
counted for
increment

All periods of duty in a post on a time scale counts for increment in that time scale.

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

92. **Payment in case of removal or suspension**
- (1) The pay and allowances of a University employee, who is removed from service, ceases from and including the date of such removal.
 - (2) A University employee under suspension shall be entitled to a subsistence allowance for the first year of suspension, at an amount equal to the leave salary which the University employee concerned would have drawn, if he had been on leave on half pay and in addition to dearness allowance based on such leave salary as per the instruction of the State Government and the Rules as amended from time to time.

93. **Fixation of pay on reinstatement**
- (1) When a University employee who has been dismissed removed, or compulsorily retired or suspended is reinstated, the authority competent to order the reinstatement shall consider and make specific order-
 - a. regarding the pay and allowances to be paid to the University employee for the period of his absence from duty; and
 - b. Whether or not the said period shall be treated as a period spent on duty;
 - (2) Where such authority holds that the University employees has been fully exonerated, or in the case of suspension that it was wholly unjustified, the University employee shall be given the full pay to which he would have been entitled had he not been dismissed, removed or compulsorily retired or suspended, as the case may be, together with any allowances of which he was in receipt prior to his removal, dismissal or compulsorily retired or suspension;
 - (3) In other cases, the University employee shall be given such proportion of such pay and allowances as such authority may prescribe.
Provided that the payment of allowances under clause (2) or clause (3) above shall be subject to all other conditions under which such allowances are admissible under the State Government rules and instructions.
 - (4) In a case falling under clause (2) the period of absence from duty shall be treated as a period spent on duty for all purposes.
 - (5) In a case falling under clause (3) the period of absence from duty shall not be treated as a period spent on duty, unless such authority specifically directs that it shall be so treated for any specified purpose;
- Provided that if a University employee so desires such authority may direct that the period of absence from duty shall be converted into leave of any kind

due and admissible to the University employee, if otherwise admissible under State Government rules and instructions issued in this regard.

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

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

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

97. General conditions of service Unless otherwise provided in the Statute the rules in the Orissa Service Code as amended from time to time by the Government and other such circulars issued in this regard shall apply to University employees mutatis mutandis.

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

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

CHAPTER III
Leave

- 98. Application of Government Rules.**
- (1) All rules and procedure in the Orissa Service Code and the Orissa Leave Rules, 1966 relating to Earned Leave, Half Pay Leave, commuted Leave, Extra Ordinary leave, Study Leave, Special Disability Leave, Maternity Leave, Hospital Leave, Maximum Leave etc. shall apply mutatis mutandis to the University employees.
- (2) Any leave admissible under Sub-statute (1) may be granted by the University. The Vice-Chancellor may by order prescribe the officers competent to sanction different types of leave to different classes of employees.
- 99. Surrender Leave**
- (1) The employee of the University shall be entitled to encash un-utilized amount of earned leave at their credit on the date of retirement or death as admissible to the State Government servants from time to time.
- (2) The benefit of encashment of surrender leave, if any as applicable to the State Government employees from time to time would be admissible for the employees of the BPUT.
- 100. Carrying forward leave.**
- The amount of leave earned by an employee under any of the institutions specified in this statute up to the date of his relief shall be carried forward and reckoned as the leave at his joining the University provided the interval between the date of his relief and joining the University is not more than thirty days.
- 101. Study and Sabbatical Leave.**
- (1) The Vice-Chancellor may grant study leave to an employee for a period not exceeding three years in one or more spells in his entire service to enable him to study Scientific, Technical or similar problems or to undergo a special course of instruction. Such leave is not debited against the leave account of the employee.
- (2) The Professor and Readers of the University may be granted sabbatical leave in accordance with the guidelines of the AICTE from time to time, provided that the total duration of sabbatical leave shall not exceed two years during their entire service career including the services rendered in all the institutions mentioned under this statute. AICTE Guidelines for grant of sabbatical leave to Professors shall apply.
- (3) Before proceeding on study leave or sabbatical leave, the employee concerned shall be required to execute a bond with proper sureties that after

the expiry of the leave he will return to the service of the University and serve thereafter atleast for three years failing which he will refund to the University the leave salary and allowances and other expenses, if any, spent on him/ paid to him or on his behalf together with interest thereon at the rate of six percent (6%) per annum to be calculated from the date of such payment. The bond to be executed would be in the form as prescribed by the State Government from time to time.

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

Application for Study Leave

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

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

Leave Travel Concession.

CHAPTER-IV

Joining Time

104. **Grant of joining time** Joining time may be granted to a University employee to enable him-
- (1) to join a new post either at the same or a new station without availing himself of any leave on relinquishing charge of his old post;
 - (2) to join a new post in a new station on return from-
 - i. leave of not more than six months duration;
 - ii. leave other than that specified in sub-clause (i) when he has not had sufficient notice of his appointment to a new post;
 - (3) to proceed to the place of training or return from it to the station to which he is posted;

Provided that no joining time shall be allowed to a University employee who on discharge due to reduction of establishment from one office is appointed to another office under the University after a break in service, unless-

- i. the period of such break does not exceed thirty days, and
- ii. he has rendered not less than three years continuous service and the date of his discharge, in which case the period of break may be treated as joining time without pay and allowances.

Provided further that nothing in the first proviso shall apply to a University employee under orders of discharge due to reduction of establishment if the orders of appointment to the new post are received by the University employee while in his old post.

Note: If vacation is combined with leave, joining time should be regulated under sub-clause 2 (i) and 2(ii) if the total period of leave and vacation combined is not more than six months. If the leave and vacation combined exceeds six months the joining time should be regulated under clause 2(ii).

105. **Joining time for transfer within same station** Not more than one day is admissible to a University employee in order to join a new post, when the appointment to such post does not necessarily involve a transfer from one station to another. A holiday counts as a day for the purpose of this statute.

106. **Calculation of joining time** (1) The joining time of a University employee admissible is subject to a maximum of thirty days. Save as otherwise provided in these statutes six days are admissible for preparation and in addition a period to cover the actual journey calculated as follows;
- a) A University employee is allowed-

- i. for the portion of journey which he travels by air-craft
al time occupied in the journey;
 - ii. for the portion of the journey which would normally;
be performed – one day for each or any long time
actually occupied in the journey-

By railway	500 km
By ocean steamer	350 km
By river steamer	150 km
By motor vehicle	160 km
By horse-drawn conveyance	50 km
By any other way	25 km
- b) (i) for the purpose of journey by air under item (i) of sub-
clause (a) part of a day should be treated as one day;
(ii) for any fractional portion of any distance prescribed in
item (ii) of sub-clause (a) an extra day is allowed;
 - c) when part of the journey is by steamer, the limit of six days
allowed for preparation may be extended to cover any period
unavoidably spent in waiting the departure of the steamer.
 - d) travel by road not exceeding eight kilometers to or from a
railway station, or bus terminals or steamer ghat, at the beginning or
end of a journey does not count for joining time;
 - e) a Sunday does not count as a day for the purpose of the
calculation in this statute, but Sundays are included in the
maximum period of thirty days.

- (2) When the period of training does not exceed three months, the University
employee may be allowed as joining time the minimum period required for
transit including Sundays and Holidays.

Exception:- The authority sanctioning the transfer may in exceptional
circumstances, reduce the period of joining time admissible under this statute.

107. By whatever route a University employee actually travels, his joining time shall, unless
Route for calculation of joining time the Board for special reasons otherwise directs, be calculated on the route which
travelers ordinarily use.

108. If a University employee is authorized to make over or to take over charge of a post
Joining time at the time of making over and taking over charge elsewhere than at its headquarters, his joining time shall be calculated from or to the
place at which he makes over or takes over charge.

109. If a University employee is appointed to a new post while in transit from one post to another, his joining time begins on the day following that on which he receives the fresh order of appointment; but no second period of six days for preparation is admissible in such a case.

110. If a University employee takes leave while in transit from one post to another, the period which has elapsed since he handed over charge of his old post must be included in his leave. On the expiry of the leave, he may be allowed normal joining time.

111. If a University employee is appointed to a new post while on leave of not more than six months duration, his joining time will be calculated from his old station or from the place at which he receives the order of appointment, whichever calculation will entitle him to less joining time.

112. The following provisions apply to vacation department only-

- Joining time for vacation department**
- a. A University employee who is directed to join a new post on the expiry of a period of vacation of which he has not been allowed to avail himself is entitled to the number of days joining time ordinarily admissible with effect from the date on which he is relieved of the duties of his former post;
 - b. The joining time of a University employee who is directed to join a new post on the expiry of a period of vacation of which he has availed himself is regulated as follows:
 - i) if he receives the order of transfer before the period of vacation commences, he must give over charge of the duties of his former post on the last working day before such period, and must take over charge of his new duties on the first working day after such period;
 - ii) if he receives the order of transfer during the period of vacation, he shall not be entitled to any joining time and must take over charge of his new duties on the first working day after such period of vacation.

Provided that, if the number of days from the date on which he receives the order of transfer to the end of the period of vacation is less than the number of days joining time ordinarily admissible, he shall be entitled to joining time, to the extent of the difference in continuation of the period of vacation and if he receives the order of transfer at some place other than his headquarters the time spent in returning to his headquarters shall not be included in reckoning the number of days from the date of receipt of the order of transfer to the end of the period of vacation.

- c. A University employee joining a new post in the circumstances explained in clause (b), shall in the case of a Vacation Department be held to have been precluded from enjoying the vacation during the time actually spent in traveling from one old station to the new station.

- d. A University employee returning from leave, to which vacation is sufficed, is not entitled to any joining time and shall not be held to have been precluded from enjoying any portion of the vacation.

113. Extension of joining time In the circumstances mentioned below, the Board may on such conditions as it thinks fit extend the joining time admissible to any University employee under these institutes: provided that the maximum of 30 days shall not exceed, except for special reasons, which should be recorded-

- a. when a University employee has been unable to use the ordinary mode of traveling or, notwithstanding due diligence on his part, has spent more time on the journey than is allowed by these statutes;
- b. when he has been unable to take over charge of the post after reporting himself at the place of posting due to circumstances beyond his control;
- c. when such extension is considered necessary for the public convenience or for the saving of such public expenditure as is caused by unnecessary or purely formal transfers;
- d. when these statutes in any particular case operated harshly; as for example when a University employee has through no fault on his part missed a steamer or fallen sick on the journey.

114. Calculation of pay during joining time A University employee on joining time shall be regarded as on duty and shall be entitled to be paid as follows-

- a. where joining time is granted under clause (a) of Statute 102, the pay which he would have drawn if he had continued in the old post or the pay which he will draw on taking charge of the new post, whichever is less;
- b. where joining time is granted under clause (b) of statute 102, the pay equal to the leave salary which he would have drawn under the leave rules applicable to him as if he had been on leave on average pay or on earned leave for the period of joining time;
- c. where the joining time is granted under clause (c) of Statute 102, the pay which is drawn by him prior to joining the place of training or which will be drawn by him on return to the station to which he is posted after training or the pay drawn by him while on training whichever is less.

Provided that University employee on transfer shall not be entitled to any pay and allowances for the period of joining time unless his transfer is in the interest of the University;

Provided further that in the case of a University employee referred to in the second proviso so Statute 97 the grant of pay and allowances for the period of joining time shall be further subject to the condition that the previous service rendered by him is one of the considerations justifying his appointment to the new post.

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

Willful absence from duty after expiry of joining time

**CHAPTER -V
Foreign Service**

116. Transfer of University employee on Foreign service. (1) No University employee may be transferred to a foreign service without his consent subject to terms of transfer, a transfer to foreign service requires the sanction of the Vice-Chancellor.

- (2) A transfer to foreign service is not permissible unless –
- (a) the services of the University employee concerned is required by a foreign employer ;
 - (b) the duties to be performed after the transfer as such should, for academic and other reasons; be rendered by a University employee ;

Note : - 1. Deputation of a University employee on foreign service conditions should ordinarily be allowed when the deputation is to another University an academic institution, a State Government, the Union Government or any International Organisation.

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

(3) A University employee transferred to Foreign Service shall remain in the grade and pay scale in which he was included in a substantive or officiating capacity immediately before his transfer and he may be given such substantive or officiating promotion as the authority competent to order promotion may decide. In giving promotion such authority shall take into account -

- a) the nature of the work performed in the foreign service, and
- b) the promotion given to juniors in the pay scale in which the question of promotion arises :

(4) "The period of deputation on foreign service in the first instance in any individual case shall not exceed two years. If necessary, the said period may be extended by the Board for one more year only on the request of the foreign organization ;

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

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

CHAPTER – VI
Discipline, Appeals and Memorials

117. (1) The service particulars of the University employees shall be maintained by the Finance Officer in such form as may be specified by the Board in this behalf.

Maintenance of records of services.

(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.

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

Nature of Penalties

- i) fine ;
- ii) censure ;
- iii) withholding of increments or promotion ;
- iv) recovery from pay of the whole or part of any pecuniary loss caused to the University by negligence or breach of orders ;
- v) suspension ;
- vi) reduction to a lower service, grade, or post or to a lower pay scale or to a lower stage in a pay scale ;
- vii) compulsory retirement ;
- viii) removal from service, which shall not disqualify for future employment under the University ;
- 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) reversion to his permanent service, grade or post of a University employee appointed on probation to another service, grade or post during or at the end of the period of probation in accordance with the term of his appointment or the statutes and orders governing probation;
- (f) replacement of the services of a University employee whose services have been borrowed from the Central or State Government or an authority under the control of the Central or a State Government at the disposal of the Government or authority which had lent his services ;
- (g) compulsory retirement of a University employee in accordance with the provisions relating to his superannuation or retirement ;
- (h) termination of the services –
 - i) 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.

119. Disciplinary authorities (1) The Chancellor may impose any of the penalties specified in Statute 116 on any University employee.

(2) Without prejudice to the provisions of clause (1) any of the penalties specified in Statute 116 may be imposed by -

- (a) a Dean, on a University employee appointed by Dean ;
- (b) the Vice-Chancellor, on a University employee appointed by the Vice-Chancellor without the approval of the Board ;
- (c) The Chief Executive i.e. Vice-Chancellor on a University employee appointed by or with the approval of the Board.

120. Procedure for imposing penalties (1) No order imposing any of the penalties specified in items (i) to (v) of Statute 116 shall be passed except after -

- (a) the University employee is informed by the Disciplinary authority in writing of the proposal to take action against him and the allegation on which it is proposed to be taken and is given an opportunity to make any representation as he may wish to make ;
 - (b) such representation, if any, is taken into consideration by the Disciplinary Authority ;
- (2) No order imposing on a University employee any of the penalties specified in items (vi) to (ix) of Statute 116 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 desired 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, to give evidence in person and to have such witnesses, called as he may wish. Provided that the Inquiry Officer, as the case may be, may for reasons to be recorded in writing, refuses to call a witness.
 - (e) at the conclusion of the 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-116 the University employee charged shall be supplied with a copy of the report of the inquiry and be given a further opportunity to show cause why the proposed penalty should not be imposed on him :

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

- b. 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-116, where the penalty is imposed on the ground of conduct which has led to his conviction on a criminal charges.

Explanation – For the purpose of this statute 'Disciplinary authority' includes the authority competent under Statute-117 to impose upon the University employee any of the penalties specified in Statute-116.

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

Explanation – For the purpose of this statute the 'Disciplinary authority' shall have the same meaning as assigned to it in the foregoing statute.

- 122.** **Appeal**
- (1) A University employee shall have no right of appeal on an order passed by the Chancellor.
 - (2) Every University employee shall be entitled to appeal to -
 - (a) the Vice-Chancellor from an order passed by any authority other than the Board imposing on him any of the penalties specified in clause (i) to (ix) of Statute-116 ;
 - (b) the Board from an order passed by the Vice-Chancellor imposing on him any of the penalties specified in the said statute ;
 - (3) No appeal under this statute shall be entertained unless it is submitted within a period of two months from the date on which the appellant receives a copy of the order appealed against.

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

**Chapter VII
Pension and Provident Fund**

124. Provisions of PF etc
- The BPUT Act, 2002 under section 47 provides that "With the previous approval of Government, the University may make appropriate provisions for the benefit of its officers, teachers and other employees under its control in matters of pension, insurance and provident fund and for such other benefits as it may deem fit, in such manner as may be prescribed by Statutes.
125. University Employees
- The employees of the BPUT constitutes :
- (i) Employees transferred from other Universities under the BPUT Act.
 - (ii) Employees of Constituent colleges.
 - (iii) Employees directly recruited by BPUT in regular/contractual basis.
 - (iv) Government employees due to merger of Govt. colleges.
126. Terminal benefits
- (1) The employees are subscribing to CPF or GPF with Pension benefits. The terminal benefits as applicable under the existing respective schemes will continue for them.
- (2) A new pension scheme has been instituted by Government of Orissa vide notification No.44451/F dt.17.09.2005 (as shown in Annexure-II) effective from 1.1.2005.
- The provisions therein shall be applicable in toto to the University employees on regular establishment with effect from the date of notification of this statute by Government of Orissa.
127. Administration, Sanction and Payment
- (i) The subscription to the above Provident Fund will be deposited under RPF / separate Accounts in nationalized bank as the case may be under joint account of Vice-Chancellor and Finance Officer of the University.
 - (ii) The detailed procedure for investment, sanction, withdrawals and payment shall be regulated as may be prescribed in the Accounts Manual.

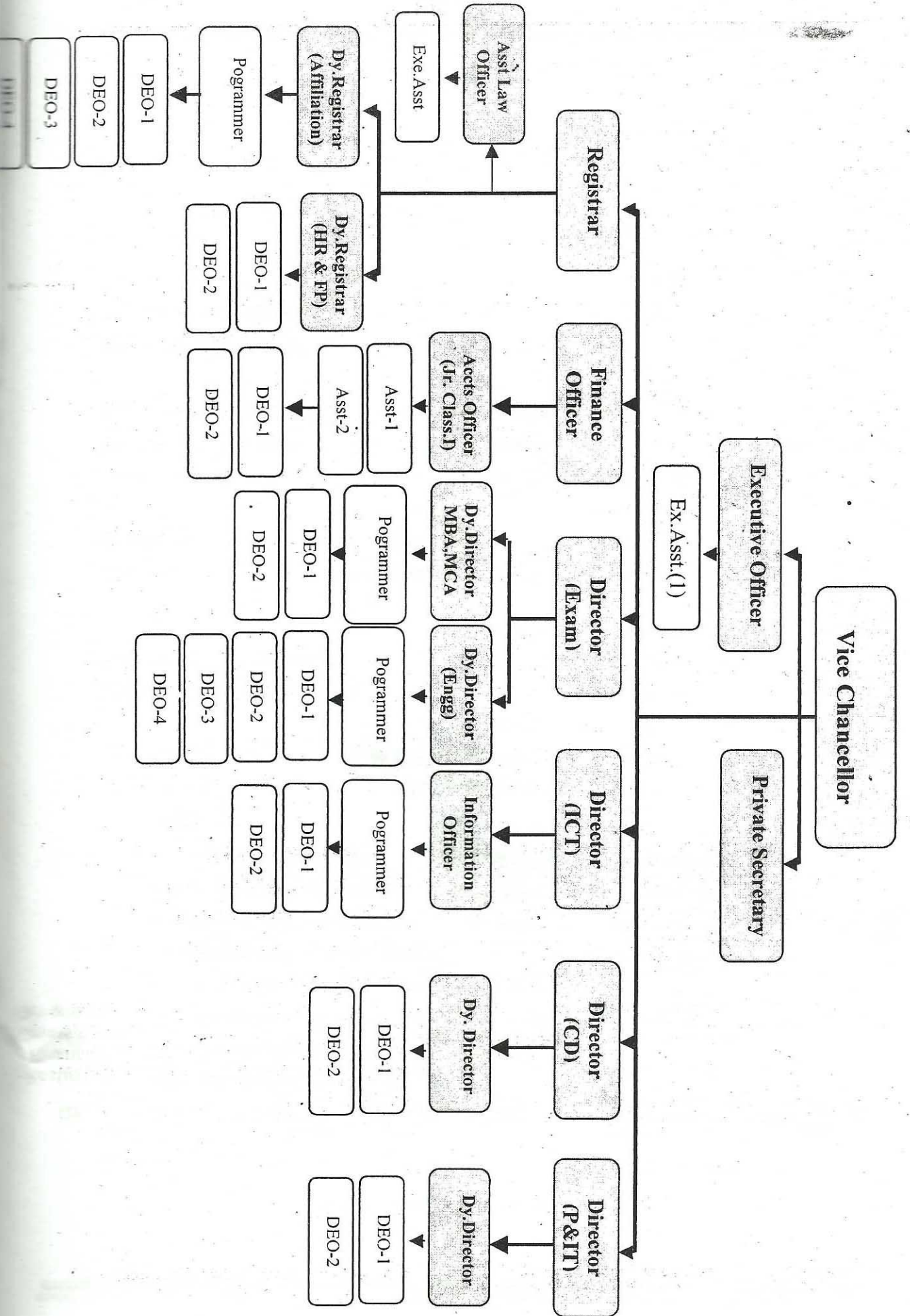
128. Recurring Financial Grants from Government

The BPUT is established by Govt. of Orissa by an Act to regulate quality technical education in the State.

The Act under Section 25(6) provides as under :

The Government shall, for the purpose of smooth functioning of the University, make a lump sum grant to it every year.

Thus, salary and recurring expenditures would be provided to the University in lump sum every year for smooth functioning of the University after taking into account the own income of the University from various sources and subject to overall financial position of the State Government and its committed liability.



Annexure -II

GOVERNMENT OF ORISSA FINANCE DEPARTMENT

NOTIFICATION

Bhubaneswar the 17th September, 2005

No.Pen-5/05 44451/F.- In exercise of the Powers conferred by the provision to article 309 of the Constitution of India, the Governor of Orissa is pleased to make the following rules further to amend the Orissa Civil Services(Pension) Rules,1992, namely:-

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

“(4) Notwithstanding any thing contained in these rules, all persons appointed under the Government of Orissa with effect from 1st day of January, 2005 shall not be eligible for Pension as defined under sub-rule (1) of rule 3 of the said rules but shall be covered by the defined contribution Pension Scheme as specified below:

- (i) The monthly contribution would be 10% of the salary and Dearness Allowance to be paid by the employee and the Government would also provide a matching contribution. The contribution so made would be deposited in a non-withdrawable pension fund account. Such funds will be invested by pension fund members as approved by Pension Fund Regulatory and Development Authority (PFRDA) under different categories of scheme, which would be a mix of debt and equity. The fund managers would give out early understood information about the performance different investment schemes so that individual Government employee would be able to make informed choices about which scheme to choose.

(ii) In addition to the above provision, each individual may also have a voluntary tier-II withdrawable account at his option. This option is provided as General Provident Fund will be withdrawn for employees recruited to the State Government service with effect from 1st January, 2005. Government will make no contribution into this account. In tier-II system, the individual may subscribe 10% of his salary and these assets would be managed through exactly the above procedure. However, the employee would be free to withdraw part or all of second tier of his money at any time. This withdrawable account does not constitute pension investment and would attract no special for treatment.

(iii) At the time of retirement, Government servant will receive the lump sum amount of 60% deposited in pension tier-I account as pension wealth and it is mandatory to the Government servant to invest remaining 40% of his pension wealth to purchase as annuity from an Insurance Regulatory and Development Authority-regulated life insurance company. The annuity shall provide for pension for the life time spouse at the time of retirement. The individual would receive lump-sum of the remaining pension wealth, which he would be free to utilize in any manner. Individuals would have the flexibility to leave the pension system prior to age of 58 years or 60 years as the case may be. In such case the mandatory annuitisation would be 80% of the pension wealth.

By order of the Governor

Sarat Chandran

Principal Secretary to Government