

SHRI JAGANNATH SANSKRIT VISHVAVIDYALAYA
SHRI VIHAR: PURI



REGULATION FOR UPASHASTRI EXAMINATION
EFFECTIVE FROM: 2017-2018.

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In this regulation unless the context otherwise requires:

- (a) “Regulation” means the Regulation made by the Academic Council of this Vishvavidyalaya under section 12 (2) of Odisha Universities Act, 1989.
- (b) “Registered student means any student whose name has been registered under Law of Odisha Universities First Statute, 1990.
- (c) “Examination” means the Examination conducted by this University in accordance with statutes of Odisha Universities First Statute, 1990.
- (d) “Candidate” means the person admitted to any of the examinations of the Vishvavidyalaya under Statutes of Odisha Universities First Statutes, 1990.

CHAPTER – I

REGULATIONS RELATING TO ADMISSION TO THE UPASHASTRI EXAMINATION:

1. The Upashastri examination Course is a two years course.
2. In the Upashastri Course, there will be an examination at the end of 1st year, which will be conducted at the College level on the basis of 1st year syllabus and there will be an examination at the end of the second year, which will be conducted at the University level on the basis of second year syllabus.

Pass marks secured in the 1st year examination shall be considered only for promotion to the second year class and will have no bearing on the second year examination. Result will be declared basing only on the performance of second year examination conducted by the University.

The programme of both first year and second year examinations will be fixed by the University.

3. **Qualification For Admission to the Final Upashastri Examination**

Any registered student of the Vishvavidyalaya may be admitted to the final examination , if he/she has completed a regular course of study in the subjects in which he/she wishes to be examined in one/ more affiliated institutions recognized for the purpose of such examination, for not less than two academic years after passing Madhyama examination or some other examination recognized by the University as equivalent there to and has been promoted to the second year class on the basis of the examination conducted by institution in the first year, provided that the institution concerned will communicate the results of first year examination to the University soon after its publication.

4. (i) **ADMISSION TO THE INSTITUTION :**

All admissions to Upashastri course of the Vishvavidyalaya will be held through e-admission process of the Government under Students’ Academic Management System (S.A.M.S) and the rules framed by the Government from time to time under the said process as shall be final and binding on all.

Percentage of attendance shall be counted from the date of admission of the candidate.

(ii) **Registration of students**

As per the provisions contained in section 222 of the Odisha Universities First Statutes, 1990 any institution desiring to present its students for any examination must submit the return of students admitted into a particular course within one month from the last date of admission by depositing the requisite fees. Further, as per the provisions contained in section 219 of the same Statutes, any student who has not registered his name under the University shall not be eligible to appear any examination. Accordingly, every student has to register his/her name under the Vishvavidyalaya by depositing the prescribed fee through the institution. The Principal/Head of the institution shall deposit the fee collected from the students with the return of students for issue of registration.

(iii) **Return of Enrollment**

The Principal/Head of each College/Institution shall forward the list of students admitted to a particular course of the College to the Controller of Examinations not later than one month from the last date of admission in the College/ institution at the beginning of each academic year, in the prescribed proforma (Statute under section -222) who are to appear at any examination of the Vishvavidyalaya or preparing for such examinations to be conducted by the Vishvavidyalaya.

5. **ATTENDANCE:**

A candidate shall be required to have 75% of attendance separately in theory and practical classes in an academic year. Condonation of attendance to an extent of 15% may be allowed to a candidate on medical ground.

6. (I) For every affiliated subject, except for the vocational courses, provision shall be made for 4 (four) lectures in that subject and one practical class per week.
(II) A lecture class shall be of 45 minutes duration.
(III) A practical class shall be of 135 minutes duration.
(IV) Each practical class shall consist of not more than 24 students per teacher.

7. **Certificate to be produced.**

Every candidate sent up by an institution for the Upashastri examination shall produce a Certificate from the Head of institution of (a) Good conduct, (b) required percentage of attendance, (c) diligent study, (d) copy of mark sheet of 1st year Examination conducted by the institution.

8. A candidate who has failed at the Upashastri examination or having filled up forms failed to present himself/herself at the examination may be admitted to such examination on payment of the prescribed fee without further attending the lectures and when he/she offers subject or subjects for which practical examination is prescribed, he/she shall produce a certificate from the Head of the institution of having taken a further course of practical work in institution in each subject for at least one month before the commencement of the said examination. However, if a student having been registered fails to fill up forms as a regular candidate, he/she may be allowed to appear the examination in the next two consecutive years, provided he/she has completed the two years course as a regular candidate and has been promoted / sent up by the college to the next higher class / for the examination.

9. (i) Examination shall be conducted by means of written papers. There shall be, in addition, a practical examination in those subjects where there is a provision for the same.
- (ii) The Laboratory note book and or field work note books of each candidate who offers a subject in which there is a practical examination shall be examined by the practical examiner. Each experiment in every Laboratory and/or field work note book shall contain the signature of the student, date of the experiment together with the signature of the teacher under whom he/she worked.

10. **Duration of Examination.**

Each written paper in every subject carrying 100 full marks shall be of 3 hours duration and the paper carrying less than 100 marks shall be of 2 hours duration.

Similarly, in the subjects where there is a provision for practical examination, each written paper shall be of 2 hours duration. The duration of the practical examination in subjects having practical component shall be as decided by the Vishvavidyalaya from time to time.

11. **Pass Marks:**

The pass marks in the written and practical examinations in a subject shall be 30% and 40% of the maximum marks respectively in that subject. The pass mark in the aggregate shall be 35% of the marks.

12. **Special Rules:**

A candidate who has failed in one subject only and by not more than five marks in that subject shall be allowed to pass, if he has obtained 50% or more in the aggregate.

13. (I) Successful candidates who secure not less than 60% of total marks in aggregate shall be placed in First Division and those who secure less than 60% and above 45% shall be placed in Second Division. All other successful candidates shall be placed in Third Division.

- (II) The Candidate who fails to pass in the next higher division due to deficiency of 05 (five) marks or less in aggregate be allowed to pass in the next higher grade (division) by making up their deficiency after addition of required number of marks upto a maximum of 05 (five) marks.

14. **Publication of Results:**

As soon as possible, after the evaluation process is over, the Vishvavidyalaya shall publish a list of successful candidates arranged in three divisions according to the institutions in alphabetical order.

15. **Exemption from appearing at a subject or subjects.**

If a candidate fails in one or two subjects in the Upashastri examination but secures pass mark in aggregate, he/she shall be exempted, on application, from appearing again in that subject or group of subjects in which he/she has passed and the order of exemption shall remain valid till the next consecutive examination conducted by the Vishvavidyalaya,

- (i) Provided that he/she shall have to clear all the failed subjects at a time.
- (ii) That the successful candidate shall not be placed in any division and shall be declared passed compartmentally.

16. **Subjects of Examination**

(I)TheUpashastrri Examination course is a two years course. With the introduction of the New Course from the academic session 2008-09,there will be yearly examination at the end of 1st year and 2nd year classes. Whereas the first year examination will be conducted at the college level, the second year examination will be conducted at the University level. Marks secured in the 1st year examination shall be considered only for promotion of the students to the 2nd year class and will have no bearing on the 2nd year examination, conducted by the University. Pass certificate will be awarded to the successful candidates basing on the performance in the University examination conducted at the 2nd year on the syllabus of second year only.

(II)In addition to the compulsory subject i.e., English, SamanyaSamskrutam and Environment Education, each student has to read four elective subjects.

(III)Scheme of Studies.

<u>Subjects:</u>	<u>Total: 1500 Marks</u>
Environmental Education	: 100 Marks
M.I.L (Odia/Alternative Sanskrit/Alternative English/Hindi):	200 Marks
English	: 200 Marks
SamanyaSamkrutam:Vyakaranam	: 200 Marks
SamanyaSamkrutam:Sahitya	: 200 Marks
SamanyaSamkrutam:Darsahan	: 200 Marks
Sastriya Optional	: 200 Marks
Modern Optional (History/Political Science/Education/Economics):	200 Marks

YEARWISE COURSE DIVISION

First Year	Second Year
Environmental Education 100 Marks	M.I.L(Odia/Alternative Sanskrit/ Alternative English/Hindi) 100 Marks
M.I.L(Odia/Alternative Sanskrit/ Alternative English/Hindi) 100 Marks	English 100 Marks
English 100 Marks	SamanyaSamkrutam:Vyakaranam 100 Marks
SamanyaSamkrutam:Vyakaranam 100 Marks	SamanyaSamkrutam:Sahitya 100 Marks
SamanyaSamkrutam:Sahitya 100 Marks	SamanyaSamkrutam:Darsahan 100 Marks
SamanyaSamkrutam:Darsahan 100 Marks	Sastriya Optional 100 Marks
Sastriya Optional 100 Marks	Modern Optional (History/Political Science/Education/ Economics): 100 Marks
Modern Optional (History/Political Science/Education/ Economics): 100 Marks	
Total : 800	Total : 700

Environmental Education will be assessed at the college level for 100 Marks(70 Marks for theory and 30 Marks for project works) at the end of 1st year Upashastrri Course and the grades (A+, A,B,C,D in order of merit) shall be recorded on the body of the pass certificates to be given by the University . The grade secured in Environmental Education will not affect the result of the candidate.

Marks

Grade

Above 70%

Gr. A +

Above 60%	Gr. A +
Above 50%	Gr. B +
Above 35%	Gr. C +
Above 35%	Gr. D +

17. **Pattern of Questions:**

Questions in each subject will be set according to the instructions given in the Courses of Studies from time to time.

18. **Examination:**

In order to be eligible to fill up form to appear the final Upashastri examination at the end of the second year from the date of registration, a student must have

1. Been admitted to the course through e-admission process of the Government of Odisha.
2. Registered his/her name under the University.
3. Must have been sent up in the Test Examination conducted at the college level after completion of the second year course.
4. Must have secured the requisite percentage of attendance.
5. Must have filled up the forms and deposited the requisite amount of fees and fines for the examination.

In order to pass the final examination a student is required to secure a minimum mark of 35% in aggregate and not less than 30% in each paper .In case of practical paper ,40% of marks is required to pass in that paper. Division is to be declared as per the norm stated below.

1. 60% and above will be equivalent to First Division.
2. 40% and above but below 60% will be equivalent to Second Division.
3. 35% and above but below 45% will be equivalent to Third Division.

19. In case a student fails due to not securing pass marks in one or two papers, securing 35% of marks in aggregate, he/she will be allowed to appear those failed papers as compartmental in next consecutive examination. Compartmental examination is permitted once only.

20. PROVISIONS FOR INSTANT AND COMPARTMENTAL EXAMINATIONS

(i) A candidate who passes in aggregate but gets failed in one subject in the final Upashastri examination conducted at the end of the second year from the year of registration shall be eligible to appear in that paper in the Instant examination to be conducted immediately after the final Upashastri examination in the same year. Alternatively, he/she may appear at the failed paper in the examination that will be conducted in the immediate following year as an ex-regular candidate.

In case he/she fails in the same subject in the Instant Examination, he/she can reappear in the said failed paper/papers as a compartmental candidate.

If a regular candidate passes in aggregate but get failed due to being absent in a paper in the final Upashastri examination, he/she will also be eligible to appear the instant examination to be conducted during that year.

(ii) A regular candidate who passes in aggregate but gets failed in one or two subjects, as the case may be, shall be eligible to appear in the failed subject(s) in the examination that will be conducted in the immediate next year as a compartmental candidate. No student shall be eligible to appear as a compartmental candidate thereafter.

21. PROVISIONS FOR CANDIDATES WHOSE RESULTS IN ONE OR MORE SUBJECTS HAVE BEEN SCRATCHED

(I) If the results of a regular candidate have been declared as failed due to scratch of a subject or group of subjects (maximum 02 No.s) due to adoption of individual/mass malpractice, he/she shall be eligible to appear in the failed subject(s) as a compartmental candidate in the examination that will be conducted in the immediate next year, and if he/she secures pass marks in the said subject or group of subjects, he/she will be declared to have passed in compartmental. Alternatively, he/she may appear at all the papers of the examinations in the immediate following two years as an ex-regular candidate and shall be eligible for award of division, in the event of being found suitable. Under no circumstances, shall he/she be eligible to appear the Upashastri examination as a compartmental candidate in the second back opportunity, i.e. in the fourth year from registration.

(II) In case the results of a paper or group of papers in a given examination in respect of any College are cancelled due to adoption of mass malpractice or otherwise, the results of that examination in respect of that college shall be declared as **Failed** and the College will be provided with a Tabulation Register with failed result with no marks posted against any subject.

22. PROVISIONS FOR CANDIDATES WHO FAIL IN ONE SUBJECT WITH SCRATCH OF ANOTHER SUBJECT FOR ADOPTION OF INDIVIDUAL/MASS MALPRACTICE IN THE ANNUAL UPASHASTRI EXAMINATION

If a regular candidate gets failed in one subject along with scratch of a subject in the final Upashastri examination due to adoption of individual/ mass malpractice, he/she will be eligible to appear at the failed and scratched subjects (**maximum two subjects in both the groups taken together**) in the next consecutive year as a compartmental candidate. Alternatively, he/she may appear at all subjects of the examination in the next consecutive years as an ex-regular candidate and shall be eligible for award of division in the event of being found suitable.

4. Ex-Regular

(I) If a regular student having filled up forms fails to appear at the final Upashastri examination conducted at the end of the second year from the year of registration of a student, he/she will be eligible to appear the examination in the next two consecutive years and not beyond that as an ex-regular candidate.

(II) Similarly, if a regular student gets failed in more than two subjects in the final Upashastri examination conducted by the Vishvavidyalaya, he/she will be eligible to appear in those papers as an ex-regular candidate in the next two consecutive years and not beyond that.

CHAPTER - II

EXAMINERS, CONDUCT OF EXAMINATIONS AND FEES

1. EXAMINERS:

- 1) Subject to the provisions of the Act and Regulations made there under, all appointments of Examiners shall be made by the Adhishad which shall have the power to cancel or terminate any appointment made in accordance with these regulations without assigning any reasons thereof at any time as and when necessary, Examiners shall be generally appointed on the basis of the recommendations of the respective Boards of Studies.
- 2) **Examiners may be of any of the following categories :**
 - a) Examiners to be designated as question paper setters who will set the question papers required for the examinations of the Vishvavidyalaya.
 - b) Examiners to be designated as conducting examiners who will *inter alia* be required :
 - i) To lay down the standard of valuation required in any particular subject.
 - ii) To set papers for and conduct of the practical examinations in such subjects and papers where will be necessary in accordance with the regulations.
 - iii) Shall perform such other duties as may be assigned by the Adhishad. All Examiners shall be duly constituted into Boards under the control of a Chairman appointed for the Board by the Adhishad. If necessary, the Chairman may recommend to the authorities the co-operation of one or more examiners to the Board.
 - c) Additional/Assistant Examiner :

Additional Examiners shall rank as examiners except that they shall not be members of the Board and shall usually be appointed for special papers or to assist the valuation of the answer papers and shall work under the direction of the Chief Examiner appointed where necessary for the respective subject or paper.
- 3) So far as possible, question paper setters shall be appointed from among such teachers and competent persons as are unconnected with the teaching and instruction work in the institutions admitted to the privilege of the Vishvavidyalaya. Ordinarily they shall be appointed in each case for one year, but may be reappointed for further periods of one year each time provided the total period of appointment does not exceed an aggregate of three years in respect of anyone examination. In extraordinary circumstances, this period may, however, be extended further.
- 4) Examiners shall, as far as possible, be appointed from among teachers employed in institutions admitted to the privileges of the Vishvavidyalaya. Ordinarily no person who has not had at least three years teaching experience in any institution shall be appointed except in a subject for which there is a paucity of suitable examiner. Similarly, no person who has not had at least five years of teaching experience shall be appointed to a Board or Examiners. The appointment shall in each case be for one year at each time provided the total period of appointment does not exceed an aggregate of three years consecutively. In case of practical examinations the principle of having internal examiner and external examiner shall be followed.
- 5) It shall be the duty of the Controller of Examinations or any other officer authorized on this behalf to maintain an upto date list of all teachers employed in institutions within the jurisdiction of the Vishvavidyalaya. The list shall be arranged in all subjects and shall be compiled from returns submitted by the institutions setting forth the following namely.

- i) The name of the teacher.
 - ii) The institution in which he/she is employed.
 - iii) His/her age.
 - iv) Qualification with class and year of passing.
 - v) Present grade and date of appointment to it.
 - vi) The class or subject which he teaches.
 - vii) The number of years of teaching experience in an institution (Teaching experience shall mean experience of teaching in Upashastri class)
 - viii) For elective subjects other than Sanskrit, experience in teaching in Upashastri class may be taken into account. Previous appointment, if any, as examiner with particulars of year or nature of appointment.
- 6) To facilitate the work of the Board of Studies and Adhishad in selecting suitable examiners, the Controller Examinations or any other officer authorized on his behalf shall annually prepare a list showing those who were question paper setters, examiners, additional and assistant examiners during the preceding three years and this list shall be placed before each member of the Board of Studies and Adhishad sufficiently in advance of the meeting of the Board of Studies and Adhishad at which such appointments are made.
- 7) (a) It shall be competent for the Board of Studies to frame from time to time such rules and issue such directions and instructions as it may deem fit for the guidance of all question paper setters, examiners and Board of Examiners appointed under the provisions of these regulations and such directions and instructions issued in respect of all matters relating to the conduct of examinations shall be final.
- (b) The Adhishad shall have the right to withhold in full or in part or reduce the remuneration earned by a paper setter/examiner or a member of the Board of Moderation in case of negligence in carrying out the work entrusted to him/her in accordance with the instructions given.
- (c) The Adhishad shall have the power to take action against any person connected with the examination for insufficient and improper discharge of duties.

Conduct of Examinations:

- 8) (a) Upashastri examination shall be held during the period commencing from the 1st day of March and ending with 31st March of the year or as per the date line fixed in the Academic Calendar of the University/Government.
- (b) All examinations shall be held at such places as the Adhishad may decide from time to time. A list of Centres at which examinations shall be held during the academic year shall be published in the gazette annually at least six months before the conduct of examination, provided the Adhishad may withdraw any centre in the said list or add any new Centre to it without assigning any reason.
- 9) At all Examination Centres question papers shall be given out to all candidates for the same Examination at the same date and at the same hour.
- 10) The question paper set in any subject shall be such as a candidate of tested ability will prepare in a subject and reasonably be expected to answer within the time allotted.

11) (a) All Examinations except viva-voce examinations shall be conducted by means of written question papers (printed written or typed) to be set and answered in Sanskrit unless there be an instruction on the question paper to the contrary , provided the papers in English ,Modern India Languages and Modern Optional subjects shall be set and answered in the respective languages, and papers in classical languages shall be answered in the classical or Modern Indian Languages or in both as per instructions and the question paper in a modern subject may be set in either in English or Odia or both.

(b) The Adhishad will be competent to frame such rules and regulation as may be necessary for efficient conduct of the examinations and shall appoint officers besides the Superintendent and Deputy Superintendent of the Centre for Supervision, inspection and surprise check of the Examination centre.

(c) The Adhishad, where it is satisfied on the basis of reports, received from the Superintendents, Deputy Superintendent and / or Supervisors, inspectors and observers appointed for the inspection of examination Centres, that the examination has not been conducted as per rules, may taken steps as considered appropriate by the Adhishad including cancellation of the examination wholly or in part.

Rules relating to discipline of candidates:

(a) Any candidate, who does not behave properly with the Superintendent or the invigilator or the supervisor or any other appropriate authority appointed by the Adhishad for the conduct of an examination or is suspected of having had taken recourse to malpractice of any kind connected with the examination ,or who communicates with the examiners or with the Kulasachiva or any member of the staff with the object of influencing him/ her unfairly in the discharge of his/ her duties in connection with the examination, or whose answer paper contains objectionable matter ,or who gains admission to the examination by suppressing any fact or facts ,or of making or causing to be made a false statement in his/ her application form ,or produces forged documents is liable to have his/ her examination invalidated and also to be debarred from appearing again at the examination for such term of years as the Adhishad may think fit according to the nature of offence.

(b) If it is found that a person other than the candidate who has applied for admission to the examination has appeared or attempted to appear at the examination in the name of the candidate, the result of the candidate if he/ she has passed the examination shall be cancelled and the Adhishad shall have power to debar such candidate for appearing at the examination for such a period as it may determine and take such measures against the person who appeared or attempted to appear for the candidate as it may deem fit.

(c) Any candidate detected in giving or receiving assistance or in having possession of paper, books or notes in the examination room or while using or attempting to use any other unfair means in connection with the examination may be expelled by the Superintendent from the examination for that paper and after due investigation may be disqualified by the Adhishad from passing the Examination for that year. He/ She may further be debarred from appearing at any examination for a period which may extend to five years.

(d) If a candidate is found guilty of serious misconduct, the Adhishad shall declare him/ her not a fit and proper person to be admitted to any future examination of the Vishvavidyalaya, provided that on the expiry of five years of such declaration the Adhishad may in special cases admit such a person to an examination.

(e) The name of candidates who are punished under the Regulation shall be notified in the official gazette and shall be communicated to all Universities and Boards which conduct the Higher Secondary Certificate Examination or an equivalent examination.

(f) An endorsement on the Transfer certificate "That so and so has been debarred from appearing at any examination prior to Annual 20__" be made where documents are available and copies of notifications be sent to the Pradhanacharya or Mahavidyalaya for record in the counterfoils of the Transfer Certificate issued by them. In case of regular candidates, the Pradhanacharya be required to make necessary endorsements in the counterfoils and in the Transfer Certificate at the time of its issue and report to the Vishvavidyalaya.

13. (A) No application for revaluation of answer scripts shall be entertained. But a candidate may, however, apply in the prescribed form to the Kulasachiva for checking up the addition of marks in any paper so as to reach the Kulasachiva within one month from the date of publication of the result at the Vishvavidyalaya's office

(B) Every such application must be accompanied by a fee of Rs.50.00 for each answer paper in which checking of the addition of marks is desired. The fee may be paid by Bank Challan/ Demand Draft drawn in favour of the Comptroller of Finance, ShriJagannath Sanskrit Vishvavidyalaya, Puri, Odisha. The full name and address of the sender, the roll number and the subject in which checking is required should be mentioned in the application.

(C) Money once paid in this regard is not refundable.

14. A certificate signed by the Registrar of the Vishvavidyalaya shall be given to each successful candidate. A certificate shall set forth the date of examination, the subjects in which the candidate was examined, the class or division in which he/she was placed and the subject, if any, in which he gained distinction in accordance with the regulation.

15. **FEE PRESCRIBED FOR THE UPASHASTRI EXAMINATION SHALL BE SPECIFIED IN THE TABLE BELOW.**

<u>Sl. No.</u>	<u>Category/ fees</u>	<u>Amount</u>
1.	Examination (without Practical)	Rs. 90/-
2.	Examination fee with Practical	Rs. 120/-
3.	Centre Charge	Rs. 120/-
4.	Provisional Pass Certificate-cum-memorandum of Marks	Rs. 50/-
5.	Cross check list Fee	Rs. 10/-
6.	Registration Fee	Rs. 40/-
7.	Subsequent Registration Fee	Rs. 20/-
8.	Recognition fee	Rs. 10/-
9.	Enrolment Fee	Rs. 20/-

10. Computer Processing fee (including coding)	Rs. 25/-
11. Supervision Fee	Rs. 30/-
12. Application form fee	Rs. 5/-
13. Migration Certificate	Rs. 50/-
14. First Late Fine	Rs. 50/-
15. Second Late Fine	Rs. 100/-
16. Third Late Fine	Rs. 200/-
17. Late fine for any further date admissible up to 15 days before the date of commencement of Examination (if specially allowed by the University)	Rs. 1000/-
18. Original Certificate fee i.e. collected at the time of form fill-up	Rs. 100/-

The Syndicate may prescribe from time to time such other fees as may be considered necessary with the approval of the Hon'ble Chancellor.

CHAPTER – III

ADMISSION, TRANSFER AND ATTENDANCE CERTIFICATES.

ADMISSION OF STUDENTS

Register of Students:

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

Registration compulsory for all students:

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

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

Higher Secondary test of eligibility:

Only such persons who have passed the Upashastri Examination of Shri Jagannath Sanskrit Vishvavidyalaya or Higher Secondary Examination of Council of Higher Secondary Education, Odisha or an examination recognised as equivalent thereto shall be permitted to have their names entered in the Register of Students.

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

Fee Payable for Registration:

Every student applying for registration as a student to this University shall pay a fee of Rupees forty for first registration through the Head of the College/ Institution in which he/she studies or through the Head of the Department of study in case of an examination for certificate or diploma conducted by the University and Rupees Twenty for each registration for any subsequent examination.

Return by Principals at the beginning of the term:

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

FORM

1. Date of admission into the College :
2. Institution last studied :
3. Examination passed :
4. Name of father or approved guardian :

5. Age :
6. Mother-tongue
7. Examination for which reading :

Fee for recognition of an equivalent examination:

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

Re-entry fee if struck off the roll:

Any student who has been registered in accordance with the provisions of these statutes as has his/her name later struck off the rolls of the college shall pay a re-entry fee of Rupees Two to have his/her name re-entered in the Register of Students.

Report of removal of name from the rolls of the College:

The Head of the Institution/College shall report to the Controller of Examinations immediately after the name of a student has been struck off the rolls of the institution/college giving the date when his/her name was removed from the rolls.

Number of Registration :

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

Fee for extract :

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

Change of the forms of registration :

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

CHAPTER : IV

TRANSFER, TERM AND ANNUAL CERTIFICATE

Transfer Certificate.

(1) No student who has previously studied in any college shall be admitted to a college unless he/she presents a transfer certificate showing:

- (a) the name of the student

- (b) the date of birth as entered in the admission register of the Matriculation Certificate
- (c) the class in which he/she studied at the time of leaving it
- (d) the subject or portions thereof studied by him/her while enrolled
- (e) if it be the time when annual promotion take place, whether he/she is qualified for promotion to a higher class
- (f) reasons for leaving the college
- (g) whether the student has applied for the certificate or whether the college has given it *soumotu*; and
- (h) Whether the student has been penalised at any time for misconduct in the college or University examination.

(2) No student shall be enrolled pending the production of such certificates. Every such certificate shall be endorsed with the admission number under which the student is enrolled and shall be filed for reference and inspection:

Provided that where a student migrates from one University to other University, production of a formal transfer certificate may be waived, if information required in this Statute is available in any other form from the Head of the Institution in which he/she last studied.

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

Issue of Transfer Certificate.

- (1) A student applying for a certificate during a term on any day of which he/she has been enrolled or applying not later than the fifth working day of the term immediately following shall forthwith be given such certificate, on payment of all fees or other amounts due, or of such portion thereof the Head of Institution may consider fit to demand, for the term in which he/she was enrolled.
- (2) A student applying for such certificate after the fifth working day of the term immediately following during which he/she has been last enrolled shall forthwith be given the same on payment of-
 - (a) All fees or other amount due or portion thereof as the Head of the Institution may demand, in respect of the college term in which he/she was last enrolled;
 - (b) An additional fee of three rupees provided that when the student has been enrolled at favourable fee rates, he/she shall be liable for such rates only;
 - (c) No student shall be considered to have been enrolled in any college term unless he/she has attended the college/institution and received instruction for a least one day of that college term or has paid the fees of portions thereof prescribed.

Who is entitled to a Transfer Certificate and when:

In the case of a student who has been a candidate for a University Examination, the result of which has not been published before the beginning of the term, the eleventh day after the result of that examination has been announced at the University office shall be counted for him/her as the first working day of the term so far as the grant of a Transfer Certificate is concerned. In the event of a Principal refusing or delaying to give

the Transfer Certificate to which a student may be entitled, the student shall have a right to appeal to the Syndicate.

Expulsion of a student from College:

- (1) If any student is expelled from a college/institution, intimation of the fact of expulsion, with a statement of the reasons thereof, shall be given forthwith by the Principal/ Head of the Institution.
 - (a) To the parent or approved guardian of the student; and
 - (b) To the Syndicate, intimation to the Syndicate being accompanied with the Transfer Certificate.
- (2) It shall be competent for the Syndicate on application of the student of his/her parents or his/her approved guardian, after making such enquiry as it deems fit, to deliver the certificate to the student with any necessary endorsement or withhold it temporarily or permanently.

Academic Year:

The academic year in relation to any College/institution shall consist of the following two terms namely :

First term -- From June to December.

Second term -- From January to May closing with the Summer Vacation.

Combination of attendance.

- (1) A student shall ordinarily qualify for the annual certificates in one and the same college, but in special case the Syndicate may allow attendance in different colleges to be combined for the purpose of the annual certificates.

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

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

- (2) Notwithstanding the provisions contained in these statutes, the Syndicate may permit a student of Bachelor of Arts or Science or Commerce to change his/her courses if the course pursued by him/her in the former college is not being taught in the college and on such permission that attendance in the subjects pursued in the former college shall be combined.

Transfer from one college to another

- (1) A student seeking transfer from one college/institution to another shall apply to the Registrar through the Principal of the College/ Head of the Institution to which he/she seeks transfer for permission to combine attendances at the two colleges, for the purpose of the annual certificates. Such application shall be submitted prior to making the transfer and shall furnish reasonable grounds

for such transfer. This provision applies to a transfer during a term as well as transfer at the end of an academic year.

- (2) An application to combine attendance shall invariably be accompanied with –
- (i) The written consent of the Head of the Institution in which the student is studying to the proposed College/Institution to which a transfer is sought;
 - (ii) The written consent of admission from the Head of the Institution to which he/she seeks transfer together with an assurance countersigned by the latter Principal/Head of the Institution that the student, if permitted by the Syndicate to combine his/her attendance, will be able to continue in his/her institution the course of study already commenced by him in the institution from which he/she seeks transfer.

Annual Certificate

- (1) In an institution or a college the grant of the annual certificate shall be in respect to two terms which shall ordinarily be consecutive and over one academic year, but it shall be competent for the authorities of an institution to grant such a certificate in respect of two terms which are not consecutive, provided that the student has during those terms completed the necessary courses of study for the year.
- (2) The grant of the annual certificate shall also be subject to the following conditions, namely,
- (i) The certificates shall not be granted unless a student has kept at least three-fourth of the attendances prescribed by the institution in the course of instruction during the year in the institutions approved by the Syndicate for any certificates, or diploma or degree;
 - (ii) The certificates shall not be granted unless a student has completed the course of instruction to the satisfaction of the authorities of the institution/college and his/her progress and conduct have been satisfactory;
 - (iii) The student who has not earned his/her annual certificate in any of the courses during the year shall be required to join the same class for another full year to receive such additional instruction as the Head of the Institution considers necessary.

CHAPTER – V

ADMISSION OF INSTITUTIONS AS COLLEGES.

Definition

In this chapter, unless the context otherwise requires

- (a) "College" means an institution which applies for admission to the University or has been admitted to the privileges of the University in conformity with the provisions of the Act and these Statutes but does not include a school, whether it is an independent institution or forms a part of the college as defined herein.
- (b) "Additional or further affiliation" means affiliation in a subject or subjects or branch or several branches of a subject other than that in which a particular college is already affiliated and increase of seats and for which an application has been submitted in accordance with the provisions of these statutes.

GENERAL PROVISIONS

AFFILIATION

Any college applying for admission to the privileges of the University or additional or further affiliation shall undertake not to collect capitation fees or donations and conform to the provisions hereinafter specified in addition to those provided in sub-section (1) of Section 18 of the Act.

Conditions for Affiliation

- (1) The strength of students of a class and the duration and number of periods in each subject, whether general, tutorial or practical shall be as such the State Government may from time to time, determine.
- (2) No affiliation shall be granted to any college unless the following conditions are satisfied, namely,
- (i) That the college has a duly registered Governing Body;
- (ii) That the college has undisputed ownership and possession of at least five acres of land if situated in rural area and at least two acres of land if situated in other area having population of twenty thousand;
- (iii) That the college possesses permanent or semi permanent buildings for its exclusive use, providing adequate accommodation for class rooms, administrative office, well-equipped Library, Laboratory wherever needed, separate common rooms for men and women students,
- (iv) That the college (other than Government College) has made a fixed deposit of rupees one lakh pledged to the University. In case of science course, the amount to be deposited shall be rupees one lakh and twenty five thousand. In case of colleges situated in the scheduled areas the amount of deposit shall **benefit percent** of the aforesaid amounts;
- (v) That the college has appointed qualified teachers and other staff as per the normal yardsticks and qualifications, if any, prescribed by the University. University Grant Commission or the Bar Council of India or the All-India Council for Technical Education or the Medical Council of India or the State Government, as the case may be;
- (vi) That in case of degree colleges in arts, Science and Commerce, the number of students in each class is not less than seventy which may be relaxed to fifty IN case of colleges in the scheduled areas of the State;
- (vii) That in case of Law Colleges, it has been located at a place where there is a District Court, it has been functioning as a full time institution in terms, if any, specified by the Bar Council of India, it is an independent institution and not a department of multi-faculty college, that the maximum strength of students in any case (Preliminary, Intermediate and Final Law) does not exceed three hundred fifty and

eighty in any section of each such class and the teacher student ratio is at least 1 : 20 and that at least seventy five percent of the teaching staff of the college are appointed on whole time basis and permission of the Bar Council of India has been obtained before being admitted to the privileges of the University;

- (vii) That a undertaking has been given not to collect capitation fees or donations; and-
- (ix) Such other conditions as may be imposed by the University from time to time.

CONDITIONS FOR AFFILIATION OF NEW COLLEGE.

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

- (1) An attested copy of the Government order in the appropriate Department granting recognition to the College ;
- (2) An attested copy of the Government order in the appropriate Department granting concurrence to the proposal for opening of the college along with the attested copy of the letter of permission from the All-India Body or the Council concerned, as the case may be, wherever such permission is necessary;
- (3) Courses and subjects in which affiliation is sought;
- (4) Copy of the previous application, if any, made for affiliation, and the subjects in which affiliation was sought together with information on the manner of disposal of such application;
- (5) Accommodation, equipment, strength of college, number of students for whom provision has been made and plans or drawings of the Building of the College;
- (6) Qualifications, salaries and work-load of the teachers together with the time table of work allotted to each such teacher;
- (7) Whether the teachers appointed possess the qualifications prescribed by the University Grants Commission or Bar Council of India or All-India Council of technical Education or the Medical Council of India or the State Government, as the case may be;
- (8) Library facilities provided together with the number of books and journals in stock and staff appointed to manage the library, as on the date of application;
- (9) Full particulars about hostels, lodgings and playgrounds provided for the students of the college;
- (10) Residential arrangements, if any made for the Principal and staff of the college;
- (11) Tuition fees and other fees proposed to be collected for each course, giving the details of monthly and annual fees;
- (12) The financial condition of the college, showing the details of receipt and expenditure and the sources of income of the college
- (13) Provision made for capital expenditure on buildings and equipment and for the continued maintenance of the college;
- (14) The working hours of the college;

- (15) An attested copy of the Registration Certificate of the Governing Body registered under the Societies Registration Act, and the list of the members of the Governing Body;
- (16) A undertaking by the college that it shall not collect capitation fees and/ or donation and do all things that are essential for the maintenance of tone and standards of University education; and
- (17) Original Challan or Bank Draft showing the deposit of the amount of fees as specified in-clause (iv) of Sub-Statute (2) of Statute 172 and other fees deposited for grant of affiliation.

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

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

All applications for recognition and concurrence of Government required under section 18 shall be made to the Government by Managers of Private Educational Institutions in the beginning of the academic year proceeding the year in which the courses are proposed to be started. In case of Government Colleges proposal for concurrence of the Government shall be similarly made by the Director. All proposals for recognition and concurrence of Government shall be disposed of by the Administrative Department of Government by the end of the month of October and no recognition or concurrence shall be granted thereafter.

By whom applications made

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

Fee to be remitted for application

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

Application when considered

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

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

Further Information

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

Local enquiry

Should the Syndicate desire to proceed with the application, it shall direct a local enquiry to be held by a Committee consisting of competent person or persons, but it shall be within the competence of the Syndicate to dispense with such an enquiry, an officer without a local enquiry;

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

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

- (1) The committee appointed under Statute 180 while conducting the local enquiry shall satisfy itself that the college fulfils all the conditions enumerated in Section 18.
- (2) Notwithstanding the generality of the provisions contained in sub-statute (1) above, the committee conducting the local enquiry shall ascertain information on the following items, namely ,
 - (i) The college is managed by a Governing Body constituted in accordance with the Statutes;
 - (ii) The college has constituted a College Council wherein representatives of the teaching staff have been taken to advise the Principal with regard to the internal affairs of college;
 - (iii) Adequate financial position is available for the continued and efficient maintenance of the college, either in the form of permanent endowment or a undertaking given by a person or body managing the college to the effect ;
 - (iv) Suitable and adequate accommodation is available for class rooms, college office, staff common room, girls' common room, boys' common room;
 - (v) Suitability and adequacy of equipment, teaching aids and accommodation for laboratories, in case of a college seeking affiliation in a course requiring practicals;
 - (vi) The character, qualification and adequacy of teaching staff of the college and the conditions of their services and whether the qualifications of the teachers confirm to those prescribed by the University, the University Grant Commission or the Bar Council of India, or the All India Council for Technical Education or the Medical Council of India or the State Government, as the case may be;
 - (vii) Provision for residence, physical welfare, lodging and boarding for the students of the college;
 - (viii) Non-collection of capitation fee and/or donation;
 - (ix) Maintenance of registers, viz, attendance register of students and staff, fee collection registers, accounts registers, accession registers and catalogues of library books and journals, acquittance registers, register of hostels, counterfoils of fee receipt books and bank deposits, register of scholarships and concession of all kinds whether tuition, boarding or lodging, counterfoil book of transfer certificates, register showing the report from time to time of medical inspections of students, register of marks obtained by each

student at the college examinations, accounts books showing the financial transactions of the College as separate from those the management and general cash book;

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

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

(xii) Adequate and suitable space for games and physical exercise by way of playground and games equipment and adequate arrangements for the physical well-being of the students of the college by periodical inspection by a registered Medical Officer.

Action on local enquiry

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

Provision for new combination of subjects

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

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

CONDITION FOR CONTINUED AFFILIATION OF COLLEGES

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

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

Governing Body

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

College Council

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

Financial Stability

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

Every college shall satisfy the Syndicate on the following matters namely,

(I) The suitability and adequacy of its accommodation and equipments for teaching;

- (II) The character, qualifications and adequacy of its teaching staff and the conditions their service;
- (III) The residence, physical welfare, discipline and supervision of its students; and
- (IV) Such other matters as are essential for the maintenance of the tone and standard of University education.

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

College Returns

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

Teaching staff appointments

The Syndicate may withdraw its approval to an appointment to the academic staff to the college, in case he/she refuses to perform the duties and functions relating to the University examination as may be assigned to him by the University from time to time. Each appointment to the academic staff of the college, as and when made, shall be reported to the Syndicate which shall satisfy itself that the appointment conforms to the requirements laid down, and in the case of college for women, the staff shall be wholly composed of women unless the Syndicate is fully satisfied that this condition cannot be complied with either owing to paucity of suitable teachers or other case or causes.

Provisions necessary in co-educational Colleges

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

Game facilities

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

Inspection of Colleges

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

Registers and records

The registers and records mentioned below shall be maintained by each college in such form and in such manners as may be prescribed by the Syndicate:

- (I) A register of admissions and withdrawals;
- (II) A register of attendance;
- (III) A register of permanent and local address of students, also of their transfer and migration;
- (IV) A register of members of the staff showing their qualifications, previous experience, salaries, number of hours of work allotted to each together with the classes and subject taught ;
- (V) A register of fees showing the dates of payments;
- (VI) A counterfoil fee receipt book;
- (VII) A register of scholarships and concessions of all kinds, whether tuition, boarding and lodging;

- (viii) A counterfoil book of transfer certificates;
- (IX) A register showing the report from time to time of medical inspections of students;
- (X) A register of marks obtained by each student at the college examinations;
- (XI) Account books showing the financial transactions of the college as separate from those of management and
- (XII) A general cash-book.

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

Part de-affiliation of Colleges

An affiliated college may be deprived of the privileges of the University following in part in the circumstances, namely;

- (I) Consistently unsatisfactory performance of the students at University examinations, specifically if the performance of students of a particular course is below the University average standard for three consecutive years or the percentage of pass for consecutive years falls short of thirty percent of the number of students sent up for examination ;
- (II) Failure of the college to appoint teacher according to the work load for a part course, subject or discipline; and
- (III) Inadequacy of facilities like library, laboratory class room, games facilities, residence arrangements for students, etc

Full deprivation privileges

An affiliated college may be deprived in whole of the privileges of the University by withholding of affiliation to the college if:

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

CHAPTER -VI

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

CONSTITUTION OF GOVERNING BODIES

- (a) Every college other than a Government College or a constituent college admitted to the privileges of the University shall have a duly constituted Governing Body which shall be registered under the Societies Registration Act and shall consist of such number of members as provided under the Odisha Education Act, 1969.
 - (b) The Governing Body shall have a President and Secretary.
 - (c) The Principal of the college shall be the ex-officio Secretary. Two members of the teaching staff shall be taken as members of the Governing Body;
 - (d) The Vice-Chancellor shall from amongst the prominent persons of the locality nominate a person to be a member of the Governing Body;
 - (e) In case of aided colleges, the Director Higher Education/Higher Secondary Education shall nominate a member;
- (2) The terms of office of the members of the Governing Body excepting the ex-officio members shall be three years. A person shall cease to be a member of the Governing Body as soon as he/she ceases to hold the office by virtue of which he/she was a member of the Governing Body.
- (3) Five members of the Governing Body shall form the quorum in the meeting of the Governing Body.
- (4) A member appointed in a temporary vacancy shall hold office for the unexpired portion of the term of membership of his/her predecessor.

FUNCTION OF GOVERNING BODY

- (1) Every Governing Body of a college, not being a Government college or a constituent college, shall, subject to the limitations imposed under the Odisha Education Act, 1969 and the rules framed there under, perform the following functions, namely :-
- (i) It shall have control over the funds, properties and other affairs of the college.
 - (ii) It shall initiate and prepare all projects for the improvement of the college, after due consideration of the needs and resources of the college and arrange for their execution.
 - (iii) It shall prepare the budget for each financial year sufficiently in advance and see that the expenditure incurred is strictly within the provisions of the budget.
 - (iv) It shall make proper arrangements for the receipts of all funds from fees, grant-in-aid from the Government, endowments and from other sources and shall make arrangements for their proper custody and expenditure and proper maintenance of accounts.
 - (v) It shall determine the general schemes of studies of the college subject to the conditions laid down in that regard.
 - (vi) It shall consider appeals made by the students against orders of punishment passed by the Principal where the punishment inflicted is expulsion or rustication.
 - (vii) It shall see to the fulfilment of the conditions of affiliation laid down by the University.

- (viii) It shall communicate to the Syndicate the names of persons appointed or posted as teachers with their qualifications after their appointment and also the names of those retiring from service and persons whose services are terminated.
- (ix) It shall consider and take action on such other matters as referred to it by the Syndicate.

(2) Subject to the provisions of these Statutes and the Odsha Education act, 1969 and rules framed there under, the Governing Body shall have to power.

- (i) to appoint the teaching and other staff of the college;
- (ii) to grant leave to the college staff except casual leave to the staff which shall be granted by the Principal;
- (iii) to impose penalties on the staff of the college ; and
- (iv) exercise such other functions as are assigned under any other Act and rules.

STAFFING PATTERN FOR UPASASTRI HAVING MINIMUM STUDENT STRENGTH OF 32:

The staffing pattern for Upashastri will be as will be decided by the Government from time to time.
