

**GOVERNMENT OF ODISHA**  
**SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT**

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No. SDTE-HTE-HTE-II-0022-2022/ 2897 /SDTE, Bhubaneswar, dated 15/04/23

From

Smt. Rojina Das, OAS,  
Joint Secretary to Government

To

The Principal,  
PMEC, Berhampur

Sub: Bye-law for Government Engineering Colleges

Sir,

With reference to the above mentioned subject, I am directed to inform that Government after careful consideration have been pleased to approve the Bye-Law of PMEC, Berhampur for its smooth functioning. A copy of the Bye-Law is enclosed herewith for your kind information.

You are therefore requested to take necessary action for implementing the Bye-Law by constituting a society to be registered under Societies Registration Act.

Yours faithfully,

*Raj*  
15.04.23

Joint Secretary to Government

# Parala Maharaja Engineering College (PMEC), Berhampur

## Memorandum of Association

### 1. Name of the Society

The name of the Society shall be Parala Maharaja Engineering College (PMEC), Berhampur, hereinafter referred to as Society.

### 2. Registered Office of the Society :

Parala Maharaja Engineering College (PMEC), Sitalapalli, Berhampur, Ganjam District, Odisha -761003

### 3. Aims and Objectives of the Society

- (i) to promote education, research and training in engineering and technology, including information technology and its application, architecture, planning, management and applied sciences for the advancement of knowledge and for the betterment of society;
- (ii) to improve the quality of education, research and training in the field of engineering and technology, including information technology and its application, architecture, planning, management and applied sciences for the advancement of knowledge and for the betterment of society;
- (iii) to provide facilities and opportunities for graduate and post-graduate education, Ph.D. and research in the field of engineering and technology, including information technology and its application, architecture, planning, management and applied sciences and by instruction, training, research, development and extension and by such other means as the University may deem fit;
- (iv) to devise and implement programmes of education in the field of engineering and technology, including information technology and its application, architecture, planning, management and applied sciences that are relevant to the changing needs of society;
- (v) to serve as a centre for fostering co-operation and interaction between the academic and research community on the one hand and industry on the other;
- (vi) to organize exchange programmes with other institutions of repute in India and abroad with a view to keeping abreast of the latest developments in relevant areas of teaching and research;
- (vii) to create and administer a research fund for supporting and facilitating research initiatives and projects of faculty members and students;
- (viii) to define an enabling framework for researchers to obtain sponsorships for research projects and which makes the participating researchers responsible for the successful implementation of the project;
- (ix) to identify and establish linkages including MOUs for long term relationships with national and international research organizations for widening the scope of research opportunities and funding options available to the teachers and students of the University;

#### 4. Powers and Functions of the Society

For attainment of its objective, the Society may inter-alia carry out the following functions: -

1. To establish, administer and manage the Parala Maharaja Engineering College (PMEC), Berhampur and to provide all kinds of facilities for its efficient functioning and growth.
2. To make, amend, rescind and modify the rules and regulations and Bye-laws framed under them for efficient management and administration of the Society.
3. To establish and maintain Departments in the field of engineering and technology, including information technology and its application, architecture, planning, management and applied sciences on regular or part time basis;
4. To provide for instruction and training in such branches of learning as are in keeping with the objects of the college and to make provision for research and for the advancement and dissemination of knowledge;
5. To take measures to have constant interaction with industries and other employers of technical manpower for orienting the education and training towards the needs of industries and other employers;
6. To provide common forum for interaction between research institutions, industries and other colleges/ Universities to ensure transfer of technology from research institutions to industries and to prepare the students of the college for using and disseminating innovative technology;
7. To act in furtherance of the entrepreneurial skills and abilities among students ;
8. To assess the needs of the State and the Country in terms of subjects, fields of specialization, level of education and training of technical manpower both on short-term and long- term basis and to introduce or encourage introduction of innovative training programmes and to re-orient existing training programmes to meet such needs;
9. To make arrangements for promoting the health, general welfare and moral well-being of students and take such measures as would foster in them habits of hard work, self-discipline and spirit of service to society;
10. To fix the fees payable to the college and to demand and receive such fees;
11. To hold and manage endowments and bursaries and award fellowships, scholarships, studentships, medals and prizes;
12. To institute, raise and provide funds wherever necessary for carrying out the functions of the University;
13. To co-operate with other institutions or authorities or associations in such manner and for such purposes as the Board may determine;
14. To establish, maintain, manage and confer recognition to hostels;

15. To co-ordinate, supervise, regulate and control the teaching, consultancy and conduct of research in the University to the extent deemed necessary;
16. To determine the powers and duties of the officers and other employees of the University other than those provided in this Act;
17. To institute and establish Professorships, Associate Professorship, Assistant Professorship and any other teaching and research posts required by the college and to appoint persons to such posts; and
18. To do all such acts and things as may be required in furtherance of the objects of the college.
19. To create, establish and train young talent for career in education, research and development activities in basic sciences, technology, arts and humanities and social sciences.
20. To select, educate and train young talent for career in education and research and development activities in basic sciences, technology, arts and humanities and social sciences.
21. To establish, maintain and manage the land and buildings and other assets of the Institute.
22. To establish consultancy and know-how transfer cells for effective linkages with the users.
23. To establish well equipped library, computer and information centres, workshop and resource centres for support function to the educational, research and development activities and dissemination of information.
24. To provide and promote effective linkages between PMEC Berhampur and other Institutions in India and abroad in various branches of sciences.
25. To develop and operate continuing education programmes, distance education, multimedia, internet-based and other technology-based education programmes.

**5. Institute open to all**

(a) The Institute shall be open to all persons irrespective of caste, creed, race, sex, religion, residence, place of birth, all or any of them, in admitting students or appointing members, teachers and other staff of the Institute.

(b) No benefaction shall be accepted by the Society, which, in its opinion, involves condition of obligations opposed to the spirit and object of this paragraph

**6. Review by the Government**

The Government may at any time appoint one or more persons to review the work and progress of the Society or the Institute and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the Government may stipulate. Upon receipt of

any such report, the Government may take such action and issue such directions as it may consider necessary in respect of any other matters dealt with in the report regarding the Society or the Institute, as the case may be, and the Society shall be bound to comply with such directions.

**7. Takeover by the Government**

In case the Government is satisfied that the Society or the Institute is not functioning properly, the Government shall have the power to take over the administration and assets of the Institute.

**8. Dissolution of the Society**

If, on winding up or dissolution of the Society, there shall remain, after satisfaction of all its debts and liabilities, any assets and property whatsoever, the same shall not be paid to or distributed among the members of the Society or any of them but shall be dealt with in such manner as the Government may determine.

**Parala Maharaja Engineering College Berhampur Society**

**Rules and Regulations**

**1. Short Title, Extent and Commencement:**

- (1) These rules shall be called the Rules of the Parala Maharaja Engineering College, Berhampur.
- (2) It shall extend to the geographical areas of the Parala Maharaja Engineering College, Berhampur and such other areas within Berhampur as the State Government may notify.
- (3) It shall come into force on such date as the State Government may, by notification, appoint.

**2. Definitions**

In this Rule, unless the context otherwise requires—

- (a) "Alumni" means former students of Parala Maharaja Engineering College, Berhampur;
- (b) "Board" means the Board of Governors of the College;
- (c) "Building and Works Committee" means the Building and Works Committee of the College;
- (d) "Chancellor" means the Chancellor of Biju Patnaik University of Technology;
- (e) "Commission" means Odisha Public Service Commission.
- (f) "Council" means the All India Council for Technical Education established under the provisions of the All India Council for Technical Education Act, 1987;
- (g) "Department" means an Academic Department established to impart instruction and/or for carrying out or facilitating the academic and research activities relating to any particular area or discipline or areas of inter-disciplinary nature.
- (h) "Employee" means every person in the whole-time employment of the University;
- (i) "Finance Committee" means Finance Committee of the College.
- (j) "Government" means the Government of Odisha;
- (k) "Hostel" means a unit of residence for students of the College controlled or recognized by the College;
- (l) "Other Universities" means the Universities established under the Orissa Universities Act, 1989 or the Orissa University of Agriculture and Technology

Act, 1965, or the Universities of State or Union of India and that of Foreign Countries;

- (m) "Rule" means a Rule made under the Bye-Law;
- (n) "State" means the State of Odisha;
- (o) "Teacher" means a Professor, Associate Professor, Assistant Professor, Workshop Superintendent or such other persons imparting instruction or conducting or supervising research in the departments of the College;
- (p) "University Grants Commission" means the University Grants Commission constituted under the University Grants Commission Act, 1956; and
- (q) "Vice-Chancellor" means the Vice-Chancellor of Biju Patnaik University of Technology.

### 3. Authorities of the College

The following shall be the authorities of the college, namely-

- (i) The Board of Governors as constituted under section 4 of the Bye-Law;
- (ii) The Finance Committee as constituted under section 5 of the Bye-Law;
- (iii) The Building and Works Committee as constituted under section 6 of the Bye-Law.

### 4. The Board

- (i) The Board shall be the apex executive body of the College and shall be in charge of the general management and administration of the College;
- (ii) The Board shall be composed of the following members namely:

(i)	The Chairman	Ex-officio member
(ii)	The Secretary to Government or his representative not below the rank of Joint Secretary to Government, Skill Development and Technical Education Department	Ex-officio member
(iii)	The Secretary to Government or his representative not below the rank of Joint Secretary to Government, Finance Department	Ex-officio member
(iv)	Nominee of the affiliating University	Member
(v)	An Industrialist/ Technologist/ Educationist from the Region nominated by the State	Member
(vi)	Two faculty members to be nominated from amongst the regular staff, one at the Level of Professor/ Associate Professor and one at the Level of Assistant Professor	Member

(vii)	Three members (Industrialist/ Technologist/ Educationist) to be nominated by the Board	Member
(viii)	Two eminent persons who are alumni of the Institution and who have achieved excellence in the field of academics or technical education or in the field of industry to be nominated by the Board	Member
(ix)	The Principal	Member Secretary(Ex-officio)

- (iii) The term of office of the members of the Board other than the *ex-officio* members shall be three years from the date of their nomination and they shall not be eligible for re-nomination for the next consecutive term;
- (iv) The Board shall meet as often as may be necessary but atleast once in six months during a calendar year;
- (v) Meetings of the Board shall be convened by the Chairperson either on his own initiative or at the request of the Principal or on a requisition signed by not less than three members of the Board;
- (vi) All questions considered at the meetings of the Board shall be decided by the majority of the votes of the members present and voting including the Chairman. If the votes be equally divided, the Chairman shall have a casting vote;
- (vii) The Chairman, if present, shall preside every meeting of the Board. In his absence, the member present shall elect one from amongst themselves to preside the meeting;
- (viii) The notice of every meeting shall be sent by the Principal to every member at least fifteen days before the date of the meeting;
- (ix) Agenda for the meeting of the Board, other than the special meeting called on short notice, shall be circulated by the Principal to the members at least ten days prior to the meeting;
- (x) The minutes of the proceedings of a meeting of the Board shall be drawn up by the Principal with approval of the Chairman and circulated to all members of the Board. The minutes alongwith amendments, if any suggested, shall be placed for confirmation at the next meeting of the Board;
- (xi) The nominated faculty members shall have a tenure of two years;
- (xii) A member of the Board shall cease to be such member if (a) he/she dies or (b) resigns his/her membership or (c) becomes of unsound mind or (d) becomes insolvent or (e) is convicted of criminal offence involving moral turpitude or (f) is removed by the State from the membership of the Board or (g) he/she fails to attend three consecutive meetings of the Board without the leave of the Chairman;
- (xiii) All orders and decisions of the Board shall be authenticated by the signature of the Principal or any other person authorized by the Board on its behalf;
- (xiv) One-half of the total members including one representative of the Government shall form a quorum for a meeting of the Board;

#### 4.1 Power of the Board

The Board shall have the following powers namely:-

- (i) to prepare and execute detailed plans and programmes for the establishment of the college as may be decided by the Board from time to time and to carry on their administration and management after such establishment;
- (ii) to receive grants and contributions and to have custody of the funds of the college mentioned above and to manage the properties of the Institutions;
- (iii) to prepare the budget estimate of the college for each year and to sanction expenditure within the limits of the budget as approved by the Government;
- (iv) to prescribe and conduct course of study, training and research in different branches of engineering and technology for the advancement of learning and dissemination of knowledge in such branches;
- (v) to prescribe rules and regulations for the admission of students to the various courses of study in conformity with the policy approved in this behalf by the Government;
- (vi) to engage technical, ministerial and other supporting posts in the Institutions for the efficient management of the affairs of the Institutions on out sourcing basis as and when required;
- (vii) to engage guest faculty as and when required;
- (viii) to prescribe training and research modalities in different branches of engineering and technology for the advancement of learning and dissemination of knowledge in such branches;
- (ix) to collaborate with any other organization in the matter of education, research and training of the students and faculty;
- (x) to appoint Committee for the disposal of any business of the institution or for rendering advice in any matter pertaining to the institution;
- (xi) to consider and pass such resolution on the annual report, the annual accounts and the Financial Estimates of the college as it thinks fit and such annual report, annual accounts and financial estimates alongwith the resolutions passed thereon by the Board, shall be submitted to the Government;
- (xii) to establish, maintain and manage halls and hostels for residents of the students;
- (xiii) to enter into agreements for and on behalf of the society;
- (xiv) to intimate and defend all legal proceeding on behalf of the Institution;
- (xv) to delegate to such extent as it may deem necessary any of its power to any officer or committees of the board;
- (xvi) to make, adopt, amend, vary or rescind from time to time with the prior approval of the Government, rules and regulation thereof and for any

- purpose connected with the management and administration of the affairs of the college and for the furtherance of its objective;
- (xvii) to appoint all teachers of the college on the recommendation of the Commission;
- (xviii) to appoint all non-teaching staff of the college on the recommendation of the Odisha Staff Selection Commission;

## 5. The Finance Committee

The Finance Committee of the College shall consist of the following members:-

(i)	The Chairman of the Board of Governors	Chairman
(ii)	The Financial Advisor of Skill Development and Technical Education Department	Member
(iii)	The Dean, Faculty and Planning	Member
(iv)	The Dean, Students' Welfare	Member
(v)	The Principal	Member
(vi)	The Finance Officer	Member Convener

One-third or three whichever is higher including the representative of the Government shall make the quorum and the committee shall meet as often as may be necessary but atleast once in six months.

### 5.1 Power and Function of the Finance Committee

The Finance Committee shall perform the following functions:-

- (i) to examine and scrutinize the annual budget of the college prepared by the Principal and make recommendations to the Board;
- (ii) to give its views and make its recommendations to the Boards either on the initiative of the Board or of the Principal, or on its own initiative on any financial question affecting the College
- (iii) to consider and make its recommendations to the Board on all such matters connected with the college that have financial implications;
- (iv) to call for such information in records from any departments/ sections/ office of the college for the purpose of examining the annual account;
- (v) to examine the proposal of borrowing funds and place its recommendations before the Board for approval;
- (vi) to pass the Annual Report including audit by the Charter Accountant and AG audit and place it before the Board for approval;

(vii) to suggest the Board means of raising resources and to observe economic measures for better financial health of the college;

(viii) make proposal to the Board for supplementary budget where necessary; and

(xi) to consider any other matter relating to finance of the College that may be referred to the Board to ensure a sound financial policy and practice in the college.

## 6. The Building and Works Committee

The Building and Works Committee of the college shall consist of the following members:-

(i)	The Principal	Ex-officio Chairman
(ii)	The Finance Officer	Member
(iii)	Dean, Faculty and Planning	Member
(iv)	The Head of Department, Civil Engineering Department of the College	Member
(v)	The Head of Department, Electrical Engineering Department of the College	Member
(vi)	The Registrar	Member Convener

### 6.1 Power and Function of the Building and Works Committee

The Committee shall have following powers and functions:-

(i) it shall be responsible under the direction of the Board for construction of all major capital works after securing from the Board necessary administrative approval and expenditure sanction;

(ii) it shall have the power to give necessary administrative approval and expenditure sanction for minor works and works pertaining to maintenance and repairs, within the expenditure limit approved by the Board and within the grant placed at the disposal of the College for the purpose;

(iii) it shall prepare estimates of cost of buildings and other capital works, repairs, maintenance, etc.,

(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 the rates not covered by tender and settle claims and disputes with contractors; and

- (vii) it shall perform such other performs in the matter of construction of building and development of land for the College as the Board may entrust from time to time.

## **7. The Chairman**

The Chairman shall preferably be a technical person either entrepreneur or an industrialist or an educationist of repute. He/ She shall be appointed by the Government for a period of three years.

- 7.1** The Chairman shall have the power to fix, on the recommendation of the commission, the initial pay of an incumbent at a stage higher than the minimum of the skill in respect of post to which appointments can be made by the Board under the provisions of this Bye-law.

- 7.2** In emergent cases, the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for its approval in its next meeting.

## **8. The Principal**

The Principal shall be the chief academic and executive officer of the Institution and shall be responsible for the proper administration of the Institution and for imparting of instructions and maintenance of discipline thereon. All other staff of the Institution shall be subordinate to the Principal. He shall be the custodian of records, funds of the Institution as the Board may commit to his charge.

- 8.1** The Principal of the college shall be appointed by appointed by the Government on the recommendation of the Commission;
  - (i) The Commission shall be the competent authority to conduct the recruitment process for appointment of Principal in accordance with the minimum eligibility criteria and qualification as prescribed by the AICTE/ UGC, from time to time.
  - (ii) The Board, in consultation with the Government, shall make a requisition to the Commission in accordance with the provisions of relevant Rules, Orders, Resolutions or Instructions issued, from time to time, by the Government and such other information, as prescribed and, if any, as may be required by the Commission.
  - (iii) The Commission shall be competent to determine the manner of conduct of its proceedings and to take all decisions required for selection of Principal in consistent with the provisions of this Bye-law and as per the guidelines issued by the AICTE/ UGC from time to time.
  - (vii) On the basis of the interview result, the Commission shall forward its recommendations to the Government for his/ her appointment;

8.2 The Principal shall be appointed for a period of five years and shall be governed by the terms and conditions of service as specified in **Schedule-A.**

### 8.3 **Power and Duties of the Principal**

- (i) Subject to the budget provisions made for the specific purpose, the Principal shall have the power to incur expenditure in accordance with the procedure as may be laid down by the Board and the Government from time to time;
- (ii) The Principal at the capacity of the Secretary of the Society shall operate the Bank Account of the Society which will be maintained in any of the Nationalized Banks of the country to be decided by the Secretary according to convenience.;
- (iii) The Principal shall have the power to send the members of the staff for training or for a course of instruction subject to such terms and conditions subject to approval of the Board from time to time in India. If it is outside India, approval of the Government shall be obtained separately;
- (iv) The Principal shall have the power of a Head or Chair of Department for purposes of applicability of financial rules in the Account Code, in case of deviation due concurrence of the Statutory Auditor and Board shall be obtained;
- (v) During his absence from the headquarters, the Principal may authorize the senior most Professor present, to sanction advances for travelling allowance, contingencies and medical treatment of the staff and sign and countersign bills on his behalf in writing;
- (vi) The Principal may constitute such Committees as he may consider appropriate for smooth functioning of the college and report the same to the Board in its next meeting;
- (vii) All contracts for and on behalf of the College shall be made in the name of the College and every such contract shall normally be executed by the Principal on behalf of the College;
- (viii) The Principal shall have such other powers and perform such other duties as may be delegated or assigned to him by the Government or the Board, as the case may be;
- (ix) The Principal of the Institution shall be competent to take disciplinary measures against the students of the Institution which may include imposition of fines in accordance with the rules to be framed by the Board in this behalf, provided that the fines, so imposed, may be remitted wholly or in part at the discretion of the Principal of the Institution

## 9 **The Registrar**

The Registrar shall be a whole time officer of the college and shall be appointed by the Board from among a panel containing three names of officers, not

below the rank of Deputy Secretary to Government belonging to the Odisha Administrative Service cadre furnished by the Government for a term of three years.

- 9.1** The Registrar shall be responsible for, –
- (i) the custody of the records and the common seal of the college;
  - (ii) maintaining a permanent record of the academic performance of students of the college including the courses taken, grades obtained, degrees awarded, prizes or other distinctions won and any other items pertaining to the academic performance of the students; and
  - (iii) execute all contracts on behalf of the College.
- 9.2** The Registrar shall exercise such other powers and perform such other duties as may be imposed on him by the Board.

## **10 The Finance Officer**

The Finance Officer shall be a whole time officer of the college and shall be appointed by the Board from among a panel of three officers not below the rank of Deputy Secretary to Government belonging to the Odisha Finance Service cadre in consultation with the Government from among the officers of the Odisha Finance Service cadre furnished by the Government for a period of three years.

- 10.1** The Finance Officer shall :
- (a) be responsible for the proper investment of the funds of the college;
  - (b) exercise general supervision of such funds;
  - (c) tender advice with regard to financial transactions of the college;
  - (d) be responsible for preparation and presentation of the annual financial estimate and statements of accounts for presentation before the Board ;
  - (e) ensure that all money are expended for the purpose for which they are granted or allotted by the appropriate authority;
  - (f) examine the statements of accounts of the College and submit a report on such examination to the Board; and
  - (g) shall exercise such other powers and perform such other functions as may be prescribed.
- 10.2** The Finance Officer shall have the right to speak and otherwise take part in the proceedings of the Board as and when required, and in all such cases, his or her advice shall be recorded in the proceedings of the Board, as the case may be, but he or she shall not be entitled to vote.
- 10.3** The advice of the Finance Officer shall be taken on all financial matters before they are given effect to and, wherever a decision is taken in contrary to any expenditure exceeding any amount as determined by the State Government from time to time, it shall be reported to the Government through the Board whose decision shall be final.

## 11. The Teachers

The following shall be the teachers of the College, namely:—

- (a) Professors;
- (b) Associate Professors; and
- (c) Assistant Professors;

### 11.1 Appointment of Teacher

- (i) All teachers of the College shall be appointed by the Board on the recommendation of the Commission;
- (ii) The Commission shall be the competent authority to conduct examination and interview for appointment of all teaching post of the College in accordance with the minimum eligibility criteria and qualification as prescribed by the AICTE, from time to time.
- (iii) The Principal of the college shall, ordinarily, by the last date of December every year make a requisition to the Commission as well as to the Government with subject-wise vacancies of teachers indicating the number of posts reserved for different reserved categories candidates in accordance with the provisions of relevant Acts or Rules, Orders, Resolutions or Instructions issued, from time to time, by the State Government and such other information, as prescribed and, if any, as may be required by the Commission.
- (iv) In case there is large number of applications received from the candidates and in the opinion of the Commission that it is not reasonably practical to conduct the examination(s) and interview, they may shortlist the candidates by conducting a preliminary written test or adopt such other method as they deem just and proper.
- (v) The Commission while constituting the Selection Committee for selection of teachers for different subjects, they shall invite minimum two subject experts out of which one should be from outside the State as members and as per the guidelines issued by the AICTE from time to time.
- (vi) The Commission shall be competent to determine the manner of conduct of its proceedings and to take all decisions required for selection of teachers in consistent with the provisions of this Bye-law and as per the guidelines issued by the AICTE from time to time.
- (vii) On the basis of result of examination(s) and interview, the Commission shall prepare and forward subject-wise merit list alongwith the waiting list of the candidates, for existing and anticipated vacancies, to the Government as well as the College for appointment by the Board;

### 11.2 Duties of the Teacher

The following shall be the duties of a teacher :

- (i) The primary responsibility of a teacher of the College is to impart education to the students as per the academic curriculum of the

University, abide by the rules and regulations of the College issued from time to time;

- (ii) The teacher shall perform the duties as prescribed by AICTE from time to time;
- (iii) Participate in University/ Institution examination process including invigilation, supervision, tabulation, evaluation, scrutinization and setting question papers etc. as may be assigned;
- (iv) Teachers may participate in the National/International Conferences/Seminars/ Workshops etc. as per rule;
- (v) Participate in student development activities, hall of residence administration and other co-curricular activities of the College as may be assigned by the authority.
- (vi) Conducting research in frontier areas of knowledge and supervising Ph.D. and Master's Level research and develop laboratories etc. for the purpose.
- (vii) Conduct Sponsored Research /Industrial Consultancy and other projects.
- (viii) Perform all other duties that may be assigned by the College from time to time.
- (ix) Work load of a teacher shall be as per AICTE norm as notified from time to time.
- (x) Every teacher shall annually submit a self-appraisal report in the Format prescribed by the College.

### **11.3 Deputation of Teachers and Others to Government**

A teacher, officer and any other employee may be deputed to the Government or any other Government Technical Universities/ Engineering Colleges for any such period on such terms and conditions as may be determined by the Government.

### **11.4 Registration of Teachers**

Every teacher appointed against a substantive post or tenure basis has to register himself as a teacher of the College. Only a registered teacher of the College is permitted to teach and participate in any academic and co-curricular activities of the College.

### **11.5 Students' Feedback**

The students of College department shall make an honest assessment of the teaching by a teacher at the end of each semester/ trimester for theory papers taught. However, the feedback of students having attendance below 75 % in a subject shall not be considered for assessment of teaching in that subject.

## **12. The Deans**

The College shall have the positions of Deans with the approval of the Board:

- (i) Students' Welfare

- (ii) Faculty and Planning
- (iii) Sponsored Research & Industrial Consultancy
- (iv) Post Graduate Studies & Research

The Principal shall appoint Deans in consultation with the Chairman, Board of Governors from amongst the Professors and Associate Professors of the College for a period not exceeding three years.

The Deans shall enjoy such powers and perform such duties as may be delegated to them by the Board.

### 13. Head of the Department

- (i) Each Department of the College shall be placed in charge of a head who shall be selected by the Principal from amongst the Professors and Associate Professors of that Department:  
Provided that if a Department has no Professor or Associate Professor, the Principal may appoint an Assistant Professor of that Department as the Head of the Department.
- (ii) The Head of the Department shall hold his post for the post of two years. Provided that after the expiry of his term of office, he shall continue to hold office till appointment of his successor:  
Provided further that no person shall head a Department for a period exceeding 3 years unless he is specially appointed atleast for a second term.
- (iii) The Principal may himself take temporary charge of a Department or place it under the charge of a Professor from another Department for a period not exceeding six months.
- (iv) The Head of the Department shall be responsible for the entire working of the Department subject to the general control and supervision of the Principal.
- (v) The Head of the Department shall be duly bound to see that the decision of the authorities of the College and of the Principal are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal.
- (vi) When appointment to the post of Head of the Department becomes due, the Principal shall ascertain the willingness of persons eligible to be appointed as head, for being so appointed and shall generally select a person by rotation from among eligible and willing persons.
- (vii) Whenever it is proposed to deviate from the principle of rotation, such appointment shall be made only with prior approval of the Board, and the reasons thereof to be recorded in writing.

### 14. Teachers' Council

- (i) There shall be a Teachers' Council in the College. All teachers including the Principal of the College shall be members of the council.
- (ii) The Principal of the College shall be the Chairman of the Council. At a meeting of a Teachers' Council, in the absence of the Chairman, the person in charge of the College, if present, shall act as Chairman and when the

person in charge of the College is also absent, the member present shall elect one of their members to act as Chairman.

- (iii) Meeting of the Teachers' Council shall be held at the pleasure of the Chairman.
- (iv) One-third of the total number of members of the Council shall be the quorum for holding the meeting.
- (v) The Teachers' Council shall be an advisory body of the College. It will advise the Principal on all academic matters including students' welfare and discipline, arrangement of timetable, conduct of examinations, improvement of the library and laboratories etc.
- (vi) The Principal, at his pleasure, may place the recommendation of the Teachers' Council with the appropriate authorities of the College.

## **15. Classification of the Employees of the College**

The Employees of the College, except in the case of employees paid from contingencies shall be classified as follows:

1. Academic Staff: The "Academic staff" shall include the Principal, Professor, Associate Professor, Assistant Professor and such other posts as may be decided by the Board from time to time in this regard.
2. Technical Staff: The "Technical Staff" shall include System Manager, System Analyst, Programmer, Librarian, Assistant Librarian Workshop Superintendent, Assistant Superintendent Workshop, Foreman, Technician, Instructor, Mechanic, Technical Assistant Draftsman, and such other posts as may be decided by the Government from time to time in this regard.
3. Administrative and Other Staff: The "Administrative and Other Staff" shall include the Registrar, Finance Officer, Training and Placement Officer, Medical Officer, Physical Training Instructor, Security Officer, Personal Assistant to Principal, Senior Administrative Officer, Administrative Officer, Establishment Officer, Section Officer, Assistant Section Officer, Junior Assistant, Stenographer, Store Keeper and such other posts as may be decided by the Government from time to time in this regard.

## **16 Appointments**

- (i) All posts of the College except the teaching posts shall be appointed by the Board on the recommendation of the Odisha Staff Selection Commission (OSSC);
- (ii) The OSSC shall be the competent authority to conduct examination process for appointment of all non-teaching post of the College in accordance with the minimum eligibility criteria, pay and qualification as for similar posts under the Government issued from time to time;

- (iii) The Principal of the college shall, ordinarily, by the last date of December every year make a requisition to the OSSC as well as to the Government with Department-wise vacancies indicating the number of posts reserved for different reserved categories candidates in accordance with the provisions of relevant Acts or Rules, Orders, Resolutions or Instructions issued, from time to time, by the State Government and such other information, as prescribed and, if any, as may be required by the OSSC;
- (iv) The OSSC shall be competent to determine the manner of conduct of its proceedings and to take all decisions required for selection of non-teaching staff in consistent with the provisions of this Bye-law and as per the guidelines issued by the AICTE from time to time;
- (v) On the basis of result of examination(s) and interview, the Commission shall prepare and forward subject-wise merit list alongwith the waiting list of the candidates, for existing and anticipated vacancies, to the Government as well as the College for appointment by the Board;

## 17. Finance & Accounts

1. The college shall maintain a fund to which shall be credited-
  - (a) any contribution or grant by the Government, Central Government, Council, University Grants Commission, Industrial undertakings, corporations, companies or local authorities;
  - (b) income of the college from any source including income from fees, charges and sale proceeds;
  - (c) bequests, donations, endowments and other grants, if any, received by the college; and
  - (d) miscellaneous receipts.
2. With the prior approval of the Government, the college may, from time to time, establish such other funds in such name and for such specific purpose or purposes as may be decided by the Board.
3. Every such fund shall be kept in a Nationalized Bank or Scheduled Bank or invested in such securities as may be decided by the Board.
4. The annual accounts of the college shall be prepared by the Finance Officer under the direction of the Board and all moneys accruing to, or received by, the college from whatever sources and all amounts disbursed and paid by the college shall be entered in the accounts.
5. The accounts of the college shall, at least once in every year and at an interval of not more than fifteen months, be audited in accordance with the provisions of the Odisha Local Fund Audit Act, 1948 and the provisions of that Act shall apply to such audit.
6. All reports on audit made under sub-section (5) shall, as soon as may be after they are received from the Examiner of Local Accounts, be laid before the State Legislature for a total period of fourteen days which may be comprised of one or more sessions.

7. The Government shall have powers to conduct special audit if required in respect of utilization of funds and the college shall comply with the directions issued by the Government on such audit.

8. The auditors shall also report on any other matter relating to the accounts of the college as may be required by the Government.

9. The college shall forthwith rectify or remedy any defect or irregularity pointed out by the auditors and reports the action taken to the Government.

#### **18. General terms and conditions of service of permanent employees:**

The permanent employees of the College shall be governed by the following terms and conditions, namely:-

1. Subject to the provisions of the Bye-Law, all appointments to posts under the College shall ordinarily be made on probation for a period of one year after which the appointee, if confirmed, shall continue to hold his office subject to the provisions of the Bye-Law, till the end of the month in which he attains the age of sixty years as decided by the Board and/or the Government from time to time:

Provided that the period of probation of any appointee for such periods, as may be deemed necessary, may be extended by the appointing authority.

2. Every appointment shall be subject to the condition that the appointee is certified as being in sound mental health and is physically fit for service in India by a medical authority nominated by the Board in this behalf. Provided that the Board may, for sufficient reasons, relax the medical requirements in any particular case or class of cases, subject to such conditions, if any, as may be laid down by the Board.

3. At any time, by giving notice of not less than three months in writing to the appointing authority, an employee may retire from service on the terms and conditions and rules and regulations laid down by the Central Government from time to time for its own employees.

4. Every employee of the College shall devote his whole time to the service of the College and shall not engage, directly or indirectly, in any trade or business or political party activity or any other work which may interfere with the proper discharge of his duties, other than the academic work and consultative practice undertaken with the prior permission of the Principal, and/or in accordance with the procedures laid down by the Board from time to time in this behalf. The Orissa Government Servant Conduct Rules, 1959 shall apply mutatis mutandis to the College employees.

5. The appointing authority shall have the power to terminate the services of any staff without notice and without any cause assigned thereto during the period of probation.

6. The appointing authority shall have the power to retire or terminate the services of any member of the staff by giving three months' notice or on payment of three months' salary in lieu thereof, if certified on medical grounds, by the medical authority nominated by the Board, his retention in service is considered not viable or undesirable by such appointing authority.

7. The appointing authority shall have the right to retire the employee before superannuation as premature retirement in accordance with the provisions of the Government as applicable to the Government employees from time to time.

8. 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.

9. A College employee belonging to a vacation department shall be considered to have availed himself/herself 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. For performing duty in vacation, leave equal to one-third of the days on duty shall be credited to his leave account.

A College employee belonging to a vacation department who leaves his/her place of duty during a vacation is liable to be recalled by the College at any time.

#### 10. Substantive Appointment

(1) More than one employee cannot be appointed substantively to the same permanent post at the same time.

(2) A College employee cannot be appointed substantively to a post on which another College employee holds a lien.

(3) A College employee cannot be appointed, except as a temporary measure to two or more permanent posts at the same time.

(4) Applications of an employee for a post carrying lower scale of pay shall not be forwarded by the College.

11. Where a College employee does not resume duty after remaining on leave for a continuous period of five years or where a College 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 five years, he/she shall, unless the College 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.

12. Subject to terms of transfer when any Government servant whose services have been transferred to the College exercises his option for absorption in the service of the College, the College 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 College.

13. The date of retirement of a College employee, other than a Teacher/ Principal or Government servant on Deputation to the College shall be the end of the month in which he attains the age of sixty years as decided by the Board and/or the Government from time to time; and

(1) An employee may retire voluntarily from service any time after completing thirty years of qualifying service or on attaining the age of fifty years by giving a notice in writing to the Principal of the College 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 College may allow in any case. It shall be open to the said authority to withhold permission to an employee who seeks to retire under this provision, if he/she is under suspension or if enquiries against him are in progress.

(2) The principal with the approval of the Board may also require a College employee to retire pre-maturely in the interest of the College at any time after he 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.

(3) Provided that a review shall be conducted in respect to any College employee on completing thirty years of service of fifty years of age and fifty-five years of age in order to determine he/she should be allowed to continue further in service or be retired pre-maturely in the College's interest.

(4) Pre-mature retirements laid down above shall be made applicable in respect of employees who are known to be lacking in integrity or whose physical and mental condition is such as to make them inefficient for further services or whose continuance is not desirable in the interest of the College irrespective of assessment of their ability or efficiency in work.

(5) Once it is decided to retain an employee after thirty years of qualifying service or on completion of fifty or fifty-five years of age, as the case may be, he/she should be allowed to continue up to 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 subsequent works or work of conduct or the state of his/her physical health which may make earlier retirement clearly desirable.

(6) The criteria and procedure to be followed for Pre-mature Retirement shall be as laid down by the Board subject to the approval of the Board.

## **19. General Conditions of Service**

(1) Unless otherwise provided in the Byelaws, 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 College employees mutatis mutandis.

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

(3) Provided further that notwithstanding, the provision in this Bye law, the Government may issue special orders in respect of any matter pertaining or relevant to conditions of service of the employees of the College in general or employees of specific category or any specific posts of the College, as the case may

be, if issuance of such special order is considered necessary, appropriate and expedient at any time in public interest.