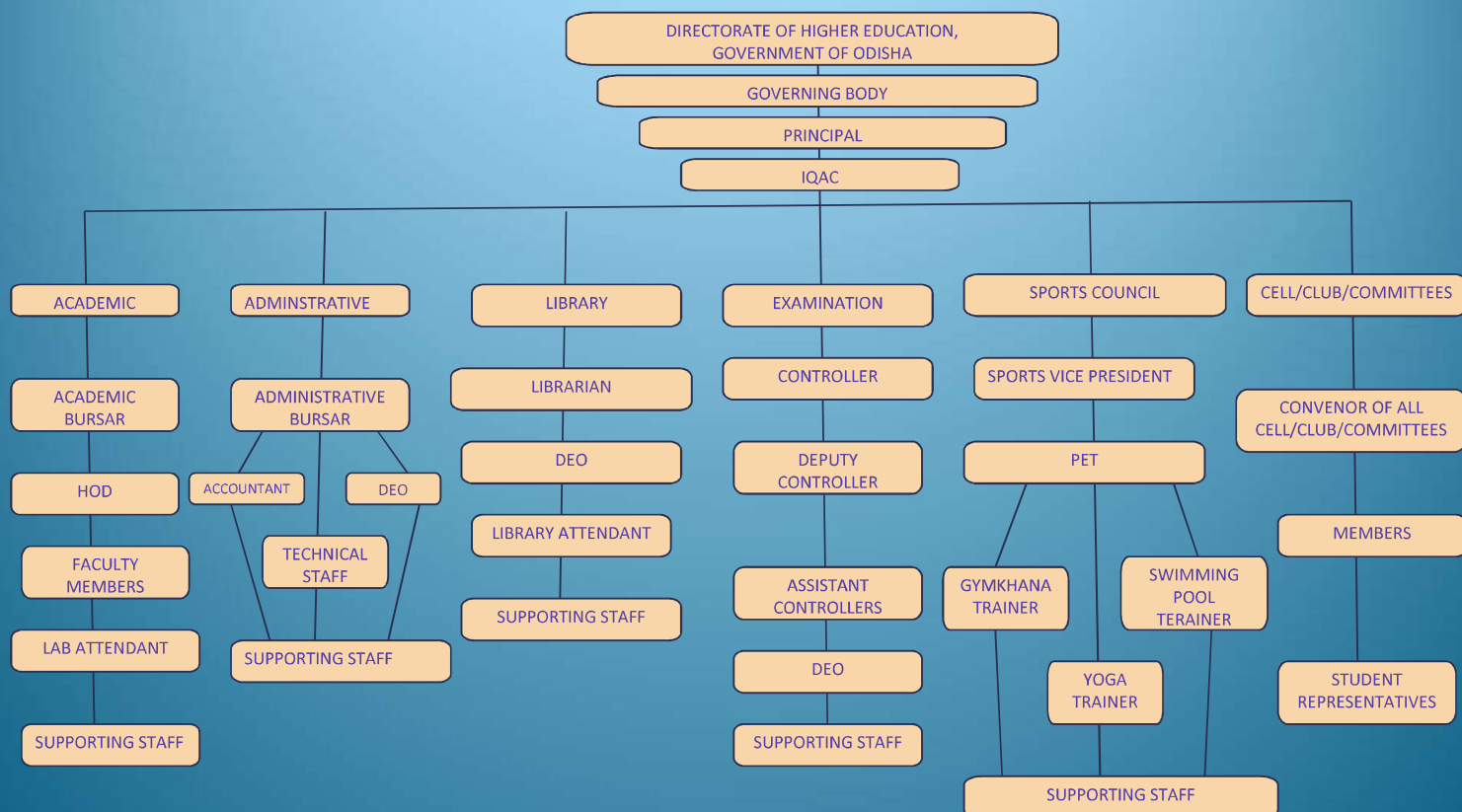




UDAYANATH AUTONOMOUS COLLEGE OF SCIENCE AND TECHNOLOGY, ADASPUR, CUTTACK

ORGANIZATIONAL STRUCTURE OF THE COLLEGE



BYE - LAW

FOR

U.N. AUTONOMOUS COLLEGE

OF SCIENCE & TECHNOLOGY

PRACHI JNANAPITHA

PO. : ADASPUR

DIST : CUTTACK

AS ADOPTED BY THE G.B

The Original draft prepared by the Bye-Law Committee of U.N. Autonomous College of Science & Technology was given the present shape after due discussion with five other autonomous colleges of Orissa.

BYE-LAW FOR AUTONOMOUS COLLEGES OF ORISSA

in pursuance of the provision made under section 10(3)(n) of the Orissa University Act 1989 read with 201 (1) of the Orissa Universities. First Statute 1990, the U.N. (Autonomous) College of Sc. & do hereby adopt the Bye-Law containing the following rules for effective function and imparting education both physical and mental under the guidance of the U.G.C. till date.

- i) Freedom to determine and prescribe its own courses of study and syllabi;
- ii) Freedom to prescribe rules for admission in consonance with the reservation policy of the State Government;
- iii) Freedom to evolve methods of assessment of students' work, the conduct of examinations, and notification of results;
- iv) Freedom to use modern tools of educational technology to achieve higher standards and greater creativity.

The address of the College shall be U.N. Autonomous College of Science & Technology.

The College shall have the following committees to ensure proper coordination and management of academic, financial and general administrative affairs.

- a) The 'Governing Body', here in after called G.B;
- b) The 'Academic Council', hereinafter called AC;
- c) The Board of Studies', hereinafter called BS;
- d) The 'Finance Committee', hereinafter called FC;
- e) The 'Examination Committee', hereinafter called EC;
- f) The 'Development Committee', hereinafter called DC;
- g) The 'Discipline Committee', hereinafter called DP ;
- h) The 'Library Committee', hereinafter called LC;
- i) The 'Admission Committee', hereinafter called ADC;
- j) The 'Students' Welfare Committee', hereinafter called SWC;
- k) The 'Planning and Evaluation Committee', hereinafter called P&EC ;
- l) The 'Grievances Redressal Committee', hereinafter called GRC.

Governing Body

3A. Constitution of Governing Body (As per U.G.C. guidelines) for Private Autonomous College

Member	Category	Nature
Members	Management	Trust or Management as per the constitution of the Byelaw, with the chairman or president/director as the Chairperson
Members	Teachers of the college	Nominated by the Principal based on seniority.
Member	Educationist or industrialist	Nominated by the Management
Member	UGC nominee	Nominated by the UGC
Member	State government nominee	Academician not below the rank of professor or state government official of Directorate of Higher Education/State Council of Higher Education.
Member	University nominee	Nominated by the university.
Member	Principal of college	Ex-officio

B. Term:

Each nominated member shall have a term of two years. A member may also be re-nominated for a subsequent term of two years. In case of nominations made under 3A above, the members shall continue to be the members of the GB for two years or till such time as they shall continue to be members of the Staff of the College, whichever is earlier,

Vacancies in the GB caused by exigencies shall be filled in from the same category for the rest of the term.

Function

The G.B shall be the principal body in the management of the College and shall make all policy decisions and shall have the following powers :

- i) To manage and administer the revenue and properties of the College;
- ii) To create teaching and other academic posts; determine their number, eligibility criteria as per the norms of the UGC and fix their emoluments in consultation with the FC;
- iii) To create all posts, other than academic; to decide their terms and conditions and to make appointments to such posts;
- iv) To approve the fees and other charges payable by the students of the College as prescribed by the FC;
- v) To institute scholarships, fellowships, awards, prizes etc;
- vi) To appoint committees as may be necessary from time to time for different purposes, Curricular and Co-curricular activities;
- vii) To appoint Auditors for the ensuing years;

-) To approve new programmes of study leading to Degrees both U.G., P.G and /or Diploma and Certificate besides self financing course programmes;
- To open accounts in the name of the College in one or more scheduled banks and to lay down procedures for operation of the accounts;
- To issue appeals for fund and to receive grants, donations, contributions etc. for carrying out developmental work of the College;
- To raise a corpus through donations for the purpose of instituting fellowship, scholarship and awards to deserving students and teachers and endowments for such purposes as may be suggested by the AC;
-) To make provisions for building premises, furniture, furnishings, equipment, appliances, gadgets and other facilities required for the College;
- i) To maintain a fund to which shall be credited:
 - a) Grants provided by Central/State Govt. and U.G.C ;
 - b) Fees and other charges received by the College;
 - c) Grants, gifts, donations, received by the College;
 - d) Money received from any other source from time to time as may be decided by the Principal with the approval of the G.B;
- v) To maintain accounts and other relevant records and to prepare Annual Statements of Accounts including the balance sheet for the previous financial year;
- v) To approve the mode of conduct of examinations including entrance tests for admission to various course programmes and to approve and publish the results for award of Degrees, Diplomas and Certificates as the case may be; to raise funds from outside sources and seek an exemption of income-tax under section 80(c) and also foreign donations;
- vi) To establish and approve proposal for management and maintenance of hostels of the College;
- vii) To approve the rates of remuneration, honorarium, T A/CA/DA and other incidental expenses related to examination, moderation, tabulation and for such persons as appointed for the purpose of examination as recommended by the FC and the EC;
- viii) To do such other acts as to make such decisions as may be necessary for smooth and effective management of the College;
- ix) Refer matters to committees concerned for their opinions.

Meeting of the G.B

- i) The G.B shall ordinarily meet at least thrice a year. The Secretary shall convene the meetings with no less than 7 clear days notice and shall submit the proceedings of the meeting to the President soon after the meeting. However, extraordinary meetings can be convened in consultation with the President as and when necessary (48 hrs notice).
- ii) Five members shall form the quorum for a meeting of the G.B.

- iii) In case of a need for voting, each member of the G.B shall have one vote. The decisions at the meeting of the G.B shall be made by simple majority of votes. In case of a tie, the President shall have a casting vote.
- iv) No motion or resolution shall be moved in the meeting of the G.B. without the permission of the President.
- v) Every meeting of the G.B shall be presided by the President and in his/her absence by a Working President. In absence of both President and Working President, members present will choose one from among them to preside over the meeting. In such a case, no items other than specified in the agenda shall be taken up.
- vi) Decisions may be made by the G.B through circulation of the appropriate resolution (s) among the members. Such decisions shall be deemed to have been passed provided that at least five members of the G.B. record their views in the affirmative. Such resolution should be placed before the meeting.
- vii) If a member of the G.B fails to attend three consecutive meetings without leave of absence, he/she shall cease to be a member of the G.B.

Delegation of powers :

The G.B by a resolution may delegate such powers to the President or Secretary/ Principal as it may deem prefer, subject to the condition that the action taken by the President or Secretary/ Principal in the exercise of the power(s) so delegated, shall be reported at the next meeting of the G.B.

ACADEMIC COUNCIL (AC)

The AC shall be the principal academic body of the College and shall, subject to provision of rules of the College, have the control over and be responsible for the maintenance of standards of education teaching and training, inter-departmental co-ordination, research, examination and test within the College and shall exercise such other powers and perform such other duties and functions as may be conferred upon it by the

Composition

The AC shall comprise :

- Principal of the College as the Chairman, Ex-officio;
- All heads of teaching departments;
- Four senior teachers of the College to be nominated by the Principal;
- No fewer than four specialists from outside the College representing Commerce, Education, Industry, Law, Medicine and Engineering etc. to be nominated by G.B.
- Vacancies arising out of exigency shall be filled up from the appropriate category by the Principal for the rest of the term;
- Three faculty members of the Utkal University;

A faculty member of the College to be nominated by the Principal as Member Secretary of the AC.

Term :

Two years on rotation, except for Ex-officio members. In case of members nominated under (ii), (iii) & (v) above, they shall continue to be the members of the AC for two years or till such date as they shall continue to be members of the staff of the college, whichever is earlier.

Functions:

To exercise general supervision over the academic work of the College and to give directions regarding methods of instruction, evaluation & research for improvement of academic standards;

To prescribe curriculum/courses of studies for courses leading to degrees and diplomas;

To scrutinize and approve the proposals of the BS with or without modification; if the AC differs from the proposal, it may reject or return the matter to, for reconsideration, with necessary reasons therefor. In case the BS resubmits without any change, the AC shall reserve the right to accept or reject the proposals;

To formulate rules and regulations for conduct of examinations and evaluation, not inconsistent with the provisions of the bye-law framed thereunder;

To formulate rules and regulations for admission to different programmes of study, sports and other extracurricular activities, discipline, attendance, admission to hostels and for award of scholarship, fellowship and free studentship, for proper maintenance and functioning of the playground and hostels etc;

To recommend to the G.B on measures for improvement of standards of teaching, training and research; introduction of new programmes of study, if necessary, on abolition or withdrawal of ineffective/failing discipline(s);

To appoint sub-committee(s) to advise on such matters as may be referred to it by the G.B, to consider the recommendations and take actions including making of recommendations to the G.B as the circumstance may demand;

To take a periodic review of the activities of various departments; To recommend institution of teaching post(s) to the G.B;

To avail the services of guest faculty, faculty and / or exchange programmes for various disciplines as and when required;

To exercise such other powers and perform such other duties as may be necessary from time to time.

Meeting

AC shall ordinarily meet at least once a year with a fifteen day notice by the Secretary for each meeting. An extraordinary meeting may be convened by the Chairman as and when necessary.

One-third of the total members shall constitute the quorum for a meeting;

Decisions may be made by the AC through circulation of a resolution among the members of the AC. Such decisions shall be deemed to have been passed in a meeting provided that at least one-third of the members record their views in the affirmative.

BOARD OF STUDIES (BS)

A. Composition:

There shall be one BS for each teaching department comprising :

- i) Head of the department as Chairman, Ex-officio;
- ii) Teachers of the department concerned subject to a maximum of five, preferably from different fields of specialisation;
- iii) Two experts on the subject from outside the College to be nominated by the AC;
- iv) One expert to be nominated by the Vice Chancellor of Utkal University from the panel of six names recommended by the Principal;

The Chairman, with the approval of the Principal, may co-opt. two experts on the subject from outside the College.

m:

Two years. In case of members under (ii) above, they shall continue to be the members of the BS for two years or till such date as they shall continue to be the members of the staff of the College whichever is earlier.

Functions

The BS of a department in the College shall

Prepare the curriculum for various courses keeping in view the objectives of the College, local and national requirement, for consideration and approval of the AC;

Suggest a panel of names to the E C for appointment of question-setters and examiners;

Coordinate research, teaching, extension and any other academic activity in the department / College;

Suggest methodologies for innovative teaching and evaluation techniques;

Monitor teaching, learning in the College through assessment of learner(s)' performance and suggest improvement, modification on the basis of such assessment taking care to see that the curriculum is not changed too often;

Change / modify / improve the curriculum in a subject, if necessary, after assessment of learners' performance, teachers' opinion and new developments in the subject but not before three batches of students pass out.

Meeting:

The Principal of the College shall draw the schedule for the meeting of the BS for different departments. Each BS shall ordinarily meet at least once a year.

FINANCE COMMITTEE (FC) :

6A. Composition:

The FC shall comprise :

- i) The Principal as the Chairman, Ex-officio;
- i) A person to be nominated by the G.B;
- ii) One senior teacher of the College to be nominated by the Principal as member-secretary.

Term :

Two years. In case of nomination made under (iii) above, the teacher shall continue to be the member of the FC for two years or till such time as he/she shall continue to be the member of the staff of the College, whichever is earlier.

Powers and Functions:

The FC shall be an advisory body to the G.B and shall meet at least twice a year to prepare the budget estimates relating to grants received/receivable from the UGC, Government and Non-governmental sources, income from fees etc. collected and place them before the G.B for approval;

A separate Account of the Autonomous College shall be maintained;

The FC shall consider the audited accounts of the College;

The FC shall fix limits of the total recurring and non-recurring expenditure of the year based on the income and resources of the College. No expenditure shall be incurred by the College in excess of the limits so fixed;

No expenditure other than that provided in the budget shall be incurred by the College without the concurrence of the Finance Committee;

The FC shall prescribe the Admission Fee, Tuition Fee and other sessional charges to be paid by the students, as suggested by the Ad C

The FC shall recommend rates of remuneration/honorarium for various persons, as suggested by the committees concerned to the G.B

EXAMINATION COMMITTEE (EC)

Composition -

EXC shall comprise

The Principal as the Chairman, Ex-officio;

Two members of the AC to be nominated by the Principal;

Three senior faculty members of the College to be nominated by the Principal;

The Controller of Examinations who shall be the Member-Secretary, ex-officio.

Term:

Term of the members of the EC shall be two years except for the Chairman and Member Secretary. The members nominated under (iii) above shall continue to be the members of EC for two years or till such time as they shall continue to be members of staff of the College, whichever is earlier.

Powers and Functions:

- i) To recommend to the G.B /Principal with or without modification, the names of suitable persons for appointment of Examiners/Question Setters, prepared by the BS and vetted by the Controller of Examinations; There shall be a choice of three names to be considered for the appointment of every question setter and examiner in respect of all the papers of all the examinations;
- ii) To consider the reports of Boards of Conducting Examiners (BCE), on the work of chief, additional, special and assistant examiners;
- iii) To consider all cases of unfair practice in examinations and make suitable recommendations to the G.B
- iv) To examine and recommend the Examination Fee structure to the G.B getting the concurrence of the FC;
- v) To prepare the modalities for entrance tests for admission and to conduct such tests and prepare the merit list for the ADC.

Powers of G.B Vis-a-vis EXC :

- i) The list of examiners/question setters vetted by the EXC shall be placed before the G.B for ratification and approval. Thereafter the Principal shall be competent to appoint specific examiners/question setters for specific papers from out of the approved list;
- ii) In urgent cases the Principal shall be competent to appoint the examiners/question setters outside the panel approved by the G.B
- iii) The G.B shall be competent 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 setters, examiners, and Board of Examiners and such directions and instructions in all matters relating to the conduct of examinations shall be final;
- iv) The G.B Shall be competent to approve the result of all examinations before publication;
- v) In cases of emergency, the Principal, on the recommendation of Conducting Board (CB) may approve the result of an examination on behalf of the G.B provided that such approval must be ratified in the next meeting of the G.B. In matters of Exam, the confidentiality shall be maintained and efficiency in conduct of examinations evolutions and publication of results shall be the primary duty of the controller of examination on behalf of the principal.

Meeting

Ordinarily the EXC shall meet at least twice a year.

Any three shall form the quorum for meeting of the EXC.

In case of emergency an extraordinary meeting of the EXC can be convened by the Secretary in consultation with the chairman as and when necessary.

DEVELOPMENT COMMITTEE (DC)

Composition:

DC shall comprise :

- i) The Principal as Chairman Ex-officio;
- ii) The Vice Principal as Member Secretary, Ex-officio;

- iii) One senior teacher from each Faculty nominated by the Principal;
- iv) Superintendents of all hostels, Ex-officio;
- v) NCC, NSS, YRC officers and Rover & Ranger Leaders, Ex-officio;
- vi) One member of FC to be nominated by FC;
- viii) Prof-in-charge, UGC matters;
- x) One Nominated by the G.B.

Term :

Two years except for ex-officio members. In case of nominations made under (iii) above, they shall continue to be members of the DC for two years or till such time as they shall continue as members of the staff of the College whichever is earlier.

Functions:

- i) The DC shall be the planning body of the College and shall monitor the physical and infrastructural development of the College.
- ii) The DC shall place its proposals and recommendations before the G.B. for approval.
- iii) The DC shall coordinate with appropriate government authority for implementation of developmental programmes.

Meeting:

The DC shall ordinarily meet at least three times a year convened by the Secretary in consultation with the Chairman.

DISCIPLINE COMMITTEE (DpC)

A. Composition:

The DpC shall comprise :

- i) The Principal as the Chairman, Ex-officio;
- ii) The senior most teacher of the College as the Executive Chairman;
- iii) The Vice Principal as the Member Secretary;
- iv) One senior teacher from each faculty to be nominated by the Principal;
- v) Four members of the staff at least one of whom shall be a lady-member to be nominated by the Principal.

B. Term:

The term shall be two years except for ex-officio members. The nominations made under (iv) and (v) above shall continue to be members of the DpC for two years or till such time as they shall continue as members of the staff of the College whichever is earlier.

9 C. Functions:

- i) The DpC shall be an advisory committee to regulate and enforce discipline among the students, teaching & non-teaching staff of the college and to take appropriate action wherever necessary.
- ii) The DPC shall investigate and consider all matters of discipline of students and employees of the College and shall place their recommendations before the G.B for approval.

9D. Meeting:

The Meetings of the DpC shall be convened by the Secretary in consultation with the Chairman as and when cases of discipline shall arise.

LIBRARY COMMITTEE (LC)

10A. Composition:

The LC shall comprise :

- i) The Principal as the Chairman, Ex-officio;
- ii) One senior teacher to be nominated by the Principal as Executive Chairman;
- iii) The Librarian of the College as Member Secretary, Ex-officio;
- iv) One teacher from each discipline to be nominated by the Principal as member;
- v) Prof-in-charge, UGC matters;
- vi) One from the Library Staff to be nominated by the Principal.

10B. Term:

The term of each member shall be two years except for ex-officio members. In case of nominations made under (ii), (iv) & (vi) above, the members shall continue to be members of the LC for two years or till such time as they shall continue as members of the staff of the College whichever is earlier.

10C. Functions:

- i) The LC shall formulate policies pertaining to purchase and procurement of books, journals, magazines, periodicals, furniture, equipment and stationery required for the library and reading room.
- ii) The LC shall be responsible for maintenance of all kinds of property of the library and the reading room.
- iii) The LC shall make regulations regarding issue and return of books etc.
- iv) The LC shall recommend proposals for weeding out irrelevant stock and introducing new material for approval of the G.B.
- v) The LC shall submit a phase by phase proposal to computerise the holdings in the library and make them available on-line in future for approval of the G.B;
- vi) The LC shall place the annual requirements of the library before the G.B for approval.
- vii) The LC shall be responsible for the smooth running of the day to day activities of the Library.

0D. Meetings:

The LC may meet at any time depending upon the requirement but not less than three times a year and such meetings shall be convened by the Secretary in consultation with the Chairman/ Chairman of the G.B. with at least 48 hours notice. Fifty per cent of the total members shall constitute the quorum of such meetings.

ADMISSION COMMITTEE (AdC)

1A. Composition

The AdC shall comprise :

- i) The Principal as the Chairman, Ex-officio;
- ii) A senior teacher of the College nominated by the Principal as Member Secretary;
- iii) One senior teacher from each faculty nominated by the Principal;
- iv) One senior teacher from each Post Graduate department nominated by the Principal;
- v) Six members of the staff nominated by the Principal representing all the faculties as Admission Officers for respective faculties.

B. Term:

One year. In case of nominations made under (ii), (iii), (iv) & (v) above, the members shall remain as such for one year or till they continue as members of the staff of the College whichever is earlier.

C. Function :

- i) To formulate the general principle of admission, not inconsistent with the existing practices;
- ii) To prepare and publish the Admission Forms and Prospectus for Admission;
- iii) To call for applications, fix up the last date for submission of applications and dates of admission;
- iv) To conduct admissions as per rules laid down;
- v) To interpret the rules of admission;

D. Meetings:

The AdC shall definitely meet once within fifteen days after the end of Higher Secondary Examinations and once within three days after the declaration of results of Higher Secondary Examinations by the Council of Higher Secondary Education, Orissa and of Degree Examinations by the Autonomous Colleges and Universities. However the AdC may also meet at any other time as necessary. All meetings shall be convened by the Secretary in consultation with the Chairman.

STUDENTS' WELFARE COMMITTEE(SWC)

3A. Composition:

The SWC shall comprise :

- i) The Principal as Chairman, Ex-officio;
- ii) One of the senior teachers nominated by the Principal to be the Vice-Chairman of the SWC;
- iii) Three teachers from each faculty to be nominated by the Principal provided that one third of them shall be lady teachers;
- iv) Three students from each class of different faculties to be nominated by the Principal on the basis of merit in the field of academics, sports and other extra curricular activities provided that at least one third of total student members shall be women;
- v) NCC, NSS YRC Officers, Rover/Ranger Leaders, PET and Superintendents & Deputy Superintendents of all hostels as ex-officio members.

The Chairman shall act as the Director, Students' Welfare (DSW) and Secretary to the Committee.

B. Term:

The term for the student members shall be one year or till they continue to be the students of the College, whichever is earlier and two years for others. In case of nominations made under (ii) above, the members shall remain as such for two years or till they continue as members of the staff of the College whichever is earlier.

C. Functions

With the objective to identify and encourage creative talents, inculcate a spirit of discipline, leadership and social awareness, promote physical and mental development among students and to provide basic amenities, the SWC shall

- i) conduct competitions in creative, cultural, literary, sports and general awareness activities;
- ii) arrange symposia and seminars on topics of local, national and international interest;
- iii) organise Social Welfare Activities and recommend names of needy students to the FC for financial assistance;
- iv) ensure cleaning and maintenance of buildings, toilets, garden, electrical fittings, provision of sufficient portable water in the College/Hostel and make available such utility services as Canteen, First Aid Centre, Information Bureau, Post Office and Bank;
- v) take up such other activities as shall be approved by the G.B.

Meeting:

The Meetings of the SWC shall be held as and when required and all meetings shall be convened by the DSW - Secretary in consultation with the Chairman. Fifty per cent of total members shall constitute the quorum.

PLANNING & EVALUATION COMMITTEE (PEC)

14A. Composition

The PEC shall comprise:

- i) The Principal as the Chairman, Ex-officio;
- ii) The senior most member of staff as Executive Chairman and Secretary Ex-officio;
- iii) All heads of teaching departments;
- iv) Prof-in-charge, UGC matters.
- vi) Controller of Examinations, Ex-officio.

14B. Term:

Two years, except for ex-officio members.

14C. Functions :

To formulate policy and draw an annual plan for curricular, and extra-curricular activities for approval of the G.B;

To propose changes in structure or formatting of academic services made available in the college to be placed before the AC for making suitable recommendations to the G.B;

To evolve a mechanism of registering feedback from graduating students for future guidance, especially in relation "to self-financing courses;

- v) To do such other duties as may be approved by the G.B.

Meetings :

The PEC shall meet at least once on a quarterly basis or as and when necessary.

The Executive Chairman and Secretary of the Committee shall convene the meeting in consultation with the Chairman.

GRIEVANCES & APPEALS COMMITTEE (GAC)

15A. composition :

The GAC shall comprise :

- i) The Principal as the Chairman, Ex-officio;
- ii) Executive Chairman / Member Secretary / Secretary of all committees except the G.B;
- iii) The senior most member shall act as the Secretary of the GAC.

n:

Two years except for the Principal.

Function

- i) To scrutinize, investigate and consider all petitions / complaints, grievances of the students and employees of the College also those submitted by guardians and citizens and place their considered opinion for the approval of the G.B;
- ii) To identify potential areas of error in the system as a whole and suggest preventive / remedial measures in the form of resolutions for the approval of the G.B;
- ii) To perform such other duties as shall be assigned to it from time to time.

Meeting

Meetings of the GAC shall be convened as and when required by the Secretary in consultation with the Chairman. Ordinarily, however, the GAC shall meet at least twice a year to review the function as enumerated under (ii) above.

OFFICERS

The officers of the College shall be the President, Principal, Vice-Principal, Administrative Bursar, Accounts Bursar, Controller of Examinations and such other persons as may be designated as such by the G.B.

AUTHORITIES

The following shall be the authorities of the college

- i) The G.B;
- ii) Such other committees/authorities as may be constituted by the G.B.

LEGAL PROCEEDINGS

All legal suits instituted by or on behalf of the College shall be in the name of the Principal, Autonomous College. For conduct of all such suits and for the defence in all suits brought against the College, the Principal or an officer of the College duly authorised by the Principal shall represent the College, sign the pleading, receive summons, attend the court, consult lawyers and take such other steps as may be necessary in connection with the suits under the general direction of the Principal.

ANNUAL REPORT

An Annual Report on the performance and activities of the College during the year shall be prepared by the College for the information of Govt./UGC / Utkal University and the members of the G.B and rural public. A draft of the Annual Report shall be prepared by the end of academic session and shall be placed before the G.B for its consideration and approval. The Annual Report so approved shall be published and forwarded to all concerned.

INTERPRETATION

Where there is no provision or insufficient provision in any matter in these rules the decision of the G.B shall be final for all purposes.

Where any doubt arises in interpretation of any provision in these rules the matter shall be referred to the G.B whose decision shall be final and binding.

AMENDMENT

Alteration or amendment of any of these rules may be made by resolution passed by a two-third majority of the total members of the G.B at a meeting convened for the purpose.

CURRICULAR ORGANISATIONS

Sports Council

1. The Principal shall be Chair -person of the Council.
2. A senior member of the faculty nominated by the Principal shall function as ViceChairman/Chair-person.
3. Three members of different faculties shall be the members of the Council.
4. P.E.T / P.E.T.s and Gymnasium Instructor shall be the members.
5. Two student representatives from each class shall be selected by the Principal in consultation with the respective head of the department and PET.
6. Senior most P.E.T Shall be the Secretary of the Council to convene the meeting in consultation with the Vice Chair person.
7. The duration shall be one academic year.

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1. The Council shall sit at least twice in an academic year.
2. It may also sit as and when necessary in consultation with the Principal to periodically review and monitor sports and gymnasium activities.
3. To prepare Annual Report containing among other things, the performance and achievement of sports persons and Gymnasium.
4. The Council may recommend any improvement, development or change of Stadium and Gymnasium for betterment :

Cultural Association

1. The Principal shall be the Chairman of the Association.
2. There shall be three Vice-Presidents from among the faculty members as selected by the Principal, provided that, at least, one shall be a lady VicePresident.
3. Five members of the faculty from different branches shall be the members.
4. Two representatives from each class as nominated by the Principal in consultation with respective Deptt. Heads shall be members. However, at least, three shall be girl students.
5. Duration of the Association shall be one academic year.
6. Out of the five faculty members of the Association one shall be the secretary, duly nominated by the Principal.

ctions

1. At least one meeting of the Association shall be held in an academic year.
2. All cultural functions of the college and in the college shall be conducted by the Association.
3. Accounts of the Association shall be maintained by the secretary after due approval of the Principal.
4. Annual Report of the Association shall be prepared every year by the Association and the same shall be sent to the G.B. for perusal and necessary action.
5. Any suggestions and recommendations in connection with its functioning may be recommended to the G.B. for necessary action.

6. The cultural Association shall strive to develop the latent creative and artistic talent in the students of the College.

Oriya Sahitya Samaja

1. The Principal shall be the Chairperson of the Samaja.
2. The H.O.D. of Oriya shall be the senior most Vice Chairperson of the Samaja.
3. Two more Vice Presidents shall be selected by the Principal from among the faculty members taking into account, their contributions to Oriya literature.
4. H.O.D. of Sanskrit shall function as the Secretary of the Samaj.
5. Three members from different faculties shall be selected by the Principal to be the members.
6. Two representatives from each class shall be the members of the Samaja. However, at least, five girl students shall be selected to be the members.
7. Its duration will be one year. There shall be, at least, one sitting member of the Samaj in an academic year provided that the Principal in consultation with the Vice-Presidents may ask the Secretary to invite as many members as he/she deems necessary.

tion

1. Oriya Sahitya Smaja shall organise a meeting preferably during Kumar Utsav time by inviting dignitaries of Oriya language and literature as guests.
2. Besides, the Sahitya Samaja may felicitate one or two contemporary luminaries of literature on such occasions.
3. The Samaj may organise meetings on various aspects of Oriya and classical literature.
4. The Samaj may publish an annual journal containing quality writings from past and present.
5. The Samaj shall prepare Annual Report to be presented to the G.B, every year along with recommendation or suggestion, if any.

English Society :


1. Principal shall be the Chair person of the Society.
2. H.O.D. of the English Deptt. Shall be one of the Vice-Chair-persons.
Two more Vice Chairpersons may be nominated by the Principal from the other departments.
3. Two student representatives from each class shall be nominated by the Principal as members.
4. One of the senior faculty members of the deptt of English may be nominated as the secretary.
5. An outstanding scholar in English other than teaching staff of the college may be nominated by the Principal as the Vice President.

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The duration of the Association shall be one academic year.

tions

1. One of the main functions of the Society is to bring about development of both spoken and writing in style and content.
2. The Society may hold as many meetings as the Principal deems proper.
3. The society shall organise intra-college and inter-college debates more than once in a month.
4. The society shall organise intra-college and inter-college essay competitions every year, provided that the intra-college essay competition shall be once in every month.
5. The society shall organise audio-visual demonstration as many times as may be necessary for the development of students in general.
6. It Shall prepare an Annual Report, to be presented to the G.B along with recommendation or suggestion, if any.


Principal-In-Charge-cum-Secretary
U.N. College of Sc. & Tech.
Adaspur, Cuttack

RULES AND REGULATIONS OF THE GOVERNNING BODY OF UDAYANATH COLLEGE OF SCIENCE AND TECHNOLOGY

AT/P.O : ADASPUR, DIST. : CUTTACK



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UDAYANATH COLLEGE OF SCIENCE AND TECHNOLOGY
REGISTERED OFFICE : A1-PRACHI JANAPITHA, P.O. ADASPUR, DIST. CUTTACK
OBJECTIVES :

- i) To establish College to impart higher education to the local people and backward classes in particulars along with others in Arts, Science, Commerce & Technology, Polytechnic & Engineering, Pharmacy etc. with efficiency at minimum costs.
- ii) To foster advancement of knowledge by founding clubs, Seminars, Debating societies and similar allied institutions.
- iii) To help the poor deserving students in being educated.
- iv) To popularise and spread education amongst the backward and the poor.
- v) To raise the standard of discipline self confidence and dignity of Labour amongst its students and prepare them to face the realities of life.
- vi) To infuse the spirit of honesty, Sincerity, Integrity, National Service and Patriotsim in its students.
- vii) To promote Educational, Cultural, Spiritual, Athletic and ether activities.
- viii) To conduct community services through its student and teachers.
- ix) To run N.C.C., N.S.S., Scouts and Guides and Red-cross organisations and organise excursion, study tours and other extra curricular activities.
- x) To provide maintainance and development of the college and welfare of its students and prepare them to lead and inndependent life after college education.

4. OTHER RULES :

- a) To Acquire, Purchases, Take on lease or by exchange, Gifts or settlement or site movable or imovale or whether description of all rights and privileges necessary or convenient for the college.
- b) To construct and maintain buildings, necessary for the college, classes, officers, hostels, residence for staff members and such other purposes.
- c) To hold and manage movable and immovable properties acquired for the college.
- d) To promote co operation and bring responsibilities for cause of education.
- e) To formulate by laws to suit the objectives of the committee in uniformity with the Education acts and acts of Utkal University.
- f) To formulate schemes for the benefit of students, Teachers and Employees of the college.
- g) To run the college smoothly without any political bias.
- h) To

5. INTERPRETATIONS :

- a) College management :
- b) General body : means Committee formed to establish the college and to take care of its developments.
- c) Governing body : means The Governing body of the college to run and look into the details of the administration of the college.
- d) Funds : means The assets in cash and kind by the Governing body (Funds received as membership fees, funds received from students as fees fines, grants received from the government, N.C.C., N.S.S. and funds received by public donations from social and economical projects/organisation.

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Life members : A person who will donate atleast a sum of Rs. 51,000/- (Rupees Fifty-one thousand only) and whose association with the college will be considered as beneficial shall be a life member.

- b) Distinguished members : A person who will donate atleast a sum of Rs. 51,000/- (Rupees Fifty one thousand only) and whose association with the college will be considered as beneficial shall be a life member.
- c) General member : A person who will donate atleast a sum of Rs. 51,000 (Rupees Fifty-one thousand only) and membership fee shall be a general member.
- d) Honorary member : Elected representatives of the locality and experience on different fields in and around the locality may be taken as honorary member.
- e) The foundation body reserves the right to select distinguished persons who will donate atleast Rs. 21,000/- (Rupees Twenty-one thousand only)

FUNCTION OF THE GENERAL BODY :

- a) To run the college and start classes from the Academic session 1986-87.
- b) To take effective steps to construct the buildings.
- c) To form the first general body of the college consisting of not less than 11 (eleven) and not more than 15 (fifteen) members.
- d) To sit atleast once a year generally to verify/look after the accounts and other matters of the organisation/institution and pass resolution.

FUNCTION OF THE GOVERNING BODY :

- a) The Governing body shall manage the whole business and day to day activities of the college and shall have all power, duties and function necessary for carrying out the objectives of the committee including framing out rules and regulations of the college.
- b) It shall be a continuous body representing a common strength which can be..... Not less than 11 (eleven) and not more than 25 (twenty-five) members.
- c) The Governing body shall select from its members a President, a vice-president, a secretary a joint secretary and a treasurer.
- d) The accounts shall be operated by its Secretary and the joint secretary/treasurer.
- e) The Principal of the college shall be ex-officio member of the Governing body and A member of the teaching staff elected as a representative of the teachers shall be a member.
- f) The term of the office-bearers shall be three years and members can be re-elected.
- g) One-third of the non-official to the Governing body members shall retire every year.
- h) The members retiring can be re-elected.
- i) The Governing body shall -do- its best to make the college full-fledged with degree classes in Arts, Science, Commerce and also post graduate and job oriented classes subject to the regulations of the Utkal University.
- j) It shall design to make students hard-working, Self-confident and patriotic citizens by imparting co-curricular training in different jobs, associations with social and philanthropic organisations.
- k) For allround development of the students the Governing body shall encourage formation of athletic clubs, Science clubs, Debating societies, cultural societies etc. under the guidance of the teachers.
- l) The Governing Body shall accept donations for the benefit of the college.
- m) The Governing body shall raise funds by charity shows, matches and by taking various projects.

Governing body shall utilise any recurring and non-recurring grants received from the Government.

- p) The Governing body shall appoint lecturers and other staff under the conditions laid down and shall discharge and punish according to rules.
- q) The Governing body shall provide all facilities to the Authorities of the Education department and deputed officers of the Government to the college to pursue the accounts.

9. SITTING OF THE GOVERNING BODY :

The Governing body shall sit atleast once in a month.

10. CO-OPERATIVE MEMBERS OF THE GOVERNING BODY :

The Governing body, if necessary arises, can co-operate a person or persons of experience in a particular branch of activity to advise the Governing body, however such co-operated member or members shall take part in discussion on all topics in meetings of the Governing body but shall not vote.

11. TERMINATION OF THE MEMBERSHIP OF THE GOVERNING BODY :

- a) Membership can be terminated by the resignation addressed to the secretary or the President and accepted by the Governing body.
- b) A member of the Governing body ceases to be so if he retires and fails to be re-elected.
- c) Any member of the Governing body who absents himself/herself for 3 (three) consecutive ordinary meetings without valid reasons and timely intimation thereof shall cease to be a member.
- d) Activities of a member if found *detr*imental to the interest of the college, he shall be asked by the Governing body to show cause, for such action, if Governing body is not satisfied by the explanation put forth by the member, he shall be removed from membership in a special meeting called for the purpose.
- e) Each member of Governing body (except the official members) shall donate atleast a sum of Rs.51/- (Fifty-one) only each towards membership fee.

12. (A) FUNDS OF THE COLLEGE :

Funds of the college shall comprise of the following.

- a) Donations received from benevolent persons.
- b) Monthly fees and fines received from the students.
- c) Membership fees from the members of the General body and Governing body.
- d) Financial aids received from the Government, Semi-Govt. and from any other organisations or local body.
- e) Profit out of economic projects.
- f) Sale proceeds of any products of the college.
- g) Profit out of charity show.

B) AUDIT OF THE COLLEGE :

Funds shall be audited by a Govt. auditor or any Charatered Accountant or a qualified auditor appointed by the Governing body, once in a year.

12. FUNCTION OF THE PRESIDENT :

The President shall preside over and conduct all meetings of the Governing body, preserves due order sign all documents and shall be allowed to cast his vote when the voters

Order and procedure the discussion of the President shall be final. He shall supervise the work of the Secretaries. He is in charge of all prospective plan. He may ask the Secretary to call any emergency meeting of the General body and in case he fails to do it within one month the President himself shall call such meeting. The President shall countersign in any non-recurring expenditure exceeding Rs. 5,000/- (Rupees Five hundred) only and which is to be approved in General body meeting next.

4. FUNCTION OF THE VICE-PRESIDENT :

- a) The duties of the vice-president shall be to assist the President in carrying out the aim and the objects of General body and preside over the meetings in absence of the President, to act on behalf of the President on any occasion in his absence.
- b) In absence of the President one vice-president in member elected by the members in the meeting will preside over the meeting.

5. FUNCTION OF THE SECRETARY :

- a) The Secretary shall execute the decision of the Governing body and shall look into the day to day administration of the college. He shall be in charge of the General body. He may seek assistance of any suitable member or members for the efficient discharge of his function.
- b) The Secretary shall be the corresponding agent of the Governing body and the General body and shall correspond with the authorities.
- c) The Secretary shall convene the meeting of the Governing body and the General body in consultation with the President. He shall Prepare the agenda of such meetings and shall place before the Governing body all important affairs of college.
- d) The Secretary shall keep records of the proceedings of such meetings. He shall place for approval of the proceedings of the meetings in the next ordinary meeting. He shall send a copy of the proceeding to the D.P. I. and concerned authorities if necessary. He shall effect to the resolution passed by the Governing body.
- e) The Secretary shall modify and notify the vacancy if any and fill up and take steps in consultation with the Governing body.
- f) The Secretary shall be in charge of the invested funds and legal document belonging to the college. He shall run the accounts. He shall make all payments. He shall sign all receipts on behalf of the Governing body.
- g) The Secretary will grant casual leave to the Principal and give discussion on other types of the employee.
- h) The Secretary shall call for quotation and tenders to select from contractors for supply and construction works, issue supply orders enter into agreements and pass payment orders on behalf of the Governing body.
- i) The Secretary can look into non-recurring expenditure not exceeding Rs. 5,000/- (Rupees Five thousand) only and which is to be approved in the Governing body meeting time to time.
- j) The Secretary shall generally supervise the working of the various activities of the college.
- k) The Secretary shall perform such functions as may be required from time to time in accordance to its objectives.

6. FUNCTION OF THE JOINT SECRETARY :

The Joint-Secretary shall act as Secretary in absence of the Secretary and discharge such other functions and duties as assigned by the Secretary in all matters excepting finance

FUNCTION OF THE TREASURER :

Accounts shall be maintained by him on behalf of the Governing body with the help of the Principal.

18. FUNCTION OF THE INTERNAL AUDITOR :

The internal auditor shall examine the accounts to be placed before the Governing body.

19. MEETING OF THE GOVERNING BODY :

- a) Meeting of the Governing body shall be held in the college premises or in a place as may be decided by the President. Meeting of the Governing body shall ordinarily be held once in a month an emergency meeting can be held as after required to discuss urgent issues.
- b) The Secretary in consultation with the President shall call meetings of the Governing body containing the agenda to be discussed.
- c) The notice for an ordinary meeting shall be sent so as to reach the members atleast three days before the meeting. If sent by post a notification of posting should be obtained. This notice for an emergency meeting should reach the members before meeting.
- d) However accidental failure of receipts of notice in time shall not invalidate proceedings of the meeting.
- e) The President can ask the Secretary to convene meeting of the Governing body on receipt of a demand for requisition meeting from atleast an half of the members Governing body to discuss a particulars matter. If such meeting will not be convened within 3 months more than 2/3rd members of the Governing body can convene revision meeting.

A matter requiring discussion of the Governing body shall be decided by majority of votes. When the voters are divided on any subject under discussion and they are equal in number and in all points of order procedural presiding member his vote and his decision will be final/

The minutes of the proceeding shall be drawn up and recorded in Oriya/English language in the resolution Book and shall be signed by all members present at the commencement of the meeting and by the President and the Secretary at the end of the meeting below the recorded proceeding.

The Resolution Book shall be opened for all members for inspection Proceedings of the meeting shall be confirmed in the next meeting. A resolution can be modified or amended by a majority 2/3rd of the members present and votes for all the modification and amendment.

20. AMENDMENT OF ARTICLE

The Governing body can modify clause and review any abroated item or amend these clauses by omissions, alternations and addition in presence of atleast 2/3rd of members of the Governing body.

21. QUORUM :

Presence of 1/3rd of the total members of the Governing body shall form quorum.

Presence of more than 1/3rd numbers of General body shall form quorum if found to be wanting then one hour after the schedule time the meeting shall be adjourned a date atleast after seven days of time which shall be sufficient to the absentee members.

Business of the sitting of the Governing body shall be conducted in following manner :
(Minute of the last ordinary sitting and emergency if any shall be confirmed in an ordinary meeting in all emergency meeting had need not be confirmed)

- c) Business postponed from the last meeting shall be discussed.
- d) Resolution passed by the General body if any shall be discussed.
- e) Report on the progress of working of the college and implementations accounts shall be placed by the secretary along with the report of the Auditor, if any.
- f) Agenda notified.
- g) Any urgent matters brought for discussion be taken up with the permission of the Governing body passed by the majority of votes except in matters of modification of the resolutions of the previous meetings.

23. MEETING OF THE GENERAL BODY :

Meetings of the General body shall ordinarily sit once in a year. Extra ordinary meetings shall be called on demand or atleast 1/3rd members call the General Body addressed to the secretary to discuss a particular issue.

The sitting shall be convened by the Secretary. more than 1/3rd of the members shall make quorum. The Secretary shall present a report regarding the progress and other allied important matters relating to the issue. The resolution shall be recorded by the Secretary and set up in the meeting of the Governing body at one any date for discussion.

24. FUNCTION OF THE PRINCIPAL :

- a) Internal management and administration of the college shall be with the principal.
- b) He shall be held responsible for the maintenance of discipline and academic progress of the college.
- c) He shall abide by the Education Act, Education code, Act of U.K. University and bring to the notice of the Secretary and the Governing.
- d) He shall inform Governing Body any disciplinary action of a student or students or teachers and steps to be taken.
- e) He shall inform the Governing Body any disciplinary matter teaching employees and actions to be taken.
- f) He shall take prior approval of the Secretary when to correspond with the Government and/or any organisation of the college.
- g) The principal shall encourage athletic and ^{sports} and raise ^{funds} from the students for the same.
- h) The Principal shall be responsible for realisation of fines from the students and deposit of the same in the college account.
- i) The Principal shall prepare salary bill of non-teaching staff and put up to the Secretary.
- j) Disbursement of any bill be made after withdrawal from the Bank Accounts and not from the available cash.
- k) All collections will be deposited in the Bank without delay.
- l) The Principal shall maintain the cash book and other registers jointly with the Secretary.

25. SUB-COMMITTEE :

For efficient discharge of the functions of the Governing body Sub-committees may be

College and experts from outside Number of members of the sub-committee (one) or as to be decided by the Governing Body.

More than one Sub-Committee may be constituted for the following purposes :

- a) To take decision on academic matters and day-to-day problems arising with the college.
- b) Recruitment of teaching and non-teaching staff of the college.
- c) Construction of the college building.
- d) Co-curricular activities.
- e) Any other Sub-committees decided to be proper for attainment of the aims and objectives of the college.

26. AUDIT :

The Accounts of the college will be audited by a qualified auditor or by a Government auditor annually.

27. LEGAL ACTIONS :

The Secretary can use or be used on behalf of the college for movable or immovable properties.

28. OMMISSION :

If any matter arises for which no provision had been made in the bye-law the decision of the 2/3rd members of the Governing Body shall be final.

29. FUNCTION OF THE ADVISING BODY :

There shall be an advising body elected in the general body meeting for the following purposes:
To advise the Governing Body on all legal academic, financial and administrative matters.

30. DISSOLUTION :

On dissolution of the Governing Body the assets will be handed over to the similar registered organisation or to the Government after meeting all its debts, liabilities and fulfilling all terms and conditions of the Governing body.

31. REGISTERS AND RECORDS TO BE MAINTAINED :

- A. General Cash Book.
- B. Receipt Register.
- C. Sub-sidiary Cash Book.
- D. Demand and Collection
- E. A Cash Book showing Transaction with the Bank and Treasury.
- F. Abstract Collection Register.
- G. Hostel Fees Collection Register.
- H. Students' Deposit Register.
- I. Government Grant Register.
- J. Scholarship Register.
- K. Subscription Register.
- L. Donation and other Income Register
- M. Disbursement Register.
- N. Aquittance Roll for Disbursement of Salary.
- O. Contigent Register.
- P. Stock Register.
- Q. Contigent Register.
- R. ...

Copy Accounts.

Accounts and Receipts of Book against Voucher.

Accounts and Receipts of Furniture against voucher.

✓ Final Reports of the Collection for submission to the University.

Any other receipt register to be maintained for the proper functioning of the college with approval of the Secretary.

We the undersigned members of the Governing Body of UDAYANATH COLLEGE OF SCIENCE AND TECHNOLOGY do hereby certify that this is the correct copy of the Rules and Regulations of the Society.

Certificates

- 1) Certified that this the true and correct copy of the Rules and Regulations of the Governing Body of the UDAYANATH COLLEGE OF SCIENCE AND TECHNOLOGY.
- 2) Certified that there is no other registered Society with the above name in the same village.
- 3) All legal matters shall be guided under the Societies Registration Act-CCI 1860 with amendment of 1960 and Punctuation Code Prescribed by the State Government of Orissa.

President

PRESIDENT

U.N. COLLEGE OF SC. & TECH
ADASPUR, CUTTACK

Secretary

U.N. COLLEGE OF SC. & TECH

Treasurer

U.N. COLLEGE OF SC. & TECH

Signature of attesting officer
with seal