
CONCEPT NOTE ON TRANSFORMATION PLAN OF IGIT, SARANG

Perspective plan



February 17, 2023

CONCEPT NOTE FOR IN-PRINCIPLE APPROVAL OF NEW SCHEME

1. Scheme Outline

1. Title of the Scheme: **Transformation Plan of IGIT Sarang**
2. Name of the Implementing Agency: **Skill Development and Technical Education Department, Govt. of Odisha through IGIT Sarang**
3. Total Cost of the proposed Scheme/Project: **Rs. 1976 Crores**

Cost Descriptions: Cost is estimated using Rs. 4000 per Sqft.

(a) Administrative Building: 45 Crores

(For the following statutory officers of the University name (i) the Vice Chancellor, (ii) Registrar, (iii) Comptroller of Finance, (iv) Controller of Examinations, (v) Deans etc. along with various sections for full functioning of the university etc.)

1	Admin Building	40 Crores
2	Furniture and fixtures, computers, printers and ICT tools for officers of the university	5 Crores

(b) SCHOOLS, Admin, Classrooms & Lab Complex Rs. 507 Crores

Each School of Engineering will have smart Classrooms, Laboratory Rooms, Chambers for Professors, Lab Equipment, Central AC, furniture, gadgets like computer, scanner, printer, classroom complex and laboratory complex. Classroom complex will be used for classes; examinations etc. and the Laboratory complex will have common lab facilities for utilization of resources.

1	School of Computer Engg+ Furniture+ Air Conditioning	68 Cr
2	School of Electrical Engg+ Furniture+ Air Conditioning	61 Cr
3	School of Mechanical Engg+ Furniture+ Air Conditioning	68 Cr
4	School of Infrastructure and Planning+ Furniture+ Air Conditioning	42 Cr
5	School of Chemical and Biosciences+ Furniture+ Air Conditioning	49 Cr
6	School of Materials & Mining Engineering. + Furniture+ Air Conditioning	36 Cr
7	School of Basic & Applied Science(first-year classes, labs) (Existing Building) + Furniture+ Air Conditioning	10 Cr
8	PG (classes, labs) (Existing Building) + Furniture+ Air Conditioning	8 Cr
9	Classroom Complex(Equipment)+ furniture+ Air Conditioning	30 Cr
10	Laboratory Complex (Equipment)+ furniture+ Air Conditioning	90 Cr

(c) Centres of Excellence: 205 Crores

Centres of Excellences will have Laboratory Rooms, Chambers for Professors & TAs, Lab Equipment, Central AC, furniture, gadgets like computer, scanner, printer, Laboratory complex will have common lab facilities for utilization of resources.

1	Equipment/software/gadgets for 30 nos of Centres of Excellences (Existing Building)	205 Cr
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(d) RESIDENCES Faculty & Staff: 282 Crores

The expected faculty strength in the campus will be 454 and the staff strength will be 248 for teaching learning of 9622 B.Tech. students and Post-graduate students. At present there are 65 nos. of faculty quarters and 88 nos. of staff quarters in the campus. Some of the existing quarters are in bad shape and need demolition, as they have been built more than 40 years ago, occupying lot of space, and need substantial maintenance. Hence, it is planned to construct flat quarters for faculty and staff. All Faculty quarters will be flat types and of same size, so people will not migrate and take care of quarters, as they will stay for a longer duration. So also for the staff quarters.

1	Faculty Residency 375 qtrs 1400Sqft	210 Cr
2	Non-teaching Staff 150 qtrs 1200 Sqft	72 Cr

(e) HOSTELS for 8100 students : Rs. 554 Crores

There is a shortage of hostel rooms for 2486 students and to accommodate additional 5519 students its planned to have accommodation for 8000 students in addition to 50-married accommodation 50-accomodation for foreign students.

1	1000 Capacity 8 Hostels	539 Cr
2	50-room married accommodation	10.4 Cr
3	50-room Foreign students	4.6 Cr

(f) CAPEX for Academic Elements : Rs. 98 Crores

1	Fab Lab and state-of- art Workshop (CNC m/c, Laser cutters, 3D printers, lathe, drilling)	22 Cr
2	Library Complex 2000 seating	20 Cr
3	Training & Placement Complex Online Exam-1000 capacity, 10 rooms for Interview, Gallery – 500 capacity	13 Cr
4	CentralResearch Centre	10 Cr
5	Faculty Development Centre	8 Cr
6	Convention Centre Gallery halls – 2000, &1000 capacity	25 Cr

(g) CAPEX for Co-Curricular and Extra-Curricular Amenities: Rs. 152 Crores

1	Auditorium (3000 Students), @10,000/-	18 Cr
2	Students Activity Centre	18 Cr
3	Faculty & Staff Activity Centre	4 Cr
4	Food Complex Cum Shopping Centre (5x200 Seats)	10 Cr
5	Guest House with 100 rooms (20 suits)	30 Cr
6	Indoor and outdoor Sports facilities (5000 Students) @5000/-	40 Cr
7	Health Center (Two wards of total 20 beds)	10 Cr

8 Swimming Pool & Gymnasium (Male & Female)

9 Cr

(h) RENOVATION of old buildings and laboratories: Rs. 70 Crores

1	Repair of 7 old hostels (40 yrs old)	28 Cr
2	Repair of the academic building	12 Cr
3	Upgradation of aged outdated Lab equipment	30 Cr

(i) CAPEX for additional Components: Rs. 45 Crores

1	Land Grading, Roads, Drains, Horticulture	40 Cr
2	Dedicated 33KV Power Supply	5 Cr

(j) Recurring Expenditure: 53.0 Crores

Recurring Expenditure due to increase in intake with respect to salary (faculty + Staff + Teaching Assistants + Outsourcing staff), House Keeping, Security Services, Gardening, Electricity Charges, Water Charges etc.

Recurring Expenditure

Head	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
House Keeping	0.2	0.4	0.6	0.8	1.0	1.2
Security Services	0.2	0.4	0.6	0.8	1.0	1.2
Gardening	0.2	0.4	0.6	0.8	1.0	1.2
Outsourcing	0.2	0.3	0.5	0.7	0.8	1.0
Electricity Charges	0.5	0.7	1.0	1.2	1.4	1.8
Water Charges	0.4	0.9	1.3	1.7	2.2	2.6
Salary	7.3	14.7	22.0	29.3	36.7	44.0
Total OPEX	9.0	17.8	26.6	35.3	44.1	53.0

4. Sources(s) of financing the Scheme/Project:

The new scheme has been proposed under State Plan

5. Proposed duration of the Scheme: **Regular scheme wef 2023-24 for a period of 5 years.**

6. Whether any pre-investment activity is contemplated for the Scheme/Project? If yes, what is the proposed pre-investment cost component – wise?

The pre-investment activity is not required. The new scheme is envisaged to be implemented for IGIT, Sarang

7. Is there an overlap with an existing scheme/sub-scheme? If so, how duplication of effort and wastage of resources are being avoided?

It is a new scheme proposed during 2023-24 and it does not overlap with any other schemes/sub-scheme. Hence, duplication of effort and wastage of resources do not arise.

8. Whether possibilities of convergence with other schemes having similar objectives to the proposed new scheme have been explored?

Through the above schemes are partially met ~1 – 2% from the State Plan fund, but the infrastructures and objectives proposed in this scheme could not be covered under the State plan scheme.

9. In case of an umbrella scheme (Program), give the details of schemes and sub-schemes under it along with the proposed outlay component wise.

It is proposed as a sub-scheme under the existing umbrella scheme of the State Plan.

2. Outcomes and Deliverables (Stated aims and objectives of the Scheme)

Technology can be regarded as primary source in socio-economic development and various technological changes contribute significantly in the development of a nation. [After serving the state for more than fifty years, Orissa College of Engineering (OCE), Sarang was upgraded to IGIT Sarang by Odisha Act 9 of 2009, a unitary technical university, primarily to focus on advanced teaching & learning and research in the field of Engineering & Technology, Architecture & Planning and Science.] However, there is need of a massive transformation in order to cope up with the changed technological scenario and present-day need. Under this backdrop, the objectives of the scheme are,

- (a) To provide engineering education at a nominal cost to more numbers of poor and meritorious students of all sections of the state (SC, ST, Women etc.) by enhancing the student strength from 5000 up to 10,000 by the year 2030.
- (b) Introduction of new UG and PG courses such as artificial intelligence and machine learning, block chain, smart manufacturing etc. to provide training on cutting edge technology to our students to meet industrial needs and the global standards.
- (c) To renovate existing infrastructure and construction of new state-of-art infrastructure to create ambience and conducive learning environment for the students. The concept of 'school' will be implemented by integrating related departments for resource sharing in terms of faculty and infrastructure.
- (d) To provide advanced technological facilities for learning by modernizing the existing laboratories and creation of new laboratories in advanced area of science and technology.
- (e) To set up Centers of Excellence (CoEs) in relevant field of engineering and technology under various schools to promote research activities.
- (f) Networking with industry and academia through MoUs for mutual benefits such as solving industrial issues, industrial training of students, capacity building of industry personnel and student exchange programs with academic institutions in India and abroad.
- (g) To develop innovation and incubation capabilities of students through innovation and incubation center. They will be encouraged to develop novel product, establish startup companies for self-employability.

3. Justification for the new Scheme/Project

(Give a summary note on rationale and justification for introduction of new Scheme/ Project.)

- (a) After establishment as a autonomous status of the academic, administrative, financial, examinations activities of IGIT have increased many folds. The officers of the institute such as Director, Registrar, Controller of Examinations, Deans etc. and their offices are to be housed at one place for smooth function of the institute. Thus, an exclusive administrative building equipped with furniture, fixtures and ICT tools etc. needs to be constructed, to maintain the requisite standards of the institute.
- (b) In order to establish new programs and maintain and upgrade the existing programs/departments

and laboratories in the field of engineering and technology, infrastructure & planning and basic & applied sciences, academic buildings consisting of class rooms, smart class rooms, laboratories, conference halls etc. with furniture and fixtures are essential.

- (c) Construction of new buildings and provision of related facilities will be required to establish the Centers of Excellence (COEs). Further, modernization and expansion of existing laboratories and setting up of new laboratories equipped with latest equipment and software as per global standards are required to cater to the enhancement in intake and running new courses.
- (d) With the objective to increase the student strength from 5000 to 10000 by 2030, students' residence (both boys' and girls' hostels, research scholar hostel and international student hostel) along with staff residence (both teaching and non-teaching staff quarters) are highly essential. These students' residential facilities (hostels), keeping in view the student strength, need to be constructed along with adequate staff quarters.
- (e) In order to enhance the employability of graduates. The students need to be updated with latest technologies and skill sets along with their prescribed course of studies in the University. Thus, continuous skill development training of the students is of paramount importance. Also, many industries/companies personnel will visit to the University for on-Campus Placements. Hence, a well-equipped Training and Placement building is required.
- (f) In the era of Industry 4.0 and at the advent of new technologies like IoT, cyber-physical systems, blockchain etc. there is need of high-level computing to carry out teaching-learning and research. Therefore, a dedicated central computational facility is required to cater to the requirements of existing and new programs. High-end and latest application software are very essential to pursue research and developmental activities.
- (g) In order to face the new challenges in everyday life, there is need of novel innovation/new ideas/new technology to overcome them. Innovation typically requires experimentation, risk taking and creativity and come with new product/process/service to mitigate the challenges. The new innovations can come up subsequently as startups companies. Thus, a well-equipped building is exclusively needed to promote innovation and incubation. The innovation and incubation center would provide the startups necessary guidance, technical support, infrastructure, access to investors, networking, and other resources for their survival and scale up. Entrepreneurial training to be imparted to the budding technocrats to become future entrepreneurs.
- (h) For holistic growth of the students, extracurricular activities including sports activities are the integral component of the curricula. Thus, keeping in view the increased student strength indoor and outdoor sports facilities of Olympic standards, Student Activity Centre, Yoga Centre and 24×7 student cooperative and canteen need to be created.
- (i) A central research facility (CRF) equipped with modern equipment to facilitate project works for UG, PG, and Ph.D. students. The CRF will be multidisciplinary in nature to cater the needs of more than one schools.
- (j) A healthcare centre equipped with emergency life-saving facilities and 24×7 ambulance facility is required for proper healthcare of students as per norms of AICTE/UGC. Hence, the existing dispensary needs to be scaled up to a hospital with qualified doctors.

These facilities will promote the future career of the poor and meritorious students of our State, their health, general welfare and moral well-being. The university will strive to inculcate in them habits of hard work, self-discipline and spirit of service to society.

This scheme has objectives which DO NOT overlap with projects/schemes being implemented by the same or another agency of the SD&TE or any other Government agency.

At present, there is no such scheme under Centrally Sponsored Scheme (CSS) existing with similar objectives.

4. Objective and Target Beneficiaries: If the scheme is specific to any location, area and segment of population, please give the details and basis for selection.

(a) **The target beneficiaries of this scheme** are students (poor and meritorious +2 Sc. passed out students of the State) with reservation of seats (for UG programs) in the following categories:

1. ST- 12%
2. SC- 8%
3. Differently abled- 3%
4. Ex-servicemen- 3%
5. Tuition Fee Waiver (TFW) Scheme- 5%
6. Economically Weaker Section (WES) Scheme- 10%

In addition, ST and SC reservation policy is also applicable to PG and Ph.D. programs run by this university.

(b) If the scheme has any gender balance aspects or components specifically directed at welfare of women, children please bring them out clearly?

The scheme focuses on gender balance as 30% of the approved seats are reserved for Women in each category for all undergraduate programs.

(c) In case of beneficiary-oriented schemes, indicate the mechanism for identification of target beneficiaries and the linkage with Aadhaar/UID numbers.

The students are admitted to IGIT through counselling conducted by Odisha Joint Entrance Examination (OJEE). Aadhaar linking is carried out during registration of the students. Registration is also facilitated through smartphones.

(d) Wherever possible, the mode of delivery should involve the Panchayati Raj Institutions (PRIs) and Urban Local Bodies (ULBs). Where this is intended, the preparedness and ability of the local bodies for executing the proposal may also be indicated.

The scheme is directly under the administrative control of Skill Development & Technical Education (SDTE) Department, Govt. of Odisha.

(e) **Environmental related assessment and social impact:** Indicate the likely effect (positive/negative) of the project/scheme on the environment and the mitigation strategy. Also identify stakeholder groups that are likely to experience major welfare losses (or gains) due to the project and how the project has addressed the same.

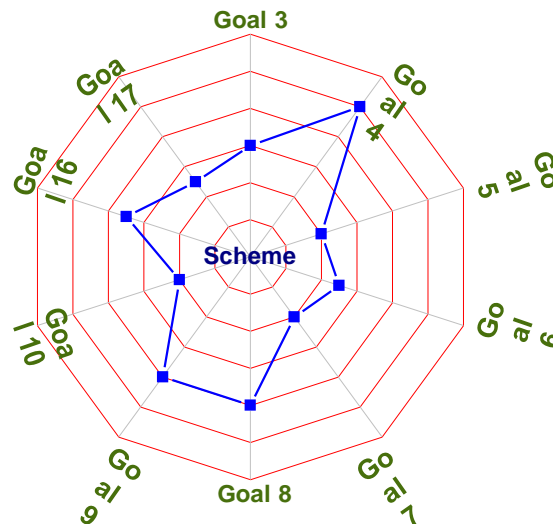
There is least possibility of environmental issues (positive/negative) due to the scheme. The students under various reserved categories such as ST/SC/Differently Abled/Women will be benefited (gain) as described in Sl. 1 and Sl. 2 above.

(f) **Disaster resilience:** Whether the project is secured against natural/man-made disasters like floods, cyclones, earthquakes, tsunamis etc.

The scheme will be implemented at IGIT for which the disaster resilience factors such as earth quake resistant building, flood and fire safety measures will be taken care of during design and planning stages of various infrastructure.

5. Sustainable Development Goals: How the Scheme/Project is integrated to the Sustainable Development Goals. Indicate the Goals including the Targets of those Goals that it strives to achieve by 2030.

The scheme is integrated with the sustainable development goals and is depicted in the following figure and description.



(Relationship of the Scheme with SDGs)

GOAL 1: No Poverty: NA

GOAL 2: Zero Hunger: NA

GOAL 3: Good Health and Well-being:

Outdoor sports activities, indoor games, yoga practice and extra-curricular facilities are to be created under this scheme in order to maintain sound mental & physical health and well-being of the students.

GOAL 4: Education:

The scheme fulfils the objectives and target fixed under education. Providing quality and multi-disciplinary education to underpin a range of fundamental and student-centric development. Major focus has been given towards increasing access to education for all, particularly for women and economically weaker sections.

GOAL 5: Gender Equality:

There is provision of 30% reservation in intake for girls which fulfills the objective of gender equity.

GOAL 6: Clean Water and Sanitation:

Under the scheme, provision will be extended for safe drinking water, efficient use of water, water recycling and integrated water resource management system for all the students including differently abled students.

GOAL 7: Affordable and Clean Energy:

The scheme aims at extending the present practice of alternative energy use by installing solar systems at the rooftops.

GOAL 8: Decent Work and Economic Growth:

The scheme targets for both on-campus and off-campus placement of its students, thereby facilitating sustained, inclusive, and productive employment for overall socio-economic growth and decent work for all.

GOAL 9: Industry, Innovation and Infrastructure:

This scheme puts a lot of focus on providing facilities for promoting innovation and incubation ecosystem leading to establishment of start-up companies for industrialization fulfilling the targets emphasized under this goal.

GOAL 10: Reduced Inequality:

This scheme has the provision to admit 5% students under Tuition Fee Waiver (TFW) scheme, 10% under Economically Weaker Section (EWS) scheme, which are supernumerary for economically weaker students. This reduces the inequalities by providing access to poor students to educational services.

GOAL 11: Sustainable Cities and Communities: NA**GOAL 12: Responsible Consumption and Production: NA****GOAL 13: Climate Action: NA****GOAL 14: Life Below Water: NA****GOAL 15: Life on Land: NA****GOAL 16: Peace and Justice Strong Institutions:**

This scheme envisions creating a conducive ecosystem for learning and overall well-being for students. It ensures responsive, inclusive, participatory and representative decision-making and at various levels bringing transparency in the system. It also provides access to justice for all, and build effective, accountable, and inclusive institution.

GOAL 17: Partnerships to achieve the goal:

This scheme has provisions for exchange programs with the institutions of repute in India and abroad. There is also provision industry oriented projects and technology transfer.

Service Rule

DELEGATION OF POWERS RELATING TO RECRUITMENT OF STAFF AND FUNCTIONS OF THE AUTHORITIES OF INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG (TALCHER) SOCIETY

1. Definitions:

- a) 'Authorities', 'Officers', 'Professors' respectively mean the authorities, Officers and Professors of the Society.
- b) 'Board' means the Board of Governors of the Institution.
- c) 'Bye-laws' means the Bye-laws of Indira Gandhi Institute of Technology, Sarang (Talcher) Society.
- d) 'Chairman' means the Chairman of the Board.
- e) 'Principal' means the Principal of the Institution.
- f) 'Registrar' means the Registrar of the Society.
- g) 'Rules' means the rules of the Indira Gandhi Institute of Technology, Sarang (Talcher) Society.
- h) 'Society' means the Indira Gandhi Institute of Technology, Sarang (Talcher) Society.
- i) 'State Government' means the Government of Orissa.
- j) 'Warden' means the Warden of the Hostels of the Indira Gandhi Institute of Technology, Sarang (Talcher).
- k) 'University' means University to which the Degree course of the Institution is affiliated.
- l) 'State Council of Technical Education' means the Orissa State Council of Technical Education and Training.
- m) 'Superintendent' means the Superintendent of each hostel of Indira Gandhi Institute of Technology, Sarang (Talcher).
- n) 'Asstt. Superintendent' means the Asstt. Superintendent of each hostel of the Indira Gandhi Institute of Technology, Sarang (Talcher).
- o) Terms not defined here but defined in the rules of Indira Gandhi Institute of Technology, Sarang (Talcher) Society shall have the meaning given in the latter.

2. (a) Academic Staff: means the teaching staff of the Institution. and will include Principal, Heads of the Departments, Professors, Associate Professors, Assistant Professors, Lecturers in Senior and Junior Scales, Tech. Assistants, Librarian, Physical Training Officer, Physical Training Instructor, Workshop Superintendent and any other category of staff as may be declared by the Board as Academic staff from time to time.

(b) Administrative Staff means Officers of administration including Principal, Registrar, Deputy Registrar, Accounts Officer, Asst. Registrar, Medical Officer, Estate Engineer, Manager of Hostels, Librarian, P.A. to Principal and Workshop Superintendent and such other staff as may be declared by the Board as administrative staff from time to time.

(c) Ministerial Staff means an Institution employee of subordinate service whose duties are entirely clerical and any other class of service specially defined as such, by general or special order of the Board. They will include all Office Superintendents, Store Superintendents, Accountants, Stenographers, Cashier, Record Supplier, Treasury Sarkar and such other staff also with less starting pay as may be included in this category of staff by Board from time to time.

(d) Technical Staff means all employees of the Institution whose duties are of technical nature and will include Technical Assistants, Mechanics, Foreman, Supervisors, any other technical staff including Ferro-printer, Book binder, Library Attendant, Laboratory Attendant, Head Mali and such other staff also with less starting pay as may be declared by Board as Technical staff from time to time.

(e) Subordinate Staff means employees of the Institution other than those mentioned above and include Peons, Bearers, Malis, Watchmen, Sweepers etc.

3. APPOINTMENTS :

(a) Appointment of Professors, Asst. Professors, Lecturer, Registrar and other administrative staff shall be made by the Board and appointment to all other posts by the Principal subject to the control and directives of the Board.

(b) For post carrying pay scales not exceeding Rs. 800/- p.m. names shall be called from the State Employment Organisation and for posts above Rs. 800/- p.m. through open advertisement.

(c) All appointment shall be made on the recommendations of Selection Committees, constituted by the appointing authority and in accordance with the bye-laws of the Society and procedure laid down by the appointing authority in this behalf, provided that in exceptional cases, appointments may be made by the Board by negotiation in case it has not been possible to fill up the post by advertisement.

(d) While making appointment to posts under the Society, the appointing authority shall take into consideration the claims of the candidates of the Scheduled Castes and Scheduled Tribes in accordance with the orders of the State Government as may be in force from time to time.

(e) Medical certificate on first appointment: No person shall be allowed to join his first appointment without producing a certificate of Medical fitness, in the form prescribed below by the Medical Officer of the Society and this certificate shall have to be affixed to the first pay bill of the appointee. In case of the absence of the Medical Officer, and/or in other circumstances, when so decided, by the appointing authority the appointee may be required to produce medical certificate from any other competent Medical Officer, designated by the Board for the purpose.

MEDICAL CERTIFICATE OF STAFF FOR APPOINTMENT

I certify that I have examined Shri/Smt. _____ a candidate for employment in the Indira Gandhi Institute of Technology, Sarang(Talcher) in the post of _____ and cannot discover that he or she has any disease, constitutional weakness or bodily infirmity, except _____ I do not/do consider this a disqualification for the said employment.

The age of Shri/Smt. _____ is _____ years according to his/her own statement. By appearance he/she is about _____ years.

Station: Talcher
Date _____

Medical Officer/M.O.
Indira Gandhi Institute of Technology
Sarang(Talcher)

Signature or thumb impression of the candidate taken in presence of the Medical Officer with date.

Signature of the Medical Officer with date.

I do hereby declare that I have been examined by the Medical Officer, Indira Gandhi Institute of Technology, Sarang (Talcher). I also hereby declare that (i) I have apprised the Medical Officer at the time to examination about all disease, constitutional weakness or bodily infirmity of which I suffered in the past (ii) I have never been declared medically unfit in the past for any service by any Medical authority in India or elsewhere and (iii) my age is _____ years according to the matriculation /School leaving certificate.

Signature of the candidate with date

(f) A candidate applying for a post under the Institution shall be charged application fees at the rates detailed below:

- | | | |
|--|---|----------|
| i) All class IV posts | - | Rs. 1.00 |
| ii) All class III posts | - | Rs. 3.00 |
| iii) All Professors, Asst. Prof Lecturers and administrative staff | - | Rs. 7.50 |

Provided that candidates belonging to Scheduled caste and Scheduled Tribes and displaced persons may be granted such concessions in the payment of application fees as may be decided by the Board from time to time.

(g) Candidates called for interview for a post under the Society may be paid such travelling allowances as may be determined by the Board from time to time.

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Composition of Selection Committee for recruitment of staff:

(a) For the posts for which the Board is the appointing authority, the Selection Committees shall be constituted by the Chairman on behalf of the Board out of the list of persons approved annually by the Board.

i) Post of Principal :

The Board shall appoint the Principal of the Institution provided that the first Principal shall be appointed by the State Government.

1. Chairman or in his absence, the Chief Secretary, Orissa
2. Secretary to Govt of Orissa, Industries Department.
3. Vice-Chancellor, Utkal University.

ii) Post of Professor :

1. Chairman, Board of Governors or any other member of the Board nominated by him (Chairman of the Committee, Ex-officio).
2. Secretary to Government of Orissa, Industries Deptt Bhubaneswar.
3. Three experts in the specialisation at least one of whom will be from outside the State.
4. Principal.

iii) Post of Asst. Prof. & Workshop Superintendent :

1. Chairman of the Board of Governors or any other member of the Board nominated by him (Chairman of the Committee, Ex-officio.)
2. Secretary to Govt of Orissa, Industries Deptt.
3. Three experts in the specialisation.
4. Head of the Department, provided he is holding substantively a post higher than that of an Asst. Prof.
5. Principal.

iv) Post of Lecturers (Senior & Juniors) and Librarian:

1. Chairman, Board of Governors or any other member of the Board nominated by him (Chairman of the Committee, Ex-officio.)
2. Director of Technical Education and Training, Orissa, Cuttack.
3. Two experts in the specialisation.
4. Heads of the Department.
5. Principal.

Post of administrative staff such as Registrar, Deputy Registrar, Asst. Registrar, Estate Engineer, Medical Officer, Accounts Officer, Manager of Hostels and P.A. to Principal.

1. Chairman of the Board of Governors or any other member of the Board nominated by him (Chairman of the Committee, Ex-officio).
2. Two experts.
3. Registrar, in case of all posts other than Registrar's post.
4. Principal

NOTE :

The Selection Committee shall have power to examine the credentials of all the applicants and may also consider other suitable names, if any, suggested by any member of the Selection Committee or brought otherwise to its notice. It may recommend three names for each post in order to merit provided that three suitable candidates are available. In case no suitable candidate is available or good candidates are available among the absentee candidates, the Selection Committee may also consider such candidates in absentia in exceptional cases and make recommendation for appointment after negotiation and interview as may be considered suitable by the Selection Committee. In exceptional cases also the Selection Committee may make recommendation without interview for candidates outside India.

(b) For the posts for which Principal is the appointing authority, he shall constitute Selection Committee as follows:

1. Principal or his nominee (Chairman of the Committee, Ex-officio).
2. One member holding post carrying time scale of pay with a minimum of Rs. 700/- p.m.
3. Two experts of whom at least one will be from outside the Institution (out side member may not be required for subordinate class IV staff).
4. Head of the Department.

NOTE:

The Selection Committee's proceedings shall not be invalidated because of the absence of one or more members of the Committee for the post of Professors, Asst. Professors provided that at least 3 members will be present of whom at least 2 shall be expert members, for the other at least 3 will be present of whom at least one will be an expert member.

(c) For posts for which Board is the appointing authority, Principal will arrange for the scrutiny of applications and submit the list of candidates to the Chairman for his approval for the purpose of calling them for interview.

(d) For the posts for which Principal is the appointing authority, applications shall be scrutinised by the concerned Head of the Deptt. Candidates satisfying minimum qualification and experience required shall be selected for interview and test, provided that the number of candidates selected may not ordinarily exceed ten for each vacancy.

It may interview any or all of the candidates as it thinks fit.

Cont....P/6

5. Appointments stated below cannot be made :

- (a) Two or more Society employees cannot be appointed substantively to the same permanent post at the same time.
- (b) An employee cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.
- (c) A Society employee cannot be appointed substantively to a post on which another Society employee holds a lien.

6. Qualification and age :

Qualifications and age required for the various posts of the Society shall be laid down by the Board from time to time, provided that the minimum age of entry to the college service shall be 13 years.

7. Promotion:

(a) The class III ministerial and technical posts may be filled up by promotion subject to the availability of suitable candidates with minimum qualification and experience. There shall be an Assessment Committee from among the staff of the Institution and external expert if considered necessary by Principal to recommend for such promotions basing on seniority-cum-merit subject to the elimination of unfit.

Knowledge in Oriya up to class IV standard will be considered as an essential condition for promotion.

(b) In case suitable candidates are not available for promotion, the vacancies shall be filled up by direct recruitment under the appropriate rules.

Provided that if a person is found suitable for promotion to higher post does not possess knowledge in Oriya up to class IV standard, he may be given three chances from the date of his promotion to possess required knowledge. If he does not acquire that knowledge within three chances the person will have to be reverted to his original post.

For technical posts the existing procedure of promotion namely internal advertisement in the first instances, assessment including trade test, due weightage being given to seniority-cum-merit, will continue to be adopted.

8. Terms and conditions of service shall be, as may be laid down by the Board from time to time.

9. Leave Rules shall be as may be laid down by the Board from time to time.

10. Vacation and non-vacation staff shall be as may be declared by the Board from time to time.

11. Medical benefits admissible to the Society employees shall be as may be laid down by the Board from time to time.

12. Appointment on contract :

Subject to the provisions contained in the memorandum of Association, the Board may, in special circumstances, appoint an eminent person to a teaching post not below the rank of Professor, on contract for a period not exceeding five years with a provision of renewal for further period.

13. Tribunal of Arbitration :

Any dispute arising out of a contract between the Society and its employee, may on the request of the employee concerned be referred to the Board whose decision will be final.

14. Contributory Provident Fund rules shall be as may be laid down by the Board from time to time.

15. Travelling allowance Rules for the Society employees shall be as per State Government Rules.

16. Death-cum-Retirement Gratuity shall be as may be laid down by the Board from time to time.

17. Travelling Allowance for members of the Board of Governors:

(a) Mileage(Kilometer) allowance:

Official members: (Government College and University Officers) shall receive mileage(kilometer) allowance from the source from which they draw their salaries at rates admissible to them. If so authorised by their employers, the Society shall reimburse the Department or Government or the Officer concerned as per scale of T.A. to which the member is entitled as per rule in his organisation.

Non-official members of the Board will be entitled to following mileage(kilometer) allowance for attending meeting of the Board of the Society or any of its Committees.

(i) In respect of journey by air :

Actual fare paid plus one day D.A. for single journey for each journey performed.

(ii) In respect of journeys by Rail

Actual Railway fare paid plus 35 paise per every 10 kilometer or part thereof, if it exceeds 5 kms.

(iii) In respect of journeys by Road

By own car/ or hired vehicle Rs. 1/- per Km.

(b) Mileage @ 60 paise per km. or the actual expenses incurred as per certificate of the member whichever is less in respect of short journeys performed before commencement or after termination of the train/air journey.

(c) Notwithstanding the provisions contained in Rule 17(a) above, the Society employees and University employees who are members of the Board of Governors may be allowed mileage as specified in sub-clause 17(b) in respect of their journeys inside and outside the State in connection with work of the Board of Governors.

(d) Daily allowances for each day of halt of the Board member for attending either the meeting of the Board or Society or any of its committees.

Members and other invitees may be treated as College Guests. If however, suitable arrangement cannot be made to treat them as College Guests, they may be paid daily allowance of Rs. 20/- per day within the State and Rs. 40/- per day outside the State or such other amount as the Board may sanction. The daily allowance will be paid for each day of the meeting and for one day previous to the commencement of the meeting if the member arrives on the fore-noon of that day, and for half a day if the member arrives on the afternoon of that day. If the member leaves the place of meeting on the fore-noon of the day following the end of the meeting, he shall be entitled to receive half D.A. for that day.

18. A) AUTHORITIES OF THE INSTITUTION :

The following shall be the authorities of the Institution.

- a) The Board of Governors
- b) The Chairman
- c) The Secretary of the Society and Principal of the Institution.

B) The functions of the authorities shall be as follows:

a) Board of Governors:

- (i) To prepare and execute detailed plans and programmes for the establishment of the Institution and such other institutions as decided by the Board from time to time and to carry on their administration and management after such establishment.
- (ii) To authorise receipt of grants and contributions and to have custody of the funds of the Institutions mentioned above and manage the properties of the Institutions.
- (iii) To prepare the budget estimate of the Society for each year and to sanction expenditure within the limits of the budget as approved by the State Government.
- (iv) To prescribe and conduct courses 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 State Government.

- vi) To prescribe rules and regulations for and to hold examination and declare results and give awards for Courses other than those for University Degrees in respect of the latter to make all such arrangements as it may be required to do by the statutes, ordinances and regulations of the Utkal University to which the Degree course of the institution is affiliated.
- vii) To hold examinations for Diploma courses in various branches of Engineering as prescribed by the Orissa State Council of Technical Education & Training to which the Diploma course of the institution is affiliated.
- viii) To institute and award fellowships, scholarships, prizes and medals.
- ix) To provide for and supervise the residence, health disciplinary and well being of the students and staff of the Institution.
- x) To create teaching, administrative, technical, ministerial and other posts in the institution and to make appointments thereto for the efficient management of the affairs of the institution and to regulate their recruitment and conditions of service.
- xi) To co-operate with any other organisation in the matter of education and training in engineering and technology.
- xii) To enter into agreements for and on behalf of the Society.
- xiii) To sue and defend all legal proceedings on behalf of the Society.
- xiv) To appoint Committees for the disposal of any business of the institution or for rendering advice in any matter pertaining to the Institution.
- xv) To approve delegation of powers, to such extent, as it may deem necessary to any officer or officers or to any committee of the Board.
- xvi) To consider and pass such resolutions on the annual report, the annual accounts and the financial estimates of the Society 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 State Government.
- xvii) To make, adopt amend, vary or rescind from time to time, with the prior approval of the State Govt. rules and the regulation of and for any purposes connected with the management and administration of the affairs of the Institution and for the furtherance of its objects.
- xviii) To make, adopt amend, vary or rescind from time to time bye-laws (a) for the conduct of the business of the Board and the Committees to be appointed by it, (b) for delegation of powers, (c) for fixing the quorum or (d) for the co-option of members to the Board.

vi) To prescribe rules and regulations for and to hold examination and declare results and give awards for Courses other than those for University Degrees in respect of the latter to make all such arrangements as it may be required to do by the statutes, ordinances and regulations of the Utkal University to which the Degree course of the institution is affiliated.

vii) To hold examinations for Diploma courses in various branches of Engineering as prescribed by the Orissa State Council of Technical Education & Training to which the Diploma course of the institution is affiliated.

viii) To institute and award fellowships, scholarships, prizes and medals.

ix) To provide for and supervise the residence, health disciplinary and well being of the students and staff of the Institution.

x) To create teaching, administrative, technical, ministerial and other posts in the institution and to make appointments thereto for the efficient management of the affairs of the institution and to regulate their recruitment and conditions of service.

xi) To co-operate with any other organisation in the matter of education and training in engineering and technology.

xii) To enter into agreements for and on behalf of the Society.

xiii) To sue and defend all legal proceedings on behalf of the Society.

xiv) To appoint Committees for the disposal of any business of the institution or for rendering advice in any matter pertaining to the Institution.

xv) To approve delegation of powers, to such extent, as it may deem necessary to any officer or officers or to any committee of the Board.

xvi) To consider and pass such resolutions on the annual report, the annual accounts and the financial estimates of the Society 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 State Government.

xvii) To make, adopt amend, vary or rescind from time to time, with the prior approval of the State Govt. rules and the regulation of and for any purposes connected with the management and administration of the affairs of the Institution and for the furtherance of its objects.

xviii) To make, adopt amend, vary or rescind from time to time bye-laws (a) for the conduct of the business of the Board and the Committees to be appointed by it, (b) for delegation of powers, (c) for fixing the quorum or (d) for the co-option of members to the Board.

xix) The Board shall pass orders to write off finally the irrecoverable (a) Value of consumable stores, lost or worn out by use (b) value of unserviceable articles of dead stock including library books.

xx) The Board shall consider and approve recommendations of the Selection Committees for recruitment to posts for which Board is the appointing authority.

xxi) The Board shall waive recovery of over payment to a member of the staff not detected within 24 months of over payment.

xxii) The Board shall sanction remission or reduction of rent for building rendered wholly or partially unsuitable.

xxiii) To perform such additional functions and to carry out such additional duties as may, from time to time, be assigned to it, by the State Government.

(b) The Chairman :

i) It shall be the duty of the Chairman to see that the decision taken by the Board are implemented.

ii) Leave vacancy to temporary posts of the rank of Professor and Asst. Professor may be filled up on the recommendation of Selection Committees with approval of the Chairman which may be communicated to the Board of Governors in due course.

iii) Sanction of instalments of Dearness Allowance and Additional Dearness Allowance to the employees of the College as per State Government rules and rates, as announced by State Govt from time to time, be automatically implemented under intimation to the Board and sanction or alternation of any other allowances such as leave travel concession etc. as per the State Govt announcement made with approval of the Chairman to be notified to the Board of Governors from time to time.

iv) The Chairman shall exercise such other powers as may be delegated to him by the Board, provided that the action taken by the Chairman under this clause, may be reported to the Board in its next meeting.

v) The Chairman shall have the power to fix on the recommendation of the Selection Committee the initial pay of an incumbent at a stage higher than the minimum of the scale in respect of the post to which appointment can be made by the Board.

vi) The Chairman shall have the power to send members of the staff of the institution for training or for a course of instruction outside the India subject to such terms and conditions as may be laid down by the Board from time to time.

vii) Contract of service between the Society and the Secretary and Principal of the institution shall be in writing and may be expressed to be made in the name of the Society/Institution and every such contract shall be executed by the Chairman, but the Chairman shall not be personally liable in respect of anything under such contract.

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viii) In emergency/exigency, the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for rectification.

ix) In event of the occurrence of any vacancy in the office of the Chairman by reason of his death, resignation or otherwise or in the event of the Chairman being unable to discharge his functions owing to absence, illness or any other cause, the Secretary to Govt of Orissa in the Industries Department may discharge the functions assigned to the Chairman.

(c) The Principal :

i) The Principal shall be the Chief Academic and Executive Officer of the Institution and shall be responsible for the proper day to day administration of the Institution and for the imparting of instructions and maintenance of discipline therein. All other staff of the Institution shall be subordinate to the Principal. He shall be the custodian of the records, the funds of the Society and such other property of the Society as the Board may commit to his charge 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 Nationalised Banks of the country to be decided by the Secretary according to convenience.

iii) The Principal may delegate any of his powers to any of his subordinates with approval of the Board.

iv) The Principal shall act as the Secretary to the Society, the Board, and such other committees of the Society or of the Board as may be constituted from time to time.

v) Subject to the Budget Provision, the Principal shall be competent to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.

vi) 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.

vii) The Principal shall be competent to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the Scale but not involving more than five increments, in respect of posts to which appointment can be made by him under the powers vested in him by these bye-laws, provided that no such advance increments shall be admissible to internal candidates.

viii) The Principal shall be competent to employ on casual basis technician and workmen paid from the maintenance grant of salary head carrying wages not exceeding the prescribed minimum daily wage by the State Government from time to time.

viii) In emergency/exigency, the Chairman may exercise the powers of the Board and inform the Board of the action taken by him for rectification.

ix) In event of the occurrence of any vacancy in the office of the Chairman by reason of his death, resignation or otherwise or in the event of the Chairman being unable to discharge his functions owing to absence, illness or any other cause, the Secretary to Govt of Orissa in the Industries Department may discharge the functions assigned to the Chairman.

(c) The Principal :

i) The Principal shall be the Chief Academic and Executive Officer of the Institution and shall be responsible for the proper day to day administration of the Institution and for the imparting of instructions and maintenance of discipline therein. All other staff of the Institution shall be subordinate to the Principal. He shall be the custodian of the records, the funds of the Society and such other property of the Society as the Board may commit to his charge 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 Nationalised Banks of the country to be decided by the Secretary according to convenience.

iii) The Principal may delegate any of his powers to any of his subordinates with approval of the Board.

iv) The Principal shall act as the Secretary to the Society, the Board, and such other committees of the Society or of the Board as may be constituted from time to time.

v) Subject to the Budget Provision, the Principal shall be competent to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.

vi) 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.

vii) The Principal shall be competent to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the Scale but not involving more than five increments, in respect of posts to which appointment can be made by him under the powers vested in him by these bye-laws, provided that no such advance increments shall be admissible to internal candidates.

viii) The Principal shall be competent to employ on casual basis technician and workmen paid from the maintenance grant of salary head carrying wages not exceeding the prescribed minimum daily wage by the State Government from time to time.

ix) The Principal shall be competent to send members of the staff for training or for a course of instruction inside India, subject to such items and conditions as may be laid by the Board from time to time.

x) The Principal shall be competent to sanction temporary allocation for a period not exceeding 3 months of any building for a purpose other than that for which it was constructed and the fact reported to the Board at its next meeting.

xi) In case of vacant posts, the Principal may make appointment to the posts of Lecturers on adhoc basis with the permission of the Chairman for a period of not exceeding 6 months.

xii) The Principal may sanction officiating temporary appointment for leave vacancy periods up to a period of three months and report to the subsequent meeting of the Board of Governors.

xiii) The Principal shall be competent to exercise the power of a Head of the Department in the Government for purposes of rules in the Accounts Code, and other rules of the Government in so far as they are applicable or may be made applicable to the efficient administration and management of the Institution.

xv) The Principal shall be competent to grant suitable honorarium to an employee or a group of employees as remuneration for work performed which is occasional or intermittent in character and merits consideration of a special reward, provided that such honorarium shall not exceed 20% of the monthly emoluments of each such employee.

xvi) The Principal shall be competent to sanction expenditure on :-

- (a) entertainment of guests of the institution, members of the Board and Committees constituted by competent authority, and distinguished visitors to the Institutions at a rate not exceeding Rs.2.50 per head on any one occasion necessitating such entertainment.
- (b) On occasions like Institution day, Independence Day etc. to limit of Rs.100/- on each such occasion.
- (c) On the hospitality to be extended to the members of the Board at a uniform rate not exceeding to Rs.40/- per member a day excluding the cost of Institution transport and accommodation.

NOTE : Amount to be replaced by the amount to be prescribed by the Board of Governors from time to time.

xvii) The Principal shall be competent to perform such other functions and exercise such other powers as may be assigned or delegated to him by the Board from time to time.

(d) The Registrar :-

- i) He shall be the custodian of the records, files and correspondences of the General Office, excluding confidential correspondences of or by the Principal.
- ii) He can make correspondence with other offices relating to General Administration of the Institution with prior approval of the draft correspondence by the Principal.
- iii) He shall represent the Institution in all legal matters.
- iv) He shall control the expenditure against the allotments made from time to time on the heads of contingencies, stationery, printing including prospectus and application forms, uniform of staff and allowance, advertisement postage, telephone and trunk charges, hospitality (concerning the Guest House of the Institution only) repair and maintenance of motor vehicles and cycles, examination other than those of University and Board, Merit and Merit-cum-means Scholarship of the Institution and medical treatment of staff, and such other heads concerning his departments as may be determined, controlled and sanctioned by the Principal from time to time.
- v) He shall grant C.L. and special C.L. of all Class-III and Class-IV staff directly working under him subject to general rules and without causing any dislocation to the general administration.
- vi) He shall pass pay and T.A. bills in respect of all Class-III and IV employees.
- vii) He shall be competent to sanction expenditure not exceeding Rs.100/- at a time under budget heads under his control.
- viii) He shall grant E.L. in respect of all Class-III and Class IV employees.
- ix) He shall countersign the cash book once a week which will be signed by the Accounts Officer every day.
- x) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay muster roll, daily wage and also under the work charged establishment in his department.
- xi) He shall be required to do any other work that may be assigned to him by the Principal.
- xiii) All these powers and functions shall be exercised by the Registrar under the control and direction of the Principal.

(f) HEADS OF THE DEPARTMENT :-

The following are the departments :-

1) Civil Engineering Department, 2) Electrical Engineering Department, 3) Mechanical Engineering Department, 4) Humanities and Basic Sciences Department, 5) Training and Placement & Students Welfare Department (Professor or Asst. Professor incharge of the Department is designated as Head of the Department)

i) He shall be over all incharge of his department subject to the general supervision and control of the Principal.

ii) He shall be competent to sanction casual leave and special C.L. of the Class III and Class IV staff working in his department subject to general rules and without causing any dislocation to the general administration and teaching of the Institution.

iii) He shall control the expenditure against the allotment made from time to time under maintenance of his department and no expenditure shall be incurred the same being recommended by him.

iv) He shall be competent to sanction expenditure not exceeding Rs.50/- at a time with his budgetary control.

v) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment in his department

vi) The Head of the Department shall be responsible for the entire working of the Department subject to the general control of the Principal.

vii) It shall be the duty of head of department to see that the decisions of the authorities of the Society are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal.

viii) Head of the Department shall be responsible for the day to day administration and management of the Department within the frame work of the rules and regulations laid down in this regard and subject to the powers delegated for the purpose.

ix) The head of the department shall be responsible for the development programme relating to the academic activities in the department.

x) The Head of the Department shall be responsible for the supervision of the work of the staff in his department.

(g) Duties of staff :-

An employee of the Society shall perform such duties including teaching in degree & diploma classes as assigned to him from time to time by the Principal. For this purpose, a person on deputation to the Society shall also be deemed to be an employee of the Society.

(h) HEADS OF THE OFFICES :-

The following are the Heads of Offices :-

1) Deputy Registrar, 2) Asst. Registrar, 3) Accounts Officer, 4) Estate Engineer, 5) Medical Officer, 6) Librarian, 7) Workshop Superintendent, 8) Warden, 9) P.A. to Principal and 10) Vice-President Athletics.

1. Deputy Registrar :-

i) He shall be under the direct control of Registrar and shall render such assistance to the Registrar as deemed necessary.

ii) He shall be in charge of all academic matters including examinations.

iii) He shall grant C.L. and Special C.L. to the Class-III and Class IV staff working under him subject to the General rules and without causing any dislocation to the smooth running of the administration.

iv) He shall be competent to sanction expenditure of contingent nature up to Rs. 20/- at a time.

v) Subject to the administrative sanction of Principal, he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment in his section.

2. Accounts Officer :-

i) He shall be in charge of all Accounts matters of the Society.

ii) In all administrative matters the Accounts Section will be under the direct control of the Principal.

iii) He shall be responsible for maintenance of the proper accounts, vouchers and all records and registers pertaining there to besides attending to compliance of Audit Reports.

iv) He shall grant C.L. and Special C.L. to all the Class-III and Class-IV staff working under him subject to the general rules and without causing any dislocation to the smooth running of the administration of the management.

v) He shall be competent to sanction expenditure of contingent nature not exceeding Rs.20/- at a time.

vi) Subject to the administrative sanction of Principal, he shall be competent to engage labourers on consolidated pay, muster roll daily wage and also under the work charged establishment in his section.

vii) He shall prepare the budget of the Society and submit the same to the Principal.

viii) He will be required to do any other work that may be assigned to him by the Principal.

3. Estate Engineer :-

i) He shall be in-charge of Estate and its maintenance.

ii) In all matters of administrative nature, he shall be under the direct control of the Registrar.

iii) Regarding planning of various structures and development of the campus and also the execution of works pertaining to repair maintenance, additions and alternations, the Estate Engineer, will be under the general control of the Principal.

iv) In case of works assigned to Contractors, the Principal may depute faculty members of the Institution for technical advise and design including check measurements when necessary.

v) He shall grant C.L. and special C.L. to the Class-III and Class-IV staff members working under him subject to the general rules and without causing any dislocation to the smooth running of the Institution and proper maintenance of the Estate.

vi) He shall be competent to sanction expenditure of the contingent nature not exceeding Rs.20/- at a time.

vii) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under work charged establishment in respect of Estate Maintenance.

In the circumstances emergencies, he may engage labourers within his own competency for a period not exceeding 6 days.

4. Medical Officer :-

i) In all matters of administrative and financial nature he shall be under the direct control of the Registrar.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff working under him subject to the general rules and without causing any dislocation to the smooth running of the institution dispensary.

iii) He shall be competent to sanction expenditure of the contingent nature not exceeding Rs.20/- at a time.

vi) Subject to the administrative sanction of Principal, he shall be competent to engage labourers on consolidated pay, muster roll daily wage and also under the work charged establishment in his section.

vii) He shall prepare the budget of the Society and submit the same to the Principal.

viii) He will be required to do any other work that may be assigned to him by the Principal.

3. Estate Engineer :-

i) He shall be in-charge of Estate and its maintenance.

ii) In all matters of administrative nature, he shall be under the direct control of the Registrar.

iii) Regarding planning of various structures and development of the campus and also the execution of works pertaining to repair maintenance, additions and alternations, the Estate Engineer, will be under the general control of the Principal.

iv) In case of works assigned to Contractors, the Principal may depute faculty members of the Institution for technical advise and design including check measurements when necessary.

v) He shall grant C.L. and special C.L. to the Class-III and Class-IV staff members working under him subject to the general rules and without causing any dislocation to the smooth running of the Institution and proper maintenance of the Estate.

vi) He shall be competent to sanction expenditure of the contingent nature not exceeding Rs.20/- at a time.

vii) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under work charged establishment in respect of Estate Maintenance.

In the circumstances emergencies, he may engage labourers within his own competency for a period not exceeding 6 days.

4. Medical Officer :-

i) In all matters of administrative and financial nature he shall be under the direct control of the Registrar.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff working under him subject to the general rules and without causing any dislocation to the smooth running of the institution dispensary.

iii) He shall be competent to sanction expenditure of the contingent nature not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment in the dispensary.

5. P.A. to Principal :

i) He shall be in-charge of the Principal's department subject to direct control of the Principal and shall assist the Principal in his day to day work.

ii) He shall be custodian of records pertaining to Board and other Society meetings.

iii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff of the Department without causing any dislocation to the smooth running of the administration of the management. In case of the steno to Principal and Technical Assistant, C.L. and Special C.L. will be granted by the Principal.

ix) He shall be competent to sanction expenditure not exceeding Rs.20/- at a time.

v) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment of Principal's department.

6. Workshop Superintendent :

i) He shall be in-charge of the workshop including the stores section of the Society subject to the general control of the Professor In-charge, Workshop. In all matters of administration and finance, he shall be under the control of the head of the Department of Mechanical Engineering.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff of the Workshop including the Stores Section subject to the general rules and without causing any dislocation to the general administration of the Institution. In case of Foreman, C.L. and Special C.L. will be granted by the Head of the Department, Mechanical Engineering.

iii) He shall be competent to sanction expenditure within his own jurisdiction not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work-charged establishment in respect of Workshop.

7. Warden :

i) He shall be in charge of the Hostel administration and hostel maintenance subject to the control of the Principal

and shall be assisted by the Manager of Hostels.

ii) He shall grant C.L. and special C.L. to all class-III and Class IV staff working under him without causing any dislocation to the general administration of the Institution.

iii) He shall incur expenditure of emergent nature within his own jurisdiction not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment of Hostels.

8. Librarian :

i) He shall be in charge of the Library subject to the control of the Officer In-charge, Library.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff of the Library subject to the general rules without causing any dislocation to the smooth running of the Library.

iii) He shall incur expenditure of emergent nature within his own jurisdiction not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work-charged establishment of library.

9. Vice-President, Athletics :

i) He shall be in charge of the Athletic Association subject to the general control of the Principal and shall be assisted by the Physical Training Instructor.

ii) He shall grant C.L. and Special C.L. to the Class-III and Class-IV staff of the Athletic Association, without causing any dislocation to the general administration of the management.

iii) He shall incur expenditure of emergent nature within his own jurisdiction not exceeding Rs.20/- at a time.

iv) Subject to the administrative sanction of the Principal he shall be competent to engage labourers on consolidated pay, muster roll, daily wage and also under the work charged establishment in respect of Athletic Association.

Similar delegation of powers to other Vice-President may be made by the Principal as and when necessary.

STANDING COMMITTEE OF THE BOARD.

The Board shall have one standing Committee namely the Finance Committee with its composition and functions as given below :

MEMBER

FINANCE COMMITTEE:-


The committee will consist of :

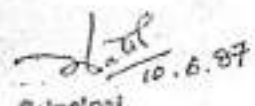
1. Chairman of the Board (Chairman of the Committee, Ex-Officio)
2. Secretary, Govt. of Orissa in the Finance Department.
3. Secretary, Govt. of Orissa in the Industries Department.
4. Director of Technical Education & Training, Orissa, Cuttack.
5. Principal, (Member-Secretary of the Committee)

The committee will perform the following functions :

- (i) to examine and scrutinise the annual budget of the Institution prepared by the Secretary of the Society and make recommendations to the Board.
- (ii) to give views and make recommendations to the Board either on the initiative of the Board or of the Principal of the Institution in the capacity of the Secretary or on its own initiative on any financial matter concerning the Institution.
- (iii) to meet at least once a year and send a copy of the minutes of its proceedings to the Board.

Certified that this is a correct
copy of the Delegation of Powers
of the Society.


Chairman,
Board of Governors,
O. C. E. Sarang (Talcher)


Principal,
Orissa College of Engineering
Sarang (Talcher)

Bishnoi

INDIRA GANDHI INSTITUTE OF
TECHNOLOGY

SARANG – 759 146, ORISSA



BYE-LAWS OF THE SOCIETY

AND

DELEGATION OF POWERS

MEMORANDUM OF ASSOCIATION OF THE INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG(TALCHER) SOCIETY UNDER ACT XXI OF 1960
REGISTRATION OF LIMITED LIABILITY COMPANY

1. Name of the Society : The name of the Society shall be the "Indira Gandhi Institute of Technology, Sarang(Talcher)Society".
2. Location of the registered : The registered Office of the Office of the Society. Society shall be situated at Sarang in the District of Dhenkanal,Orissa.
3. The object for which the Society is established are :
 - (a) To provide for instruction, practice and research in various branches of Engineering and Technology and to serve interalia as an Institute of higher learning, and research for the advancement and dissamination of knowledge in all types of technical education and training in such branches in the State of Orissa.
 - (b) To prescribe rules and regulations for and to hold examinations and declare the results and give awards for courses other than those for Degrees/Diploma and in respect of the latter to make arrangements in accordance with the statutes and regulations of the University/Council to which the institution is affiliated.
 - (c) To institute and award fellowships, scholarship prizes and medals in accordance with the rules and bye-laws.
 - (d) To confer honorary awards or other distinctions.
 - (e) To cooperate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Society by exchange of teachers, scholars and generally in such manner as may be conducive to other common objects.
 - (f) To establish, maintain and manage halls and hostels for the residence of students.

- (g) To create administrative, technical and ministerial and other posts under the Society and to make appointments thereto in accordance with the rules and bye-laws.
 - (h) No benefication shall be accepted by the Society which needs opinion, involves condition or obligations opposed to the spirit and object of the Society.
 - (i) The State Government may at any time appoint one or more persons to review the work and progress of the Society and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the State Government may stipulate. Upon receipt of any such report, the State Government may take such action and issue such directions as it may consider necessary (in respect of the matters).
 - (j) To take up any work which would be in furtherance of or related to the above objectives.
4. The names, addresses and occupation of the first members of the Board of Governors of the Society to which by the Rules and Bye-laws of the Society the management of its affairs is entrusted are :

<u>Name</u>	<u>Address, designation & Occupation.</u>
(1) Shri K.C.Patel Chairman	Minister of State Industries Govt. of Orissa, Bhubaneswar.
(2) Shri A.S.Roy Member	Additional Secretary to Govt Finance Department, Bhubaneswar.
(3) Shri S.K.Lal Member	Commissioner-cum-Secretary to Govt. of Orissa, Industries Deptt. Bhubaneswar
(4) Shri S.C.Mohanty Member	Deputy Secretary to Govt Industries Deptt., Bhubaneswar
(5) Shri A.Rath Member	Director of Industries, Orissa, Cuttack
(6) Shri R.N.Pujari Member	Director of Technical Education & Training, Orissa, Cuttack
(7) Dr M.P.Mishra Ex-Officio-member Secretary	Principal, Orissa College of Engineering, Sorang (Talcher) Dist. Dhenkanal.

5. We the several persons whose names and address are given below having associated ourselves for the purposes described in this memorandum of Association and set our several and

respective hands hereunto and are desirous of being formed
act(Ach XXI)of 1960, this 26th Day of September, 1983 and we
believe that the facts stated above are true to the best of
our knowledge.

<u>Name</u>	<u>Address, designation & occupation</u>	<u>Signature</u>
(1) Shri K.C.Patel Chairman	Minister of State Industries Govt of Orissa, Bhubaneswar	Sd/-
(2) Shri A.S.Roy Member	Additional Secretary to Govt Finance Deptt., Bhubaneswar	Sd/-
(3) Shri S.K.Lall Member	Commissioner-cum-Secretary to Govt of Orissa, Industries Deptt., Bhubaneswar	Sd/-
(4) Shri S.C.Mohanty Member	Deputy Secretary to Govt Industries Deptt., Bhubaneswar	Sd/-
(5) Shri A.Rath Member	Director of Industries, Orissa, Cuttack	Sd/-
(6) Shri R.N.Pujari Member	Director of Technical Education & Training, Orissa, Cuttack	Sd/-
(7) Dr M.P.Mishra Ex-Officio-member Secretary	Principal, Orissa College of Engg. Sarang(Talcher) Dist.Dhenkanal	Sd/-

Attested the signatures
from Serial No. 1 to 7.

Sd/- V.N. Mohapatra

Witness:

1. Sd/- H.Acharya
2. Sd/- R.K. Roy

RULES AND REGULATIONS OF THE INDIRA GANDHI INSTITUTE OF TECHNOLOGY, SARANG(TALCHER) SOCIETY

1. DEFINITION:

In these rules unless the context otherwise requires

- (a) "Institution" shall mean the Indira Gandhi Institute of Technology, Sarang(Talcher) .
- (b) "Society" shall mean the Indira Gandhi Institute of Technology, Sarang(Talcher) Society.
- (c) "State Government" shall mean the Government of Orissa.
- (d) "Board" shall mean the Board of Governors of the Society.
- (e) "Finance Committee" mean a Committee appointed by the Board of Governors in consultation with the State Government to scrutinise the financial aspect of proposals and exercise control over expenditure and also to appoint such other Committee or Committees as the Board of Governors with the approval of the State Government deem fit.

2. The registered office of the Society shall be situated at Sarang(Talcher) P.O. Sarang, P.S. Parjang, Sub-Divn. Kamakhyanagar in the District of Dhenkanal.

3. The Society shall consist of the following members:

- (1) ✓ The Minister of Industries or Secretary, Industries of the State Govt of Orissa as will be decided by the Govt of Orissa shall be the Chairman of the Society.
- (2,3,4,5,6) Five nominees of the State Government.
- (7&8) Two nominees of the Central Govt/All India Council of Technical Education & Eastern Regional Committee .
- (9) The General Manager, South Eastern Coal Fields Ltd. Talcher.
- (10) The Vice-Chancellor, Utkal University or a Professor of the Utkal University to be nominated by the Vice-Chancellor.
- (11 & 12) Two members from the Industries situated in the State of Orissa to be nominated by the State Govt.
- (13) The Dean, College of Engineering & Technology, OUMT Bhubaneswar

- (14 & 15) One Professor of Indira Gandhi Institute of Technology, Sarang (Talcher) and one teacher from amongst the Lecturers and Asst. Professors of Indira Gandhi Institute of Technology, Sarang (Talcher) to be nominated by the Teachers' Council of Indira Gandhi Institute of Technology, Sarang (Talcher) in the manner prescribed by the Board for a period of two years commencing from 1st April.
- (16) Principal of the Indira Gandhi Institute of Technology, Sarang (Talcher) as member and Ex-Officio, Secretary.
4. If a member of the Society shall change his address, he may notify to the Secretary his new address. But if he fails to notify such new address, his address as recorded in the role of the members shall be deemed to be his address.
5. The General superintendence, direction and control of the affairs of the Society and of its income and property shall be vested in the Governing Body of the Society, which shall be called the Board of Governors herein after referred to as "THE BOARD".
6. The Board shall consist of the following members:
- (1) The Minister of Industries or Secretary, Industries of the State Govt of Orissa as will be decided by the Govt of Orissa shall be the Chairman of the Society.
- (2,3,4,5,6) Five nominees of the State Government.
- (7 & 8) Two nominees of the Central Govt/All India Council of Technical Education & Eastern Regional Committee.
- (9) The General Manager, South Eastern Coal Field Ltd. Talcher.
- (10) The Vice-Chancellor, Utkal University or a Professor of the Utkal University to be nominated by the Vice-Chancellor.
- (11 & 12) Two members from the Industries situated in the State of Orissa to be nominated by the State Govt.
- (13) The Dean, College of Engineering & Technology, OUMT, Bhubaneswar.
- (14 & 15) One Professor of Indira Gandhi Institute of Technology Sarang (Talcher) and one teacher from amongst the Lecturers and Asst. Professors of Indira Gandhi Institute of Technology, Sarang (Talcher) to be nominated by the Teachers' Council of the Indira Gandhi Institute of Technology, Sarang (Talcher) in the manner prescribed by the Board for a period of two years commencing from 1st April.

✓ (16) Principal, Indira Gandhi Institute of Technology, Sarang(Talcher), Member and Ex-Officio, Secretary.

7. (i) Where a member of the Society or the Board becomes such member, by reason of the office he holds, his membership shall terminate when he ceases to hold that office.
- (ii) A member of the Society or the Board representing the Central Government shall continue to be such member during the pleasure of the Central Government.
- (iii) A member of the Society or the Board representing Department of the State Government shall continue to be such member during the pleasure of the State Govt.
- (iv) Every other member of the Society or the Board including the Chairman, shall cease to be such member on the expiry of five years from the date of his appointment or nomination unless discontinued earlier but shall be eligible for reappointment or renomination as the case may be.
- (v) Should any member, representing either the Central Govt or the State Govt be unable to attend a meeting of the Society or the Board, he shall be at liberty to appoint and authorise a representative to take his place at that meeting of the Society or the Board, and such a representative shall have all rights and privileges of a member of Society or the Board at that meeting.

8. A member of the Society or the Board shall cease to be such member if (a) dies or (b) resigns his memberships or (c) becomes of unsound mind or (d) becomes insolvent or (e) is convicted of a criminal offence involving moral turpitude, or (f) if he is removed by the State Government from the membership of the Society or (g) if, except in the case of the Principal of the Institution and the two other teachers, he accepts a full time appointment in the Society or (h) if he fails to attend three consecutive meetings of the Society or the Board without the leave of the Chairman.

9. (i) The Chairman of the Society or the Board may resign his office by a letter addressed to the State Govt and his resignation shall take effect from the date it is accepted by the State Government.

(ii) A member of the Society or the Board (other than an ex-officio member or a member representing the Central Govt or a member representing Department of the State Govt) may resign office by a letter addressed to the Chairman and such resignation shall take effect from the date it is accepted by the Chairman.

10: Any casual vacancy in the Society or the Board shall be filled up by the appointment or nomination of a member by the appropriate authority entitled to make such appointment or nomination and the member appointed or nominated to fill up such casual vacancy shall hold office for the remainder of the term, if any of the member in whose place he has been appointed or nominated.

11: The Society or the Board shall function notwithstanding any vacancy therein and notwithstanding any defect in the appointment, nomination or co-option of any of its members and no act or proceedings of the Society or the Board shall be called in question merely by reason of the existence of any vacancy therein or of any defect in the appointment, nomination or co-option of any of its member.

12. (i) The Society shall meet whenever the Chairman thinks fit. Provided that the Chairman shall call a meeting of the Society upon a written requisition of not less than 4 (four) members.
- (ii) For every meeting of the Society fifteen days notice shall be given to the members.
- (iii) Four members including the Chairman shall constitute quorum at any meeting of the Society.
- (iv) In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- (v) Each member of the Society, including Chairman shall have one vote and if there shall be an equality of votes on any question to be determined by the Society, the Chairman shall in addition exercise a casting vote.
- (vi) Every meeting of the Society shall be presided over by the Chairman, and in his absence by a member chosen from amongst themselves by the members present at the meeting.
- (vii) Any resolution except such as may be placed before the meeting of the Society may be adopted by circulation among all its members and any resolutions so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effectual and binding as if such resolution had been adopted at a meeting of the Society provided that in every such case at least four members of the Society shall have recorded their approval of the resolution.

- (viii) The Society shall establish and carry on the administration and management of the Institution and such other institutions as may be decided by the Board from time to time.
- (ix) The Society will have the power to make rules and bye-laws for the conduct of the affairs of the Society and to add to amend, to vary or to rescind them from time to time, which the approval of the State Government.

13. POWERS AND FUNCTIONS OF THE BOARD :

Subject to the provisions of the Memorandum, the Board shall have the power:

- (i) To prepare and execute detailed plans and programmes for the establishment of the Institution and such other institutions as 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 Institutions mentioned above and to manage the properties of the Institutions.
- (iii) To prepare the budget estimate of the Society for each year and to sanction expenditure within the limits of the budget as approved by the State Government.
- (iv) To prescribe and conduct courses 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 State Government.
- (vi) To prescribe rules and regulations for and to hold examination and declare results and give awards for courses other than those for University Degrees in respect of the latter to make all such arrangements as it may be required to do by the statutes, ordinances and regulations of the University to which the courses are affiliated.

- (vii) To hold examinations for Diploma courses in various branches of engineering as prescribed by the Orissa State Council of Technical Education and Training to which the Diploma courses are affiliated.
- (viii) To institute and award fellowships, scholarships, prizes and medals.
- (ix) To provide for and supervise the residence, health disciplinary and well being of the students and staff of the Institution.
- (x) ✓ To create teaching, administrative, technical, ministerial and other posts in the institution and to make appointments there to for the efficient management of the affairs of the institution and to regulate their recruitment and conditions of service.
- (xi) To co-operate with any other organisation in the matter of education and training in engineering and technology.
- (xii) To enter into agreements for and on behalf of the Society.
- (xiii) To intimate and defend all legal proceedings on behalf of the Society.
- (xiv) To appoint Committees for the disposal of any business of the institution or for rendering advice in any matter pertaining to 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 consider and pass such resolutions on the annual report, the annual accounts and the Financial estimates of the Society as it thinks fit and such annual report
(xvi) annual accounts and financial estimates alongwith the resolutions passed thereon by the Board shall, be submitted to the State Government.
- (xvii) To make, adopt, amend, vary or rescind from time to time with the prior approval of the State Govt rules and the regulation of and for any purpose connected with the management and administration of the affairs of the Institution and for the furtherance of its objects.

- (xviii) To make, adopt, amend, vary or rescind from time to time Bye-laws (a) for the conduct of the business of the Board and the Committees to be appointed by it (b) for delegation of powers (c) for fixing the quorum or (d) for the co-option of members to the Board.
- (xix) To perform such additional functions as to carry out such duties as may from time to time be assigned to it by the State Govt.
- (xx) To fix and demand such fees and other charges as may be laid down in the rules.
- (xxi) To establish, maintain and manage halls and hostels ~~for~~ ^{the} residence of students.
- (xxii) To provide for the maintenance of units of the National Cadet Corps for the students.
- (xxiii) To co-operate with educational or other institutions in any part of the world having objects wholly or partly similar to those of the Society by exchange of teachers scholars and generally in such manner as may be conducive to other common objects.
- (xxiv) To make rules and bye-laws for the conduct of the affairs of the Society and to adopt, amend, vary or rescind them from time to time with the approval of the State Government.
- (xxv) To acquire and hold property provided that prior approval of the State Government of Orissa is obtained for the acquisition of immovable property.
- (xxvi) To deal with property belonging to or vested in the Society in such manner as the Society may deem fit for advancing its objects provided that prior approval of the State Government is obtained for the transfer of any immovable property.
- (xxvii) To maintain funds to which shall be credited:
 - (a) All moneys provided by the Central and State Govt.
 - (b) All fees and other charges received by the Society
 - (c) All moneys received by the Society by way of grant-in-aid, donations, beneficence, bequests or transfers and
 - (d) All moneys received by the Society in any other manner or from any other sources.

- (xxviii) To deposit all moneys credited to the fund in such banks or to invest them in such manner as the Society may decide with the approval of the State Govt.
- (xxix) To meet the expenses of the Society including expenses incurred in the exercise of its powers, and discharge of its functions out of the funds.
- (xxx) To prepare and maintain accounts and other relevant records and to prepare an annual statement of accounts including the balance sheet of the Society in such and manner as may be prescribed by the State Govt in consultation with the Accountant General of the State.
- (xxxi) To forward annually to the State Government the accounts of the Society as certified by an auditor appointed by the Board of Governors. ✓
- (xxxii) To do all such things as may be necessary and conducive to the attainment of all or any of the objects of the Society.

- 14.(i) (a) The Board shall ordinarily meet once in every three months.
- (b) There may be a special meeting whenever the Chairman thinks fit or there is a written requisition for such a meeting by not less than 4(four) members.
- (c) An emergency meeting may be called by the Chairman in case of emergency. For ordinary or special meetings a notice of not less than 15 days shall be given and for emergency meeting the period of 15 days notice may be reduced by the Chairman as he deems fit.
- A copy of the proceedings of every meeting shall be furnished to the State Government and the Central Govt after they are confirmed by the Board but actions on decisions wherever necessary shall be taken after the minutes are approved by the Chairman. ✓

- (ii) Four members including the Chairman shall constitute quorum at any meeting of the Board.
- (iii) In case of difference of opinion amongst the members the opinion of the majority shall prevail.
- (iv) Each member of the Board including the Chairman shall have one vote and if there shall be an equality of vote on any question to be determined by the Board, the Chairman shall in addition have and exercise a casting vote.

- (v) Every meeting of the Board shall be presided over by the Chairman and in his absence by a member chosen from amongst themselves by the members present at the meeting.
- (vi) Any resolution except such as may be placed before the meetings of the Board, may be adopted by circulation among all its members and any resolution so circulated and adopted by a majority of the members who have signified their approval or disapproval of such resolution shall be as effectual and binding as if such resolution had been passed at a meeting of the Board provided that in every such case at least four members of the Board shall have recorded their approval of the resolution.
- (vii) Whenever the Board is unable to conduct its business for want of quorum, the meeting shall stand adjourned to a date, 15 days from the date of adjournment and in case, the day falls on Sunday or a holiday, it will meet on the following day. For the adjourned meeting, a notice of not less than 7 days shall be given. For the adjourned meeting the members present shall form the quorum and in the adjourned meeting no business shall be transacted other than the business fixed for the meeting from which adjournment took place.

15. CHAIRMAN

- (i) It shall be the duty of the Chairman to see that the decisions taken by the Board are implemented.
- (ii) The Chairman shall exercise such other powers as may be delegated to him by the Board.

16. SECRETARY

- (i) The Secretary shall issue notice for the meeting of the Society or Board as per the decisions of the Chairman.
- (ii) The Secretary shall prepare the agenda and proceeding thereon of all meetings and circulate among the members.
- (iii) The Secretary shall exercise such other powers as may be delegated to him by the Society or Board.

17. PRINCIPAL

- (i) The Principal should be appointed by the Board with the approval of the State Government.
- (ii) 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 the 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 the records, the funds of the Institution as the Board may commit to his charge.
- (iii) The Principal shall have such other powers and perform such other duties as may be delegated or assigned to him by the Board.
- (iv) The Principal may delegate any of his power to any of his subordinate with the approval of the Board.
- (v) The Principal shall act as the Secretary of the Society, the Board and such other committees as the Society or the Board may decide.
- (vi) In the event of the post of the Principal remaining vacant, it shall be open for the Board to direct any officer or officers in the Service of the Society to exercise such powers and perform such functions and duties of the Principal in an officiating capacity as the Board may deem fit until the vacancy is filled up. In case the Principal is absent or unable to perform his duties for any reason exceeding 10 days but less than 3 months, it shall be open to the Chairman to direct the Senior most Professor or Professors available on duty in the service of the Society to exercise such power and perform such functions and duties of the Principal as he may decide for the period of absence or the period during which the Principal is unable to perform his duties for any reason. During short period of absence of Principal not exceeding 10 days the Principal shall be competent to place the senior most staff amongst the Professors available on duty to attend to the current duties of the Principal. In case of unforeseen difficulties if the

Principal would be absent for a period of exceeding 10 days, the Professor officiating as Principal shall continue to attend to the duties of the Principal under intimation to the Chairman.

18. REGISTRAR

- (i) The Registrar shall be a whole time officer of the Society and shall be appointed by the Board on such terms and conditions as may be laid down in the Bye-laws.
- (ii) The Registrar shall be directly responsible to the Principal of Indira Gandhi Institute of Technology, Sarang (Jalcher) for the proper discharge of his duties and functions as laid down in the bye-laws.
- (iii) The Registrar shall exercise such powers and perform such duties as may be delegated or assigned to him by the Board or the Secretary of the Society.

19. The members of the Society, the Board or any Committee appointed by the Society or the Board shall not be entitled to any remuneration from Society or the Board. However, non-official members of the Society, the Board or any Committee appointed by either of them shall be paid by the Society such travelling and daily allowances as may be provided for in the Bye-laws to be made in this behalf in respect of any journeys under taken by them for attending the meeting of the Society, the Board or the Committee or in connection with any other business of the Committee, as the case may be. Travelling and daily allowance in respect of the official members for journey undertaken by them for attending the meetings of the Society, the Board or any Committee or in connection with any other business of the Society, the Board or the Committee shall be borne by the respective Government or their respective employer provided that such travelling and daily allowance shall be paid by the Society if necessary request is received in this regard from the respective Government employers.

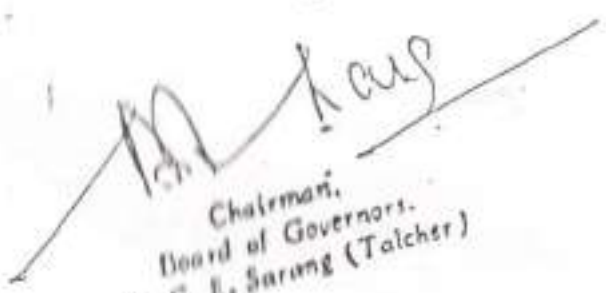
- 20. (i) Within six months after the close of every financial year, the Society shall submit to the State Government and Central Government a report on the working of the institution together with an audited statement of accounts showing the income & expenditure for the previous year.

- (ii) The Society shall submit to the State Government and the Central Government the budget estimates for every financial year by such date before the end of the previous year as the State Govt may fix in this behalf.
21. For the purpose of section 6 of the registration of Societies Act, the person in whose name the Society may sue or be sued shall be the Secretary of the Society.
22. All contracts for and on behalf of the Society shall be expressed to be made in the name of the Society and shall be executed by the Chairman and or the Principal of the Institution in accordance with the Bye-laws to be framed in this behalf.
23. (i) Subject to the prior approval of the State Government the Society may alter, extend or abridge any purpose or purpose for which it is established, provided that the procedure prescribed in that behalf by Act of 1860 has been followed.
- (ii) These rules may be altered by the Society with the consent of the State Government at any time by a resolution passed by a majority or two thirds of the total members of the Society at a meeting which shall be convened for the purpose after giving 15 days notice of such resolution to the members of the Society.
24. (i) The institution shall be open to person of either sex, and whatever race, creed, caste or class and no test or condition shall be imposed as to religious belief or profession in admitting students or appointing members, teachers and other staff.
- (ii) No benefaction shall be accepted by the Society which in its opinion, involves condition or obligations opposed to the spirit and object of this Society.
25. The accounts of the Society shall be audited by Govt Auditor or a qualified auditor annually.
26. The State Government may at any time appoint one or more persons to review the work and progress of the Society or Institution and to hold an enquiry into the affairs thereof and to report thereon, in such manner as the State Government may take stipulate. Upon receipt of any such report the State Govt may take such action and issue such directions as it may consider necessary in respect of any of the matter dealt with in report regarding.

27. In case the State Government is satisfied that the Society or the institution is not functioning properly or is functioning in excess of its powers is committing default in performing its duties, the State Govt shall have the power to take over the administration and assets of the Society/ Institution.

28. If, on the winding up or dissolution of the Society, there shall remain, after satisfaction of all its debts and liabilities, any assets and property whatever, 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 State Government may determine.

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Chairman,
Board of Governors,
O. C. E. Sarang (Talcher)


Principal,

Orissa College of Engineering
Sarang (Talcher)

Appointment Through OPSC



ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT No.35 of 2023-24

Recruitment to the posts of Assistant Professors in different disciplines (Group-A) in Indira Gandhi Institute of Technology, Sarang, Parala Maharaja Engineering College, Berhampur & Govt. College of Engineering, Keonjhar under Skill Development and Technical Education Department .

WEBSITE:- <http://opsc.gov.in>

Online applications are invited from prospective candidates through proforma application form to be made available in the Website of the Commission (<http://opsc.gov.in>). **The link for online application and submission shall be available from 27.03.2024 to 26.04.2024 [Note- 26.04.2024 is the last date for submission of Registered Online Application]** for recruitment to 65 (Sixty five) posts of Assistant Professors in 15 different disciplines in Group-A of Indira Gandhi Institute of Technology, Sarang, Parala Maharaja Engineering College, Berhampur & Govt. College of Engineering, Keonjhar under Skill Development & Technical Education Department in the Entry Pay:- Rs. 57,700/-, Level - 10 in the pay matrix with usual Dearness and other allowances as admissible by the Government from time to time.

2. VACANCY POSITION:

As per the requisition filed by the Skill Development & Technical Education Department of the Government of Odisha, the discipline-wise break up of vacancy position along with reservation thereof is given below:

Sl No.	Subject	Total	ST	SC	SEBC	UR
1.	Civil Engineering	11(3-W)	7 (2-W)	0	1	3 (1-W)
2.	Electrical Engineering	8(2-W)	4 (1-W)	0	0	4(1-W)

Sl No.	Subject	Total	ST	SC	SEBC	UR
3.	Mechanical Engineering	2	1	0	0	1
4.	Chemical Engineering	1	0	0	0	1
5.	Metallurgical & Material Engineering	10(3-W)	3 (1-W)	0	1	6 (2-W)
6.	Production Engineering	2	1	0	0	1
7.	Physics	4(1-W)	1	0	0	3(1-W)
8.	Chemistry	5(2-W)	2(1-W)	1	0	2(1-W)
9.	English	4(1-W)	1	0	0	3(1-W)
10.	Maths	6(3-W)	2(1-W)	2(1-W)	0	2(1-W)
11.	Management	2(1-W)	0	0	0	2(1-W)
12.	Economics	3(1-W)	0	0	0	3(1-W)
13.	Automobile Engineering	2(1-W)	0	0	0	2(1-W)
14.	Computer Science & Engineering	4(1-W)	1	1	0	2(1-W)
15.	Mining Engineering	1	1	0	0	0
	Total	65(19-W)	24(6-W)	4(1-W)	2	35(12-W)

- (a) Exchange of reservation between Scheduled Caste and Scheduled Tribe will not be considered.
- (b) In case of non-availability of eligible/ suitable women candidate(s) belonging to the respective category, the unfilled vacancies of that category shall be filled up by eligible/suitable male candidate(s) of the same category.
- (c) The number of vacancies to be filled up on the basis of this recruitment is subject to change by Government without notice, depending upon the exigencies of public service at the discretion of the State Government.

3. AGE :

A candidate should have attained the age of not less than **21 years** and not above the age of **38 years** as on the **1st day of January, 2024** i.e. he or she must have been born not earlier than **02.01.1986** and not later than **01.01.2003**

The upper age limit prescribed above is relax-able by **05 (five) years** for candidates belonging to SC/ST/ SEBC/Women/Ex-Servicemen and by **10 (ten) years** for Persons with Disabilities whose permanent disability is 40% and more.

Persons with Disabilities belonging to SC/ST/SEBC categories are eligible for cumulative age relaxation benefit of 15 (fifteen) years.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED CAN IN NO CASE BE RELAXED.

Date of birth entered in the High School Certificate or equivalent certificate issued by the concerned Board/Council will only be accepted by the Commission.

4. EDUCATIONAL QUALIFICATION:

A candidate should possess any of the following qualifications, at the minimum:

(I) For Engineering/Technology/Management/MCA as per AICTE Notification F.No.61-1/RIFD/7th CPC/2016-17 dated 01.03.2019.

The qualifications for recruitment for faculty in the disciplines of Engineering/Technology/Management/MCA as per AICTE Notification F.No.61-1/FIRD/7th CPC/2016-17 dated 01.03.2019 and AICTE guidelines issued from time to time.

(a) Engineering /Technology

B.E./B. Tech./ B.S. and M. E./M. Tech./ M. S. or Integrated M. Tech. in relevant branch with first class or equivalent in any one of the degrees.

(b) Management:

Bachelor's Degree in any discipline and Master's Degree in Business Administration/ PGDM/ C.A./ ICWA/M. Com with First Class or equivalent and two years of Professional experience after acquiring the degree of Master's degree.

(II) For Science and Humanities as per UGC Notification No.F.1-2/2017(EC/PS) dated 18.07.2018.

The qualifications for recruitment for faculty in the disciplines of Basic Sciences, Social Science and Humanities shall be as per the UGC Notification No.F.1-2/2017(EC/PS) dated 18th July, 2018 and UGC guidelines issued from time to time.

A.

(i) A Master's degree with 55% marks (or an equivalent grade in a point-scale wherever the grading system is followed) in a

concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign university.

A relaxation of 5% shall be allowed at the Bachelor's as well as at the Master's Level for the candidates belonging to Scheduled Caste/ Scheduled Tribe/ SEBC/PWD for the purpose of eligibility and assessing good academic record for direct recruitment. The eligibility marks of 55% marks (or an equivalent grade in a point scale wherever the grading system is followed) and the relaxation of 5% to the categories mentioned above are permissible, based only on the qualifying marks without including any grace mark procedure.

- (ii)** Besides fulfilling the above qualifications, the candidate must have cleared the National Eligibility Test (NET) conducted by the UGC or the CSIR, or a similar test accredited by the UGC, like SLET/SET of who are or have been awarded a Ph.D. Degree in accordance with the University Grants Commission (Minimum Standards and Procedure for Award of M.Phil./Ph.D. Degree) Regulations, 2009 or 2016 and their amendments from time to time as the case may be exempted from NET/SLET/SET:

Provided, the candidates registered for the Ph.D. programme prior to July 11, 2009, shall be governed by the provisions of the then existing Ordinances/Bye-laws/Regulations of the Institution awarding the degree and such Ph.D. candidates shall be exempted from the requirement of NET/SLET/SET for recruitment and appointment or Assistant Professor or equivalent positions in Universities/Colleges/Institutions subject to the fulfilment of the following conditions:-

- a)** The Ph.D. degree of the candidate has been awarded in a regular mode;
- b)** The Ph.D. thesis has been evaluated by at least two external examiners;
- c)** An open Ph.D. viva voce of the candidate has been conducted;
- d)** The Candidate has published two research papers from his/her Ph.D. work, out of which at least one is in a refereed journal;
- e)** The candidate has presented at least two papers based on his/her Ph.D. work in conferences/seminars

sponsored/funded/supported by the UGC/ICSSR/CSIR or any similar agency.

The fulfillment of these conditions is to be certified by the Registrar or the Dean (Academic Affairs) of the University concerned.

Note: NET/SLET/SET shall also not be required for such Masters Programmes in disciplines for which NET/SLET/SET is not conducted by the UGC, CSIR or similar test accredited by the UGC, like SLET/SET.

OR

B.

The Ph.D. degree has been obtained from a foreign university/institution with a ranking among top 500 in the World University Ranking (at any time) by any one of the following: (i) Quacquarelli Symonds (QS) (ii) the Times Higher Education (THE) or (iii) the Academic Ranking of World Universities (ARWU) of the Shanghai Jiao Tong University (Shanghai).

NOTE- CANDIDATES WHO HAVE DONE Ph.D. AFTER THE BACHELOR'S DEGREE FROM INSTITUTION OF NATIONAL IMPORTANCE WITH GATE/GPAT/CEED SHALL BE ELIGIBLE FOR THE POST OF ASSISTANT PROFESSOR.

5. METHOD OF SELECTION:

- (a) The recruitment to the post of Assistant Professor shall be made by way of direct recruitment through the Commission; from amongst the candidates possessing qualification as mentioned at Rule 3(a) of Recruitment of Teachers in Govt. Engineering Colleges of the State Rules, 2023.
- (b) The selection process for recruitment to the posts of Assistant Professor in Govt. Engineering Colleges shall comprise of Written Examination (200 marks) and Viva Voce Test (25 marks).
- (c) Objective type Written Test will be conducted by the Commission for short listing the candidates for the interview in the ratio of 1:4.
- (d) The written examination shall be of Objective type Multiple Choice Question (MCQ) pattern consisting of 200 marks and Viva Voce Test shall carry 25 marks.

- (e) The MCQ questions for the written examination shall consist of questions from General Aptitude and concerned discipline.
- (f) The total number of questions shall be of 100 (hundred) and each question shall carry 02 (two) marks.
- (g) There shall be negative marking for wrong answers and for each wrong response/answer, 25% (twenty five percent) marks assigned to each question shall be deducted.
- (h) The duration of Examination shall be two and half hours (2 hours and 30 minutes)
- (h) The syllabus for the written test will be as per GATE syllabus for Engineering/Technology and NET syllabus for Basic Science and Humanities/Management/MCA.

6. EXAMINATION FEES:

The candidates are exempted for payment of examination fees as per G.A. Deptt. Letter No.9897/Gen., dated 11.04.2022.

7. OTHER ELIGIBILITY CONDITIONS:

- (i) The candidate must be a citizen of India;
- (ii) A candidate, who has more than one spouse living, will not be eligible for appointment unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons;
- (iii) If a candidate has at any time, been debarred for a certain period/chance(s) by the Odisha Public Service Commission or other State Public Service Commission or U.P.S.C. from appearing at any examination/interview, he/she will not be eligible for such recruitment for that specified period/chance(s);
- (iv) Government servants, whether temporary or permanent, are eligible to apply provided that they possess the requisite qualification and are within the prescribed age-limit as provided under Para-3 & 4 of the Advertisement. They must inform their respective Heads of Offices in writing regarding submission of their applications for this recruitment and submit **"No Objection Certificate" during document verification;**

- (v) Only those candidates, who possess the requisite qualification and fulfil other eligibility conditions by the closing date of submission of online applications will be considered eligible.
- (vi) Every candidate selected for appointment shall be examined by the Medical Board. A candidate, who fails to satisfy the Medical Board, shall not be appointed;
- (vii) A candidate who claims change in his/her name after having passed the High School Certificate Examination or equivalent examination, is required to furnish copy of publication of the changed name in local Gazette in support of his/her change of name.

8. OTHER IMPORTANT POINTS:

- (i) **Online applications submitted to OPSC if found to be incomplete/incorrect in any respect are liable to rejection without entertaining any correspondence with the applicants on that score;**
- (ii) Admission to the examination will be **provisional**. If on verification at any stage before or after the examination, it is found that a candidate does not fulfil all the eligibility conditions, his/her candidature will be liable to rejection. Decision of the Commission in regard to eligibility or otherwise of candidate shall be final;
- (iii) This advertisement should not be construed as binding on the Government to make appointment.
- (iv) Concessions meant for S.E.B.C & S.C./ S.T. categories by Birth are admissible to the Socially Educationally Backward Classes, Scheduled Castes & Scheduled Tribes of Odisha only;
- (v) **Community (SC/ST/SEBC) once mentioned by the candidates under the appropriate box of the online application form, will be treated as final and the same shall not be changed subsequently under any circumstances.**
- (vi) Any misrepresentation or suppression of information by the candidate in the online application, will **result in cancellation of his/her candidature or penalty, as decided by the Commission, be imposed on the candidate;**

- (vii) Mere empanelment in the select list shall not confer any right for appointment unless the Government is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service.

9. CERTIFICATES/DOCUMENTS TO BE ATTACHED:

Candidates are required to **upload the scanned copy of the original certificates, mark-sheets and other documents** while filling the online application form. Only those who are called for verification of original documents are required to bring with them the original certificates, mark-sheets etc. along with the hard copy of an online application form at the time of document verification.

If a candidate fails to furnish any of the original documents/certificates at the time of document verification, he/she shall not be allowed to appear at the interview & candidature shall be rejected.

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council;
- (ii) Bachelor's Degree certificate issued by the recognized University wherever applicable;
- (iii) B.E./B.Tech./B.S. Degree certificate wherever applicable;
- (iv) Master's Degree certificate in the concerned/relevant/ allied subject wherever applicable in respect of educational qualification prescribed for the recruitment;
- (v) M.E./M. Tech./M.S./Integrated M. Tech. in relevant branch wherever applicable;
- (vi) MBA/PGDM/C.A./ICWA/M.Com. certificates wherever applicable;
- (vii) Certificates showing 02(two)years of professional experience after acquiring the degree of Master's degree in case of candidates applying for Management.
- (viii) M. Phil Degree certificate;
- (ix) NET/SLET/SET qualified certificate;
- (x) GATE/GPAT/CEED qualified certificate;
- (xi) Ph.D. Degree Certificate;

- (xii) Mark-lists in support of all the aforesaid Examinations (H.S.C. to Ph.D. Degree) including fail marks, if any, issued by the concerned Board / Council/University.

NOTE-1:

- (a) **Candidates who have not been awarded percentage of marks, but only "GRADE MARKS", should, along with their applications, produce the conversion certificate from the concerned University indicating the actual equivalent percentage of marks and the conversion formula failing which, their applications are liable to be rejected.**
- (b) **While filling up the marks in the online application form, the candidate has to mention the actual pass marks secured by him/her in H.S.C., Degree, Post-Graduation, M. Phil etc. (i.e. excluding the marks secured in the Extra Optional/4th Optional Subject).**
- (xiii) Four recent passport size photographs (unsigned & unattested) which has been uploaded with online application form.
- (xiv) Caste certificate wherever applicable;
- (xv) Permanent Disability Certificate (indicating percentage of disability of 40% or more) issued by the Concerned Medical Board, wherever applicable;
- (xvi) Ex-Servicemen claiming reservation are required to submit/upload Release Certificate issued as per Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 vide G.A. Deptt. Notification No.22586-Gen., dt.16.10.1985. Further, Ex-Servicemen candidates must submit an affidavit, undertaking that he/she has not been appointed against a civil post after retirement from military service.
- (xvii) **No objection certificate** from their competent authorities in case of Government Servants.
- (xviii) **Any proof of identity.**

NOTE 2:

- (i) **Candidates claiming to be belonging to S.E.B.C /S.C./S.T. categories by birth are required to submit copy of the**

relevant Caste Certificate as mentioned in their online application form & issued by the competent authority in the prescribed form. Candidates of SEBC category (other than Creamy Layer) must submit copy of Caste Certificate issued by the competent authority within the last three years by the closing date for submission of online application form in the prescribed format.

- (ii) The SEBC certificate which is more than three years old by the closing date of submission of online application form is liable for rejection.
- (iii) Women candidates belonging to S.E.B.C./S.C./S.T. categories are required to submit Caste Certificates by birth showing "daughter of". Caste Certificates by virtue of marriage (i.e. showing "wife of") are not acceptable and liable for rejection.
- (iv) OBC CERTIFICATES WILL NOT BE ACCEPTED IN LIEU OF SEBC CERTIFICATES AND CANDIDATES SUBMITTING OBC CERTIFICATE ARE LIABLE FOR REJECTION.
- (v) Community (Caste status) once mentioned by the candidates shall not be changed under any circumstances.
- (vi) The competent authorities to issue Caste Certificates are: - District Magistrate / Collector or Additional District Magistrate or Sub-divisional Magistrate / Sub-Collectors or Executive Magistrates or Revenue Officers, not below the rank of Tahsildar / Additional Tahsildar of Government of Odisha;

NOTE 3:

Degree Certificate, B.E./B.Tech./B.S. degree certificate, Post Graduate Degree Certificate, M.E./M. Tech./M.S./Integrated M. Tech. Degree Certificate, MBA/PGDM/C.A./ICWA/M.Com./M. Phil Degree Certificate, Ph.D. Degree Certificate, NET qualified Certificate, GATE/GPAT/CEED qualified certificate, Caste Certificate, Permanent

Disability Certificate of Persons with Disabilities (indicating % of permanent disability) & Release Certificate of Ex-Servicemen [issued as per Orissa Ex-Servicemen (Recruitment to State Civil Services and Posts) Rules, 1985 vide G.A. Deptt. Notification No.22586-Gen., dt.16.10.1985] must have been issued by the competent authority within the last date fixed for submission/ receipt of online application forms.

10. GROUNDS OF REJECTION OF APPLICATIONS:-

Applications of candidates will be rejected by the Commission on any of the following grounds: -

- (a) **In-complete online application form.**
- (b) **Non-submission of hard copy of online application form at the time of verification of original documents.**
- (c) **Not signing Declaration (full signature) in the hard copy of online application form.**
- (d) **Not coming within the age limit of candidate as mentioned in Para-3 of Advertisement (Overage relaxation shall not be allowed to P.W.D. candidates with less than 40% permanent disability).**
- (e) **Not having requisite qualification as provided under Para-4 of Advertisement.**
- (f) **Not furnishing copies of certificates/documents as provided under Para-9 of the Advertisement.**
- (g) **Submission of wrong information/ false information about qualification/ Age/ Category status (SEBC/SC/ST/PWD/ Women etc.).**
- (h) **Suppression of facts / information about eligibility, if any.**
- (i) **Any other ground as per the decision of the Commission.**

NB: Application / candidature of a candidate shall be rejected at any stage of recruitment process, whenever discrepancy is noticed/ detected.

11. HOW TO APPLY:

- (a) **Candidates must go through the details of this Advertisement available in the Website of OPSC before filling up online application form.**

- (b) Candidates must apply online through the concerned Website of the OPSC <http://opsc.gov.in>. Applications received through **any other mode** would not be accepted and summarily rejected.
- (c) **Before filling up the online application form, the candidates must go through detailed instructions available at OPSC portal.**
- (d) The online application form is automated and system driven and will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited & on confirmation there is no scope for further edit even if wrongful entry has been made while filling up application.
- (e) Candidates are requested to upload the scanned image of latest pass port size photograph along with scanned image of his/her full signature and scanned image of Left-hand Thumb Impression (LTI) in the online application form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained.
- (f) Candidates should keep at least four copies of latest passport size photograph which is uploaded to the online application form for future use.
- (g) *On successful submission of the online Registration, a unique "Permanent Public Service Account Number (PPSAN)" will be assigned to the applicant. Candidates are required to take a printout of the finally submitted online Registration/Re-registration and finally submitted Online Application forms and put his/ her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.*
- (h) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.

- (i) Certificate of Admission to the written examination to the eligible candidates will be uploaded in the Website of the OPSC prior to the date of written examination. The candidates are required to download their Admission Certificate from the Website of the Commission and produce the same at the Examination Centre for admission to the written examination. No separate correspondence will be made on this score.
- (j) Notice to candidates for document verification & interview and "Attestation form" & "Bio-data form" shall be uploaded in the website of OPSC prior to the date of Document Verification/ Interview.
- (k) Any complaint on the conduct of examination must be sent to the Grievance Wing of the Commission **by e-mail (opsc@nic.in) within 07 (seven) days of completion of the examination.**

12. FACILITATION COUNTER:

*To resolve any Technical problem faced in filling up of online Registration/ Re-registration and Application forms, candidate may contact OPSC Technical Support **over Telephone No. 0671-2304707** between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M. on any Odisha Government working days.*

In case of any guidance/information on this advertisement & recruitment, candidates may go through the **FAQ** available in the website of the Commission or contact the O.P.S.C. Facilitation Counter over Telephone No. 0671-2304141/2305611 & Extn. - 208 on any working day between 10.30 A.M. to 1.30 P.M. & 2.00 P.M. to 5.00 P.M.

The candidates are required to visit the website of the Commission at <http://opsc.gov.in> for detailed information about important notices, rejection of applications, the date & time of Written Test/Document verification/ Interview and also keep track of publication of various notices to the effect in the leading local dailies for information.

CLOSING DATES

1. **THE LINK FOR ONLINE APPLICATION AND SUBMISSION SHALL BE AVAILABLE IN THE WEBSITE FROM 27.03.2024 TO 26.04.2024 (11:59 P.M).**

(Note: 26.04.2024 is the last date for submission of Registered online application form)

2. **Only online applications received within the deadline i.e. 26.04.2024 shall be accepted.**

NB: THE ONLINE APPLICATIONS, IF FOUND DEFECTIVE IN ANY RESPECT IS LIABLE TO BE SUMMARILY REJECTED.

CUTTACK
DATE -13.03.2024


SECRETARY(I/C)
ODISHA PUBLIC SERVICE COMMISSION



ODISHA PUBLIC SERVICE COMMISSION

ADVERTISEMENT No.02 of 2024-25

Recruitment to the post of Director, Indira Gandhi Institute of Technology (IGIT), Sarang under Skill Development and Technical Education Department.

Online applications are invited from prospective candidates through proforma application form to be made available in the Website of the Commission (<http://opsc.gov.in>) for one (01) post of Director in Indira Gandhi Institute of Technology (IGIT), Sarang under Skill Development and Technical Education Department, in the scale of pay of Rs.1,44,200/-, Pay Level-14 as per ORSP (for teachers of Engineering College/Degree level Technical Institutions/ Universities), with DA as admissible from time to time. **The link for online application and submission shall be available from 26.07.2024 to 27.08.2024 [Note- 27.08.2024 is the last date for submission of Registered Online Application]**

2. Vacancy Position:

As per the requisition filed by the Skill Development and Technical Education Department of the Government of Odisha, the vacancy position in respect of the post of Director is given below:

Sl. No.	Category	No. of vacancy	Name of the Institute
1	UR	1	Indira Gandhi Institute of Technology (IGIT), Sarang

The number of vacancies to be filled up on the basis of recruitment is subject to change by Government without notice depending upon the exigencies of public service at the discretion of the State Government.

3. Age:

A candidate should be of 54 years of age or below as on the last date of receipt of online application **i.e. 27.08.2024.**

The Director shall be appointed for a period of 5 years.

4. Essential Qualification and Eligibility Criteria (as on the last date of receipt of application):

- a) Ph.D. degree and First Class or equivalent at either Bachelor's (BE/B.Tech.) or Master's level (M. Tech./ME) in the relevant branch.
- b) At least two successful Ph.D. guided as Supervisor/Co-Supervisor and minimum 8 research publications in SCI journals / UGC/ AICTE approved list of journals.
- c) Minimum 15 years of experience in teaching / research / industry, out of which at least 3 years shall be at the post equivalent to that of Professor, (Level 14, entry pay Rs.1,44,200/-).

5. Method of Selection:

- a) The Commission after receipt of the applications shall take steps to scrutinize and shortlist eligible applicants based on the minimum essential qualification and eligibility criteria.
- b) The Commission shall constitute a Selection Committee to conduct interview of the shortlisted candidates.
- c) The Commission shall be the competent authority to conduct the recruitment process for appointment of Director in accordance with the minimum eligibility criteria and qualification as prescribed by AICTE/UGC, from time to time.
- d) The Commission is competent to determine the manner of conduct of its proceedings and to take all decisions required for selection of Director in consistent with the Provisions of Bye-Law and as per the guidelines issued by the AICTE/UGC from time to time and subsequent Notification issued by the Government.

- c) On the basis of the interview result, the Commission shall forward its recommendations to the Government for his/her appointment.

6. Application Fees:

The candidates are exempted for payment of examination fees as per G.A. Deptt. Letter No.9897/Gen., dated 11.04.2022.

7. Other Eligibility Conditions:

- (i) The candidate must be a citizen of India;
- (ii) He/she must be of good character and of sound health and free from any organic defect and physical infirmity.
- (iii) A candidate, who has more than one spouse living, will not be eligible for appointment, unless the State Government has exempted his/her case from operation of this limitation for any good and sufficient reasons;
- (iv) Government servants, whether permanent or temporary or on probation against a vacancy in permanent/temporary posts in any Department of Government, are eligible, provided they possess the requisite qualification and are within the prescribed age limit as mentioned under Para-3 and Para-4 of this advertisement. They must inform their respective Heads of the Office in writing regarding submission of their application for this recruitment and furnish "No Objection Certificate" during document verification.
- (v) If a candidate has at any time, been debarred for a certain period/ chance(s) by the Odisha Public Service Commission or by UPSC from appearing at any examination/ viva voce test, he/she will not be eligible for such recruitment for that specified period/ chance(s);
- (vi) Only those candidates, who possess the requisite qualifications, are within the prescribed age limit and fulfil other eligibility conditions etc. by the closing date for submission of online application form, will be considered eligible.

- (vii) A candidate who claims change in his/her name after having passed the HSC Examination, is required to furnish copy of publication of the changed name in the local leading daily newspaper as well as copy of notification in the Gazette in support of his/her change of name;
- (viii) Every candidate selected for appointment shall be examined by the Medical Board. A candidate, who does not satisfy the requirement after medical examination, shall not be appointed.

8. Important Points:

- (i) Online applications submitted to OPSC, if found to be incomplete in any respect, are liable for rejection without entertaining any correspondence with the applicants on the score;
- (ii) A candidate found guilty of seeking support for his/her candidature by offering illegal gratification or applying pressure on any person connected with the conduct of the recruitment process or found indulging in any type of malpractice in course of the selection or otherwise, shall in addition to rendering himself/herself liable to criminal prosecution, be disqualified not only for the recruitment for which he/she is a candidate, but also may be debarred, either permanently or for a specified period, from any recruitment or selection to be conducted by the Commission;
- (iii) Admission to recruitment process will be provisional. If on verification at any stage of the recruitment process it is found that a candidate does not fulfil all the eligibility conditions, his/her candidature will be liable to rejection. Decision of the Commission with regard to eligibility or otherwise of candidate shall be final;
- (iv) This advertisement should not be construed as binding on the Government to make appointment;
- (v) Any misrepresentation or suppression of information by the candidate in the application form will result in cancellation of his/her candidature or penalty, as decided by the Commission shall be imposed;

- (vi) Mere empanelment in the select list shall not confer any right for appointment unless the Government is satisfied after making such enquiry as may be deemed necessary that the candidate is suitable in all respects for appointment to the service;

9. Certificates/ Documents to be attached:

Only those candidates, who are called for document verification are to submit the printout/hard copy of online applications, along with true copies of their supporting documents (such as certificates, mark sheets, publications, experience certificates, etc.) duly self-attested by the candidates with full signature and date on the same on the day of document verification. They must also produce original certificates, mark-sheets etc. for verification on the date fixed by the Commission.

If a candidate fails to produce any of the original documents in respect of the attested copies submitted with the application form on the date of document verification fixed by the Commission, his/her candidature will be rejected.

- (i) H.S.C. or equivalent certificate in support of declaration of age issued by the concerned Board/Council;
- (ii) Bachelor's degree (BE/B.Tech.) certificate issued by the recognized University in the relevant branch;
- (iii) M.E/M. Tech. degree certificate issued by the recognized University in the relevant branch.
- (iv) Ph.D. degree certificate.
- (v) Mark-lists in support of all the aforesaid examinations (i.e. H.S.C. to Ph.D.) if any, issued by the concerned Board/Council/University/Institution.

NOTE- 1:

Candidates who have not been awarded percentage of marks, but only "GRADE MARKS", should, along with their applications, produce the Conversion Certificate from the concerned University including the actual equivalent percentage of marks and the conversion formula, failing which, their applications are liable to be rejected.

- (vi) Documents in support of having at least two successful Ph.D. guided as Supervisor/Co-Supervisor.
- (vii) Minimum 8 research publications in SCI journals/UGC/AICTE approved list of journals.
- (viii) Experience Certificate in support of having minimum 15 years of experience in teaching/research/industry.
- (ix) Experience Certificate with at least 3 years of service at the post equivalent to that of Professor, (Level 14, entry pay Rs.1,44,200/-).
- (x) 04 recent passport size photographs.
- (xi) Any proof of identity.

Note-2

Degree certificate (B.E./B.Tech.), Master's Degree certificate (M.E/M. Tech.), Ph.D. degree certificate, Research Publications, Research guidance, must be completed within the last date fixed for submission of online application form.

10. Grounds of rejection of applications:

Applications of candidates will be rejected by the Commission on any of the following grounds:

- (a) In-complete online application form.
- (b) Non-submission of hard copy of online application form at the time of verification of original documents.
- (c) Not signing Declaration (full signature) in the hard copy of online application form.
- (d) Not coming within the age limit as mentioned in para-3 of the advertisement.
- (e) Not having requisite qualification as provided under para-4 of the advertisement.
- (f) Not furnishing copies of certificates / documents as provided under para-9 of the advertisement.
- (g) Submission/ suppression of wrong information/ false information about qualification/ eligibility etc.
- (h) Any other ground as per the decision of the Commission.

NB: Application/ candidature of a candidate shall be rejected at any stage of recruitment process, whenever discrepancy is noticed /detected.

11. How to Apply:

- (a) Candidates must go through the details of this Advertisement available in the Website of OPSC before filling up online application form.
- (b) Candidates must apply online through the concerned Website of the OPSC <http://opsc.gov.in>. Applications received through any other mode would not be accepted and summarily rejected.
- (c) **The candidates are requested to upload the self attested copies of the documents as per para-9 of the advertisement.**
- (d) **Before filling up the online application form, the candidates must go through the following documents available at OPSC portal.**
- (e) The online application form is automated and system driven and will guide the candidate seamlessly in filling the application. The requisite options shall be enabled and information shall be asked as per data furnished by the candidate. Before filling up the information, ensure that accurate information is fed, for edit option is limited and on confirmation there is no scope for further edit even if wrongful entry has been made while filling up application.
- (f) Candidates are requested to upload the scanned image of latest passport size photograph along with scanned image of his/her full signature and scanned image of Left Hand Thumb Impression(LTI) in the online application form. Uploaded photograph, Specimen (full) signature and LTI must be clearly identifiable / visible, otherwise the application of the candidate is liable to be rejected by the Commission and no representation from the candidate will be entertained.
- (g) Candidates should keep at least **four** copies of latest passport size photograph which is uploaded to the online application form for future use.
- (h) *On successful submission of the online Registration, an unique "Permanent Public Service Account Number (PPSAN)" will be assigned to the applicant. Candidates are required to take printout of the finally submitted online Registration/Re-registration and Application and finally submitted Online Application forms and put his/her signature under the declaration for submission to OPSC along with copies of requisite certificate & documents as and when asked.*
- (i) The candidates are advised to submit the Online Application Form well in advance without waiting for the closing date to avoid last hour rush.

- (j) Notice to candidates for document verification & interview and "Attestation form" & "Bio-data form" shall be uploaded on the website of OPSC prior to the date of Document Verification/Interview.

12. Facilitation Counter:

To resolve any technical problem faced in filling up of online Registration and Application forms, candidate may contact OPSC Technical Support over telephone No.0671-2304707 between 10.30 AM to 01.30 PM & 02.00 PM to 05.30 PM on any Odisha Government working days.

In case of any guidance/information on this advertisement & recruitment, candidates may go through the FAQ available in the website of the Commission or contact the OPSC Facilitation Counter over Telephone No.0671-2304141/2305611 & Extn.-208 on any working day between 10.30 AM to 01.30 PM & 02.00 PM to 05.30 PM.

The candidates are required to visit the website of the Commission at <http://opsc.gov.in> for detailed information about important notices, rejection of applications/Document verification/Interview and also keep track of publication of various notices to the effect in the leading local daily newspapers for information.

CLOSING DATES

1. **THE LINK FOR ONLINE APPLICATION AND SUBMISSION SHALL BE AVAILABLE IN THE WEBSITE FROM 26.07.2024 TO 27.08.2024 (11:59 P.M).**

(Note : 27.08.2024 is the last date for submission of Registered online application form)

2. **Only online applications received within the deadline i.e. 27.08.2024 shall be accepted.**

NB: THE ONLINE APPLICATIONS, IF FOUND DEFECTIVE IN ANY RESPECT IS LIABLE TO BE SUMMARILY REJECTED.

PLACE: CUTTACK

DATE: 12-07-24


SECRETARY(I/C)

ODISHA PUBLIC SERVICE COMMISSION

CUTTACK