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HEALTH & FAMILY WELFARE DEPARTMENT

NOTIFICATION

The 14th August, 2023

No.20372—PT3-HFW-MEII-MC-0001/2016/H.— In exercise of powers conferred by clause (r) of Section 2 read with Section 26 of the Odisha University of Health Sciences Act, 2021 (Odisha Act 22 of 2021) the State Government do hereby make the First Statute to provide for the administration and management of the affairs of the University, namely: —

Part - I

Chapter - I

PRELIMINARY

**1. Short title and commencement.** – (1) These Statute may be called the First Statutes of the Odisha University of Health Sciences, 2023.

(2) They shall come into force on the date of its publication in the *Odisha Gazette*.

**2. Definitions.** – In these Statutes, unless the context otherwise requires:—

(a) (i) “Academic Calendar” means the annual program of teaching, registration, assessment, and examination schedule notified before commencement of the year by the University as specified under sub-section (2) of Section 32 of the Act;

(ii) “Academic Year” means a period of twelve months commencing on the first day of enrolment into the course according to regulations of the University and or in conformity with Regulatory Body defined under clause (q) of Section 2 of the Act pertaining to a specified course;

- (b) "Accounts Manual" means the manual of Accounts made under the Act for the detail procedures regarding the receipt and expenditure along with prescribed formats pertaining to management of funds of the University;
- (c) "Act" means the Odisha University of Health Sciences Act, 2021 (Odisha Act 22 of 2021);
- (d) "Affiliation Committee" means the committee constituted for grant of new and extension of affiliation for imparting courses under the aegis of the University;
- (e) "Bequest" means a gift of any amount or property to be given to the University in a donor's will after the donor's death;
- (f) "Board of Studies" means the Board of Studies of the University constituted course wise for under graduate, post-graduate, Broad Speciality, Super Speciality courses under this Statute;
- (g) "Chapter" means chapter of these Statutes;
- (h) "Choice Based Credit System" means the credit framework that provides choice for students to select from the prescribed courses (core, elective, foundation or minor or skill courses);
- (i) "Clause" means a clause of the Statute in which the expression occurs;
- (j) "Clear Days" means the number of days to be reckoned excluding the first day and the last day;
- (k) "Collaborative Programme" means the programme to conduct mutually beneficial on-line, physical, regular, part-time, distance medical courses, fellowship, research, advisory services for revenue generation in collaboration with any other recognized University, Institution, Hospital, Authority, or registered organization (National & International) under clause (q) of Section 5 and clause (xxix) of Section 18 of the Act;
- (l) "Committee" means the committee constituted or formed under the Act or Statutes or Regulations by the various functionaries of the University, as the case may be, and includes the Search *cum* Selection Committee, the Finance Committee and such other

committees as defined and specified in the Statute and notified by the University from time to time.

- (m) (i) "Consent of Affiliation" means the consent of affiliation granted in favour of an educational institution to affiliate in principle which shall be valid for a period as specified in the Consent of Affiliation;
- (ii) "Conducting Board" means the conducting board constituted for scrutiny of conduct and analysis of student performances in university assessments and examinations of the students;
- (n) "Council" means a council constituted under the Central or State Act for medical and allied health education;
- (o) "Course" means the courses of study in any discipline of medical and allied health science that is instituted by the university as per the regulatory body norms leading to award of a degree or qualification with prescribed plan of study and assessment;
- (p) (i) "Credit" means a unit by which the course is measured;
- (ii) "Credit Point" means the product of grade point and number of credits for a course;
- (iii) "Credit Based Semester System" means the system that prescribes the requirement for awarding a degree or diploma or certificate as prescribed in terms of number of credits to be completed by the students;
- (q) "Cumulative Grade Point Average" means a measure of overall cumulative performance of a student over all semesters or terms. The Cumulative Grade Point Average is the ratio of total credit points secured by a student in various courses in all semesters and the sum of the total credits of all courses in all the semesters. It is expressed up to two decimal places;
- (r) "Dean" of faculty means the honorary head of the chapter or faculty nominated by the University;
- (s) "Department" means a university department of study and or research or a department functioning for a specific purpose maintained at the cost of University;

- (t) “Disciplinary Committee” means a committee constituted to deal and inquire into issue (s) related to the disciplinary matters of the employees of the University;
- (u) (i) “Donation” means a contribution, grant, testamentary disposition or otherwise, property and money, equipment and books from a Donor receives without making any commitment to provide any kind of requirement of resources or services with a commercial value in return, other than naming opportunities;
- (ii) “Donor” means any individual, firm, corporation, association, foundation or other entity that makes a Donation or a Gift to the University;
- (v) (i) “Endowment fund” means any donation of money or property given to the University where the principal is to be kept intact in perpetuity and only the income earned from the investment of the principal may be expended, when available and approved, for general or restricted purposes of the University;
- (ii) “Endowment Committee” means a committee constituted under the Statute for making recommendations, generally and financially, the University’s activities, and responsibilities with regard to donations, endowments, etc.
- (w) (i) “Examination Committee” means the committee constituted under clause (c) of statute-31 of the Statute and to frame “Examination Manual” as specified under clause (xvii) of section 18 of the Act;
- (ii) “Examination Manual” means a manual made under clause (xvii) of Section 18 of the Act for the procedures of registration, conducting examinations, evaluation, formats, publication of results, award of degrees and certificates etc;
- (x) “Faculty” means a department or group of related departments in a college or university pertaining to Medicine, Dental Science, Ayurveda, Homeopathy, Pharmacy, Nursing, or Allied Health Sciences and includes any other faculties as declared by the Academic Council from time to time;
- (y) “Fees” means the fees determined and charged for different academic programmes in respect of institutions or students for academic purposes;

- (z) (i) "Finance Committee" means the committee constituted under clause (iv) of Section 16 of the Act for discharging the assignments as per these Statutes;
- (ii) "Financial Year" means the period commencing on the 1st April of a year and ending on the 31st March of the next following year;
- (za) "Governing Body" means a Managing Committee of an affiliated college or institution or local advisory committee in case of Government College or Institution;
- (zb) "Grade Point" mean a numerical weight allotted to each letter grade on a 10-point scale;
- (zc) "Grievance Committee" means the committee constituted to deal with grievances of the employees and settlement thereof;
- (zd) "Head of the Department" means the officer in-charge of the department responsible for its administration including its day to day working;
- (ze) "Human Resource Development Centre" means a Centre for providing training and quality improvement programs for teaching and non-teaching employees of the affiliated colleges;
- (zf) "Inspection Committee" means the committee appointed under sub-section (2) of Section 38 of the Act for inspection of colleges or institutions.
- (zg) "Investment Committee" means the committee constituted for the management and investment of funds to generate consistent stream of income to support the activities of the University;
- (zh) "Letter Grade" means an index of the performance of students in a said course. Grades are denoted by letters O, A+, A, B+, B, C, D; the decreasing order of performance;
- (zi) (i) "National Assessment and Accreditation Council" means the institution of the University Grants Commission to assess and award accreditation on the functioning of Higher Education Institutions;
- (ii) "National Education Policy" means the education policy in force that outlines the vision of the new education system in India;

- (zj) "Officers" for the purpose of this Statutes means all whole-time salaried officers specified in Section 8 of the Act;
- (zk) "Ordinance" means the Ordinance as made by the Executive Board under section 28 of the Act;
- (zl) "Philanthropic Fund" means funds provided as an endowment, and donation;
- (zm) "Placement Committee" means the committee constituted as employment guidance bureau or cell specified under of sub-clause (iii) of clause P of Section 5 of the Act for the purpose of professional placement and skill development of students and researchers;
- (zn) "Post-Graduate Studies" means the studies for admission to which the requisite qualification is a Bachelors' degree or its equivalent, and recognized by the respective Regulatory Bodies;
- (zo) "Quality Assurance Council" means a body specified under clause (v) of Section 16 of the Act consisting of "Deans of Faculties" for course (s) or group of course (s) offered under the University and constituted for periodic examination of academic standards, democratic functioning and social commitment of the affiliated institutions and university;
- (zp) "Recognised Institution" means an institution of higher learning, research or specialised studies, other than an affiliated college and recognised to be so by the University;
- (zq) "Regulations" means the Regulations as prescribed under section 30 of the Act;
- (zr) "Regulatory Body" refers to, as defined under clause (q) of Section 2 of the Act and substituted with National Medical Commission or Medical Council of India, Indian Nursing Council or Nursing Council of India etc;
- (zs) "Research & Development Committee" means a committee constituted as advisory body to create and sensitize or inculcate research culture activities through an ecosystem in affiliated, constituent colleges, and the university;

- (zt) "Rules" means the Rules made by the State Government;
- (zu) "Section" means section of the Act;
- (zv) "Selection Committee" means the Committee constituted under the Statute for making recommendation (s) to the Board for appointment to the post (s) of Officers, and other staff of the University;
- (zw) "Self-supportive Course" means any academic programme conducted on self - financing or supporting basis for development of university fund specified under clause (b) & (c) of sub-section (2) of Section 51 of the Act;
- (zx) (i) "Semester" means Odd or Even Semester of an Academic Year. The odd semester may be scheduled from June or July to December and even semester from December / January to June as to be prescribed by Regulatory Body from time to time;
- (ii) "Semester Grade Point Average" means a measure of performance of work done in a semester. It is the ratio of total credit points secured by a student in various courses registered in a semester and the total course credits taken during that semester. It shall be expressed up to two decimal places;
- (zy) "Statutes" mean, the Statutes, of the University made under the Act;
- (zz) "Student Sports and Cultural Committee" means a committee constituted for nominating students to represent their classes, colleges for sports, cultural function as specified under section 33 of the Act;
- (zza) (i) "Sub-clause" means a sub-clause of the Statute; and
- (ii) "Sub-section" means a sub-section of the Act;
- (zzb) "Super Speciality Examination" means an examination leading to Super Speciality Degree of the University after the post-Graduation;
- (zzc) "Teacher" means Principal, Professor, Associate Professor, Assistant Professor, Lecturer or such other person imparting instruction or conducting or supervising

research either in an affiliated college, or Constituent College or in any of the Department of the University for academic purpose as the context may imply;

- (zzd) (i) "Tenure Appointment" means appointment of an incumbent as officer against a sanctioned post and cadre bearing a regular scale or cell of pay with Annual Grade Pay and incremental allowances for a specified tenure (period) through a selection committee duly constituted under this statute of the University;
- (ii) "Tenure of Course" means the tenure leading to the award of degree or diploma or qualifications with regular academic years and grace academic years of completion for a weak student to complete the course as to be decided by the Academic Council after which he shall cease studentship / de-registered;
- (zze) (i) "Term of Course" means the duration or period to be prescribed for under graduate and post-graduate courses by regulatory bodies or council and such other from time to time;
- (ii) "Term of an Examination" refers to the term of examinations prescribed for under graduate, and post graduate, broad speciality, and super speciality course (s) by regulatory bodies from time to time;
- (zzf) "Transcript or Grade Sheet or Mark Sheet" - Based on the grades or marks earned, a grade sheet or mark sheet issued to registered students after every semester or term or year examination conducted by the University. The grade sheet or mark sheet will display the course details (code, title, number of credits or full marks, grade or marks secured) along with Semester Grade Point Average or Term or Year Grade Point Average of that semester or term or Year and Cumulative Grade Point Average as defined under clause (q) of Statute 2 of the Statute or Marks earned till that semester or term or year;
- (zzg) "Undergraduate Studies" means a course of studies on successful completion of which a Certificate or degree is awarded by the University;
- (zzh) (i) "University" means the Odisha University of Health Sciences;
- (ii) "University employee" means every person (other than a teacher) in the whole-time employment of the university (other than a person so employed in the contingent or work establishment or outsourcing basis) and, whose salary is paid out of State Government Grant-in-Aid and or from Odisha University of Health Sciences Fund;



- (iii) “University Grants Commission” means the University Grants Commission established under the University Grants Commission Act, 1956;
- (zzi) “Write Off Committee” means a committee constituted under sub-section (2) of Section 52 of the Act to prescribe write-off and disposal procedure of obsolete or unserviceable stores or losses, non-preventable damages, used Answer Booklets and other records in University Examination;
- (zzj) “Year Grade Point Average” means the Grade Sheet or Year Grade Point Average;
- (zzk) The words and expressions used and not defined in these Statutes but defined in the Odisha University of Health Sciences Act, 2021 shall have the same meaning respectively assigned to them in that Act.

## Part-II

### Chapter - II

#### THE UNIVERSITY OBJECTIVES

- 3. Fulfillment of the Objective of University.-** The following activities are to be undertaken pursuant to clause (h) of Section 4 of the Act for furtherance of the objectives of the University, namely;
- a. **Digitization of University Data .-** Digitalisation of data and processes for University Management System and development of Digital Centre;
  - b. **University Academic Calendar .-** To provide Non-negotiable Academic Calendar and Uniform Teaching Schedule (Time Table);
  - c. **Uniformity in Curricula and Integrated Participatory Teaching Practice.-** Uniform curricula, Participatory teaching and Integrated learning through management system by developing e-content;
  - d. **University Constituent College.-** Inside or outside the campus, running Speciality and Super-Specialty courses with emphasis on those not available in affiliated colleges;
  - e. **Research and Development Cell.-** Facilitate research for faculties of affiliated colleges, collaborate with National and International centres of excellence for

- developing research projects and consultancy. Mobilise intra and extra-mural research grants. Develop Incubation Centres and Intellectual Property Rights Cell;
- f. **Financial Sufficiency.**-Accepting philanthropic funds from within and outside the country. Allow Self-supportive Courses, Certificate in Medical Education, Workshop, and institutional partnership for collaborative programmes, short-term training programmes etc for financial sufficiency;
  - g. **Automation of examination cell and evaluation.**- On-line services for students- from registration to availability of certificates, evaluation of answer sheets;
  - h. **Human Resource Development Centre.**- Sensitize, train and develop teaching skills of faculties and associated members of affiliated colleges by organizing regular teacher orientation programme, refreshers courses, quality development programmes, hackathon in medical and health sciences as defined under clause (ze) of Statute 2 of the Statute;
  - i. **College Development Council.**-To provide affiliated colleges with necessary help and guidance for ensuring proper planning and integrated development;
  - j. **Professional Placement Cell.**- Skill development, training of students and assisting in their placement as defined under the Statute;
  - k. **Students' Welfare Cell** .- To facilitate acquisition of National and International Scholarships. Dedicated help desk for differently abled and under-privileged students;
    - **International Office** .- To facilitate admissions of international students and support student exchange programme;
    - **Alumni Connect** .- To foster close association with alumni;
  - n. **Regional Campus** .- To de-centralize functioning of its working, open Regional Campus for catering as per needs of the regions of the State under its jurisdiction;
  - o. **National Education Policy** .- To abide and carry forward the goal of National Education Policy and State Progressive Education Policy as prescribed from time to time.

### Chapter-III

#### THE CHANCELLOR AND OFFICERS OF THE UNIVERSITY

4. **Officers of the University** .–The Officers of the University have been designated and are covered under section 8 of the Act. As such the Vice-Chancellor, Registrar, Controller of Examination, Comptroller of Finance, and Director (Curriculum) have been specifically mentioned under Act. Clause (vi) of Section 8 empowers the University to declare such other Officers to be the officers of the University under the Statute.
5. **Officers under the Act** .–Section 8 of the Act specifies the following shall be the Officers of the University, namely: -
- i. The Vice-Chancellor;
  - ii. The Registrar (On deputation from the Cadre of OAS not below the rank of Joint Secretary);
  - iii. The Comptroller of Finance (On deputation from the Cadre of OFS not below the rank of Joint Secretary);
  - iv. The Controller of Examination; and
  - v. The Director, Curriculum.
6. **Officers under the Statute** .– (1) The following shall be the officers of the University as per this Statute, namely;
- i. Director, College Development;
  - ii. Director, Student Welfare;
  - iii. Director, Research & Development;
  - iv. Director, Information Technology, Automation & Communication;
  - v. Dy. Registrar (Affiliation) – Medical, other Allied Health Sciences, etc.;
  - vi. Dy. Registrar, (Affiliation) – AYUSH, Dental and Nursing, etc.;
  - vii. Dy. Registrar – General;
  - viii. Dy. Controller, Examination- (General);

- ix. Dy. Controller, Examination- (Medical, other Allied Health Sciences, etc.);
- x. Dy. Controller, Examination- (AYUSH, Dental and Nursing, etc.);
- xi. Dy. Controller, Examination (Evaluations);
- xii. Dy. Controller, Examination (Press & Store);
- xiii. Accounts Officer (Bills);
- xiv. Accounts Officer (Budget);
- xv. Accounts Officer (Cash and Payment);
- xvi. Accounts & Audit Officer (Audit, PF and Pension);
- xvii. Accounts & Audit Officer (Compilation);
- xviii. Dy. Director Curriculum (Medical);
- xix. Dy. Director Curriculum (AYUSH);
- xx. Dy. Director Curriculum (Nursing, Pharmacy & Physiotherapy);
- xxi. Dy. Director Curriculum (Allied Medical Sciences & Technology);
- xxii. Dy. Director, College Development;
- xxiii. Security Officer;
- xxiv. Assistant Director (Information Technology / Automation / IEC); and
- xxv. System Manager.

(2) Notwithstanding anything contained in this Statute, the Executive Board shall ordinarily appoint such Officers in the posts created under the Statute on regular basis and/ or for such period on tenure basis through Open Advertisement, and in case of post (s) specialized in nature, may fill on deputation from the cadre of Odisha Medical Education Service, AYUSH, Odisha Administrative Service, Odisha Finance Service, Odisha Police Service, etc. or as approved by the Finance Department.

**7. Level of Posts, and Pay Cell of the Officers .– (a) Officers at the Level or equivalent to the level of Professor:** The following Officers shall be at the level of or equivalent to the rank of Professor of the University in the Academic Level 14 (Cell – 1) with rationalized entry pay of Rs. 1,44,200/- as per the “Odisha Revised Scales of Pay for University Teachers (UGC Scale of Pay) Rules, 2019” and DA, HRA, and allowances as applicable to the employees of the University and revised from time to time by the State Government in that behalf.

- i. Controller of Examination;
- ii. Director, Curriculum;
- iii. Director, College Development Council;
- iv. Director, Students' Welfare;
- v. Director, Research & Development; and
- vi. Director, Information Technology, Automation & Communication.

**(b) Officers at the level or equivalent to the level of Assistant Professor of University under the Statute .–**The following Officers shall be at the level of or equivalent to the level of Assistant Professor of the University in the Academic Level 12 (Cell – 1) with rationalized entry pay of Rs. 79,800/- as per the “Odisha Revised Scales of Pay for University Teachers (UGC Scale of Pay) Rules, 2019” and DA, HRA, and other allowances as applicable to the employees of the University and revised from time to time by the State Government in that behalf;

- (i) Dy. Registrar (Affiliation) – Medical, other Allied Health Sciences, etc., Dy. Registrar, (Affiliation) – AYUSH, Dental and Nursing, etc., Dy. Registrar – General;
- (ii) Dy. Controller Examination- (General), Dy. Controller Examination- (Medical, other Allied Health Sciences, etc.), Dy. Controller Examinations- (AYUSH, Dental and Nursing, etc.), Dy. Controller Examination (Evaluations), Dy. Controller Examination (Press & Store);
- (iii) Accounts Officer (Bills), Accounts Officer (Budget), Accounts Officer (Cash and Payment), Accounts & Audit Officer (Audit, PF and Pension), Accounts &

Audit Officer (Compilation). They shall be posted on deputation from OFS-1 (JB) cadre of Finance Department, Government of Odisha;

- (iv) Dy. Director Curriculum (Medical), Dy. Director Curriculum (AYUSH), Dy. Director Curriculum (Nursing, Pharmacy & Physiotherapy), Dy. Director Curriculum, (Allied Medical Sciences & Technology) on deputation from Odisha Medical Education Services;
- (v) Dy. Director, College Development;
- (vi) Dy. Director, Research & Development;
- (vii) Assistant Director (Information Technology /Automation/Information Education & Communication); and
- (viii) Security Officer :

Provided that the qualification shall be prescribed by the Executive Board, and such qualifications shall not debar a candidate, unless the post carries technical work in nature.

Provided further that the Executive Board may decide to fill up some post (s) on deputation from the cadre of Odisha Medical Education Service, AYUSH, Odisha Administrative Service, Odisha and Finance Service cadres in commensurate with the Levels as specified against the corresponding post (s), and fall in the Pay Matrix as specified in the Odisha Revised Scales of Pay Rule, 2017.

**(c) Other Officer Post (s) under the Statute .-**The following Officers shall be at the Pay level of 10 (Cell - 1) with rationalized entry pay of Rs. 44,900/- as per "Odisha Revised Scales of Pay Rules, 2017" and DA, HRA, and allowances as applicable to the University employees as applicable to the employees of the University and revised from time to time by the State Government in that behalf;

- (i) Law Officer;
- (ii) Information Officer or PRO;

- (iii) Audit Superintendent; and
- (iv) Computer Programmer.

Provided that the qualification and scale of pay for the above posts will be same as the scale of pay of the similar posts under sister State University or Government departments:

Provided further that the above posts under Group-A category, shall be in the level equivalent to the post of Assistant Professor or below of University and shall be filled up through a procedure prescribed by the Executive Board or as approved by the Finance Department.

- 8. Other Staff Positions .– (a)** The following posts shall exist to carry out the functions in the University as may be assigned from time to time under Group – B, Group - C and Group-D category of the University. –

**(A) Group-B category of Posts. -**

- i. Private Secretary;
- ii. Section Officer; and
- iii. Assistant Librarian.

**(B) Group-C category of Posts. -**

- i. Personal Assistant;
- ii. Senior Assistant;
- iii. Junior Assistant;
- iv. Computer Operator; and
- v. Store Keeper.

**(C) Group-D category of Posts: -**

- i. Diarist -*Cum*-Despatcher;
- ii. Peon; and
- iii. Binder.

D. **Outsourcing Staff: -**

- i. Programme Assistant;
- ii. Data Processing Assistant;
- iii. Receptionist;
- iv. Electrician / PHD;
- v. Security Personnel;
- vi. Gardener / Mali;
- vii. Cook;
- viii. Sweeping & Cleaning; and
- ix. Liftman.

(b) The qualification and scale of pay for the above posts will be same as the scale of pay of the similar posts under the Government Departments. The Executive Board, subject to the approval of the State Government, may create such number of non-teaching posts for smooth functioning of the University:

Provided that Private Secretary, Section Officer, Senior Assistant are promotional posts and shall be filled up through Departmental Promotional Committee as to be constituted by the Executive Board of the University:

Provided further that the University shall engage High Skilled, Skilled, Semi-Skilled and Un-skilled manpower as required from time to time through outsourcing basis as per guidelines of Government of Odisha, and whose remunerations shall be met out of university fund.

9. **Appointment of Officers and other Staff Positions** .—All Post (s), excepting as specified in clause (ii) and (iv) of Section 8 of the Act, shall, be filled up through open advertisement. The Executive Board shall decide a post created under the Statute whether to be filled up on regular term or tenure basis, and hereunder constitute the Selection Committee (s) of the University for recommendation of appointment in the following manner, namely;



(a) **Selection Committee for appointment of Officers at the level of Professors or equivalent** .–The Selection Committee for appointment of Officer (s) created under the Act and Statute and at the level of Professors or equivalent of the University shall consists of;

- |       |  |   |             |
|-------|--|---|-------------|
| (i)   | Vice-Chancellor  | - | Chairman    |
| (ii)  | Nominee of Chancellor  | - | Member      |
| (iii) | Nominee of Government in<br>H & FW Department (Not below<br>rank of Jt. Secretary to Government  | - | Member      |
| (iv)  | Two experts in the relevant field<br>drawn from public University / National Level<br>Institute (Outside the State of Odisha) in the rank of Professor and above to be approved by the Chancellor. | - | Member ( s) |

Institute (Outside the State of Odisha) in the rank of Professor and above to be approved by the Chancellor.

The Registrar shall act as the Member Secretary of Selection Committee without right to vote.

(b) **Selection Committee for appointment of other Officers below the level of Professors:** -The Selection Committee for appointment of other Officer (s) created under the Statute below the level of Assistant Professors of the University shall consists of:

- |      |   |   |                  |
|------|---|---|------------------|
| i.   | Vice-Chancellor   | - | Chairman         |
| ii.  | Registrar   | - | Member Secretary |
| iii. | Two experts   | - | Member (s)       |
|      | (In the rank of Professor and to be approved by the Chancellor)                       |   |                  |
| iv.  | One nominee of Government in H & FW Deptt.<br>(Not below the rank of Joint Secretary) | - | Member           |
| iv.  | Controller of Examination,<br>or Director (Curriculum) as the case may be             | - | Member           |

The Registrar shall act as the Member Secretary of Selection Committee without right to vote.

**10. Quorum of Selection Committee.**— (a) The quorum for a meeting of a selection committee shall be four which shall include at least one expert and a nominee of Government.

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

**11. Qualification of Ministerial Staff .**— (a) The qualification and scale of pay of the Ministerial staff and other employees shall be the same as for similar posts under the Government of Odisha bearing the same and equivalent scales of pay.

(b) The Executive Board may consider cases of re-engagement of retired Government and University employees and staff under special circumstances with approval of the Government in each case.

**12. The Vice-Chancellor .**—The Vice-Chancellor, shall, in addition, exercise following powers and perform duties under sub-section (16) of Section 10 of the Act, namely;

(a) **Administrative Powers:** (i) he shall ensure due observance of the provisions of the Act, the Statute, the Ordinance, the Regulations, and Bye Laws and may exercise such powers as may be necessary for this purpose;

(ii) he shall have power to institute an enquiry in respect of any matter concerning the University;

(iii) he shall have power to constitute such *ad hoc* Committees as he may deem necessary to help him in the performance of his duties as the Principal Executive Officer of the University;

(iv) It shall be duty of the Vice-Chancellor to bring before the Board all matters of business requiring attention of the Board and arising from or within the University, and

to supply all such information and records relating to the University as may be required by the Board, Council, such other or by its Committees;

(v) he shall co-ordinate the activities of the Board by facilitating the convening and holding of regular meetings, providing for necessary information in the work of the Executive Board and the Committees and in every way possible to encourage the prompt and timely consideration and judicious disposal of matters deserving the Board's attention;

(vi) he may, subject to the approval of the Board, make temporary appointments of retired Government Officers in urgent cases to be recorded in writing for a period not exceeding six months;

(vii) he shall have the power to send members of the officer (s) or staff (s) for training or to attend workshop etc. for a short period not exceeding four weeks inside India subject to such terms and conditions as may be laid down by the Board from time to time;

(viii) he shall have Authority to assign additional and specific duties to all officers and monitor their performance;

(ix) he shall institute any disciplinary proceedings including suspension against any of the delinquent employee. However, the final award of punishment can be done only with the approval of the Board or Chancellor; and

(x) he shall review the performance of the officers of the University and submit a report thereon to the Chancellor. Based on the report and his own assessment, the Vice-Chancellor shall recommend such actions to be taken for consideration of the Chancellor.

**(b) Academic Powers:** - (i) he shall ensure proper administration of the University and for the proper and regular performance of the academic work of the University;

(ii) he shall consider and approve the recommendation of the Quality Assurance Council, and ensure that the recommendations are effectively implemented; and

(iii) he shall approve the recommendation of the Conducting Board or Special Conducting Board constituted under sub-clause (ii) of clause (m) of statute 2 of the Statute for scrutinizing conduct and analysis of student and scholar performances in university assessments and examinations of the students;

**(c) Financial Powers:** - (i) he shall sanction recurring and non-recurring expenditure chargeable to contingencies within the budget provision;

(ii) he shall countersign his own traveling allowance bill and the traveling allowance bills of the Officers of the University subject to the other provisions of these Statute;

(iii) he shall re-appropriate from one detailed minor head to another under the same head of account with the concurrence of Comptroller of Finance; and

(iv) Subject to the provisions of the Act and the Statute, the Vice-Chancellor for smooth execution of the Schemes and business of the University may delegate his administrative and financial powers to the subordinate officers of the University with prior approval of the Executive Board;

(v) he shall have the power to write off irrecoverable losses and value of stores lost or rendered unserviceable due to fire, wear and tear subject to recommendation of the write-off committee from time to time;

(vi) he shall have the power to fix salary and other allowance of the officers, teaching staff, and other employees in consultation with Comptroller of Finance; and

(vii) he shall have power to sanction extraordinary expenditure not provided for in the budget to the extent of Rs. 1.00 Lakh provided funds are available by diversion from another head.

**13. Emoluments and other terms and conditions of service of the Vice-Chancellor .—**

Save as specified under sub-section (9) of the Section 9 and sub-section (1) of Section 25 of the Act, the emoluments and other terms and conditions of service of the Vice-Chancellor shall be as follows:

(i) The Vice-Chancellor shall be paid a monthly salary and allowances other than House Rent Allowance at the rates fixed by the State Government from time to time;

(ii) The Vice-Chancellor shall be entitled to use rent free, fully furnished residential accommodation maintained or provided by the University;

(iii) The Vice-Chancellor shall be entitled to use University vehicle for official purposes;

(iv) The Vice-Chancellor shall be entitled for retirement benefits under the General Provident Fund - Pension - Gratuity Scheme of the University:

Provided that, if he has not attained the normal age of superannuation prior to his appointment as Vice-Chancellor and was holding a pensionable post under the Central Government or the State Government or the Central Autonomous Body or the State Autonomous Body or in a Central University or a State University, he shall be entitled to the benefit of combining his past service with his service as Vice-Chancellor up to the normal age of superannuation for the purpose of pensionary benefits, subject to the condition that his previous employer agrees to share the liability for such benefits;

(v) The Vice-Chancellor shall be entitled to avail leave and other consequential benefits as applicable to his previous organization; and

(vi) The Vice-Chancellor shall be entitled to Traveling Allowance on actual basis at the time of joining, on completion of his tenure as Vice-Chancellor and on relinquishing office for return journey to his place of posting or residence as the case may be.

**14. Appointment and powers and duties of the Registrar .– (a) Appointment of Registrar .–**The Registrar shall be appointed by the Chancellor by selecting one officer out of three officers not below the rank of Joint Secretary, recommended by the State Government, who shall be a whole-time officer of the University and shall act as the Secretary to Executive Board and the Academic Council of the University.

**(b)Administrative Powers and Duties: -** The Registrar, shall, in addition, exercise the following powers and performs duties under sub-section (12) of Section 11 of the Act, namely;—

(i) The Registrar shall make all correspondence relating to the University unless and otherwise delegated by the Vice-Chancellor and be responsible for the proper maintenance of all the records of the University;

(ii) he shall intimate institution of degrees, diplomas, such other qualifications in the University to the Regulatory Bodies, Councils and State Government from time to time for the purpose of grant of permission to open new course (s) in educational institutions;

(iii) he shall in the execution of his duties, be subject to the immediate direction and control of the Vice-Chancellor and shall generally render such assistance as may be desired by him in the performance of his official duties;

(iv) he shall be responsible for the general discipline of the University office and shall have disciplinary control over the University office;

(v) he shall be in charge of registration of the students of the University and shall maintain a register of all degrees and diploma conferred by the University;

(vi) he shall be responsible for admission of the students in the University, if any;

(vii) he shall have power to sanction leave of the University employees working under him;

(viii) he shall issue notices convening the meeting of the Board, the Academic Council, and other Committees constituted under the Act, and Statute and facilitate them with requisite or relevant documents for taking appropriate decisions. He shall prepare and maintain a record of the proceedings of such meeting;

(ix) he shall be the controlling officer for all Administrative staff of the University. He can transfer any of the staff in his control from one place to another with prior approval of Vice-Chancellor;

(x) he shall ensure that the colleges fulfill the affiliation terms and conditions prescribed by the University. The Registrar with approval of the Vice-Chancellor shall send enquiry committee to colleges for the purpose and compliance of any Government, or Regulatory Body as defined under the Act and Statute;

(xi) he shall have power to register teacher and students of the University and issue registration number as per the approved Academic Regulations and norms, and recommend cancellation of the same to the Vice-Chancellor;

(xii) he shall sign contract, and other agreements or memorandum of understanding on and for behalf of the University under the directions of the Executive Board;

(xiii) he shall sanction increments to all employees of the University; legal charges, loan and advances to the employees of the University; and

(xiv) to exercise such other powers and perform such other duties as may from time to time, be conferred and imposed on him by the Board and the Vice-Chancellor.

**(c) Financial Powers.** - (i) he shall be a co-signatory for operation of Confidential Account (s) of the University fund;

(ii) he shall have power to countersign work bills, fellowships, scholarships, and such other bills requiring countersignature by a University Officer;

(iii) he shall have power to incur the non-recurring expenditure upto Rs.25, 000/- in each case and recurring expenditure upto Rs.15, 000/- in each case subject to concurrence of comptroller of Finance;

(iv) to countersign work bills, fellowships, scholarships, and such other bills requiring countersignature by a University Officer;

(v) he shall have the power to countersign the travelling allowance bills of the University employees working under him;

(vi) he shall have power to sanction refund of deposits of earnest money, security, pledge money and such other with the approval of the Vice-Chancellor; and

(vii) he shall have such other financial powers as may be delegated to him by the Board or Vice-Chancellor.

**(d) Authentication of orders and instruments of University .—** All orders and decisions of the University shall be Authenticated by the signature of the Registrar.

**15. Appointment, Qualification and Experience, Powers and Functions of the Controller of Examination.**—(a) (i) **Appointment** .—The post of Controller of Examination shall be filled up on Tenure basis ordinarily for a period of five years with the approval of Government.

(ii) **Selection Committee** - The Selection Committee specified under sub- section (1) of Section 12 of the Act, and constituted under clause (a) of Statute- 9 of the Statute for the posts equivalent to the post of Professor of the University shall make recommendations for appointment through open advertisement or deployment to the post of Controller of Examination with prior approval of the State Government.

**(b) Qualification and Experience:** The Qualification and experience, prescribed hereunder that he should have been a Professor with minimum 10 (Ten) years of teaching experience and distinguished academic records in a Government Medical College offering Post Graduate degree courses:

Provided that the candidates having past experience of working in the same capacity as Superintendent/ Chief Examiner in a Government Medical College offering Post Graduate degree courses will be given preference. The details of such modalities of preference shall be decided by the Executive Board:

Provided further that the Executive Board may consider to deploy any Professor of any State Government Medical College and Hospital with the approval of State Government; if candidate (s) found not suitable after advertisement and re-advertisement for this tenure post through open selection.

**(c) Administrative Powers & Functions:** - (i) he shall prepare a calendar of all examinations to be conducted by the University before the beginning of the Academic Year as defined under clause a (ii) of statute- 2 of the Statute and cause it to be circulated to all. He shall also prepare and notify schedules of various examinations with the approval of the Vice-Chancellor and cause their circulation to all concerned well in advance;

(ii) he shall register eligible candidates for various examinations of the University through the college and scrutinize all such cases with reference to the relevant



Regulations, if any; on collection of prescribed fees as defined under clause (y) of statute- 2 of the Statute.

(iii) he shall appoint Centre Superintendent, approve or nominate Paper Setters, Examiners, Flying Squad, Vigilance Squad, Supervisor, Observer etc. from amongst the registered teachers of the University or of such other Affiliated or Autonomous Institutions or Colleges located in the region under sister Universities with prior approval of the Vice-Chancellor;

(iv) he shall conduct examinations in a fair manner observing utmost confidentiality in the process of Question Paper Setting, Printing, and or dispatch or transmission of questions on off-line or on-line mode with security measures and features as the case may be to the Examination Centres.

(v) he shall issue Mark Sheet or Grade Sheet, or Honours Sheet, Provisional Pass Certificate under his seal and signature. He shall also store the Mark Sheet or Grade Sheet, and Degree Certificate in the University repository and or Digi locker or Academic Bank Credit facility extended by the Government of India;

(vi) he shall maintain academic records such as Student Enrolment Register, Tabulation Registers of Pass and Failed Students, Printing and Issuance of Mark Sheets, or Grade Sheets Provisional Pass Certificates, Degrees and Diplomas to the successful students;

(vii) he shall maintain confidential account operated by him pertaining to payment to the Question or Paper Setters, External Examiners and submit semester or term examination wise bank book, cash book, question setters register, bills, utilization certificate etc. to Vice-Chancellor for his scrutiny before payment;

(viii) he shall act as the Member Convener of the Board of Studies, Examination Committee, Disciplinary Committee, and such other Committees and submit their recommendations to the Vice-Chancellor for his approval;

(x) he shall conduct investigations into alleged malpractices by the students, teachers, and colleges during examination or evaluation and recommend action against the

erring ones, including removal of name from the Student or Teacher Register of University and imposition of penalty against the College by the Vice-Chancellor;

(xi) he shall make necessary plan to develop mechanism and facilities for end-to-end e-examination including e-transmission of questions, on-line evaluation, student on-line services, e-processing of results for in-time examination, publication of results, and in-house printing of certificates;

(xii) he shall prepare Examination Manual covering all aspects of activities involving Examination, evaluation, Publication of result etc for approval of the Executive Board, and shall implement it; and

(xiii) he shall render such assistance to the Registrar and Vice-Chancellor as may be necessary in the performance of their duties.

**(d) Financial Powers:** - (i) He shall make payment of the question setter (s), examiner (s) (including Thesis) remuneration or honorarium from the confidential account with prior approval of the Vice-Chancellor, and recommend other allowances of members of the Conducting Board, Disciplinary Committee, Board of Studies, and such other Committees, Observers, etc. and countersign the Travel Bill for payment, as admissible to the University from time to time:

Provided that he shall recommend for deduction of examination center charges course or semester or term wise at college end on regular student count basis.

(ii) he shall have powers to sanction expenditure up to Rs.10,000/- in each case with the approval of Vice-Chancellor chargeable to contingencies within the budget provision.

**16. Appointment, Powers and Functions of the Comptroller of Finance .– (a)** The Comptroller of Finance shall be appointed by the Chancellor by selecting one officer out of three officers not below the rank of Joint Secretary of OFS Cadre recommended by the State Government, who shall be a whole-time officer of the University and shall act as the Secretary to Finance Committee and Investment Committee of the University.

**(b) Administrative Powers:-** The Comptroller of Finance, shall, in addition to, exercise following powers and perform duties under sub- section (6) of Section 13 of the Act, namely;

(i) to receive all contributions, grants, gifts, endowments and philanthropic funds as defined under Statute-2 of the Statute made in favour of or for the purpose of the University;

(ii) to maintain accounts created and maintained such as general fund, salary fund, trust fund, development and programme fund, research fund, contingency fund, examination fund and any other fund which, in the opinion of the Executive Board, is deemed necessary from time to time;

(iii) to devise and install suitable systems of accounting and business procedure to be followed by all University Officers;

(iv) he shall be responsible for keeping all accounts of receipt, payment and utilization of funds. He shall prepare and submit financial reports, statement of accounts to Vice-Chancellor or Executive Board or Chancellor or Government;

(v) to act as the Treasurer for all funds contributed for student organizations, if any, of the University.

(vi) to maintain and develop business procedures for the use of students' scholarship fund if any;

(vii) to develop and operate an internal audit system so that records of all officers and University employees responsible for the receipt or expenditure of money for keeping accounts or for the custody of property may be verified by the audit;

(viii) to place the financial position of the University before Finance Committee and the Board, through the Vice-Chancellor in meeting;

(ix) to scrutinize contingent bills passed by other authorized officers and if they are without error, are within the budgetary provisions of the University and are not in violation of any law shall be hold the duty of issuing prompt payment;

(x) he shall be the Convener of the Finance Committee, Investment Committee meetings;

(xi) he shall prepare Annual Budget and Supplementary Budget of the University;

(xii) he shall prepare utilization certificates for funds received from the Government, University Grants Commission, National Medical Commission, Pharmacy Council of India, Indian Nursing Council, All India Council for Technical Education and other funding agencies and cause them to be sent in time to the appropriate authorities;

(xiii) he shall prepare pay and allowance bills of the officers, teachers and other employees of the University and draw and disburse the amounts thereof; giving effect to deduction of tax at source, deposit of contributions to employees Provident Fund, National Pension Scheme, Insurance Premium, etc.;

(xiv) he shall get the Annual Reports containing annual activities printed after its approval by Board and send copies to the Government to be laid before the State Legislature;

(xv) he shall ensure modernization of accounting system with application of Information Technology to maintain transparency in management of university funds;

(xvi) to perform such other duties as may be required from time to time by the Vice-Chancellor with respect to matters pertaining to accounts and finances of the University;

(c) **Financial Powers:** - (i) he shall have powers to purchase materials and properties required by the University as may be authorized by Competent Authorities;

(ii) he shall have powers to establish and administer such petty cash or imprest cash or permanent advance as are needed; and

(iii) he shall have the powers to countersign travelling allowance bills of the University employees working under him.

**17. Appointment, Qualification, Selection Committee, and Power & Functions of the Director, Curriculum..– (a) Appointment:** - The post of Director, Curriculum shall be filled on tenure ordinarily for a period of five years with prior approval of the Government.

**(b) Selection Committee:** - The Selection Committee specified under sub-section (1) of Section 14 of the Act, and constituted under clause (a) of Statute- 9 of the Statute for the posts equivalent to the post of Professor of the University shall make recommendations for appointment through open advertisement or deployment to the post of Director Curriculum with prior approval of the State Government.

**(c) Qualification and Experience:** The Qualification and experience, prescribed hereunder that he should have been a Professor with minimum 05 (Five) years of teaching experience and distinguished academic records in a Government Medical College offering post-graduate degree courses:

Provided further the Executive Board may consider to deploy any Professor of any State Government Medical College and Hospital; if candidate (s) found not suitable after advertisement and re-advertisement for this tenure post through open selection.

**(d) Administrative Powers** - (i) he shall propose constitution of sub-committees with power and functions for development of courses of study of different systems of medicine and professional courses in conformity with the guidelines prescribed by the Regulatory Bodies as defined under the Act, and the Statute;

(ii) he shall prepare, and propose course wise structure, subject or group of subjects, books, text books, supplementary readings, governing guidelines in conformity with Regulatory Bodies; and

(iii) he shall, convene such sub-committees as the Member Convener.

**(e) Financial Powers** - (i) he shall have the powers to counter sign travelling allowance bills of the University employees working under him, member of the Sub-Committees constituted for the purpose from time to time as prescribed under Section 14 of the Act; and

(ii) he shall have powers to sanction expenditure up to Rs.10,000/- in each case chargeable to contingencies within the budget provision.

- 18. Qualification, Experience, Powers and Duties of other Officer (s) under the Statute .**—(a) The qualification, power and duties of the Officer (s), equivalent to the post of Professor, and such other officials, shall be prescribed by the Executive Board from time to time:

Provided that such powers and duties shall not overlap or encroach or infringe the power and duties of Officers declared under the Act, and prescribed under these Statute.

(b) The Executive Board, shall prescribe eligibility criteria (qualification and relevant experiences) for such other Officer and category of administrative post (s) created under Statute- 7 and 8 of the Statute, which shall ensure that they all possess minimum prescribed qualification and experience in the relevant field as would enable them to discharge the administrative duties and responsibilities mentioned in the Act and the Statute. However, qualification and experience for direct teaching post (s) if any; shall be in conformity with the Regulatory Body defined under the Act, and the Statute:

Provided that in case of non-existent of prescribed qualification (s) for the post (s) in the Government of Odisha, the Executive Board shall scrupulously follow qualifications and experiences prescribed for the post by the University Grants Commission, Ministry of Education, Government of India, or other Regulatory Bodies; if any:

Provided further that the Executive Board, may prescribe desirable qualification and experience in the relevant field and such qualification should not debar a candidate to compete for a post (s).

## **Chapter - IV**

### **THE AUTHORITIES OF THE UNIVERSITY**

- 19. The Executive Board. – (a) Nomination of Members to the Executive Board. -**  
The Executive Board shall, include four other members under clause (xiii) of sub- clause (1) of Section 17 of the Act, and who shall be nominated as under, namely;
- (i) One person of repute in the field of Health Sciences or any related Institutions to be nominated by the Chancellor;

- ii. One member from amongst the Members of the Governing Body of the Private Affiliated Colleges to be nominated by the Vice-Chancellor;
- iii. One member from amongst the Members of the Quality Assurance Council prescribed under the Act, and constituted under the Statute to be nominated by the Vice-Chancellor other than University or Government Officer (s); and
- iv. One member from amongst the Officers of the University other than Registrar on rotation to be nominated by the Vice-Chancellor:

Provided that the Board shall constitute the Committees and or Sub-Committees as specified in the Act, and or defined under the Statute, with due representation of the Board, Academic Council, Finance Committee, and Quality Assurance Council wherever necessary and controlling Officer as its Member Secretary or Member Convener.

**(b) Meeting of the Executive Board:-** (i) The meetings of the Board shall be convened by the Registrar as Secretary.

(ii) The Registrar shall give at least 21 days' notice to all members of the Board, before the meeting specifying the date, time and place of the meeting. The agenda and related papers shall also be sent along with the notice of the meeting. However, in case of emergency, the Vice-Chancellor may suspend or modify the operation of this procedure.

(iii) The proceedings of the meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson. The proceedings shall be circulated to all the members of the Government and uploaded in the university website for the information of general public.

(iv) Any member who ceases to hold the qualification by virtue of which he was appointed to the Board shall cease to be member thereof.

(v) Non-receipt of notice, agenda and other papers connected with any meeting and sent by post or e-mail by any member shall not invalidate the proceedings of the Executive Board.

**(c) Powers and Functions:** - The Board shall, in addition to the powers conferred and functions imposed on it under Section 18 of the Act, exercise and discharge the followings, namely;

(i) to consider the Perspective Plan recommended by the Academic Council for according permission for establishment of college or institution of higher learning six months preceding to the commencement of an Academic year or as prescribed by the Board;

(ii) to institute, and recognize the degrees, diplomas, and such other qualifications including modifications; if any, by the Regulatory Body or Council from time to time;

(iii) to manage and control the management of training, research center, library, residences in the university, and other institutions established by the University;

(iv) to manage such other institutions as may be deemed necessary for the welfare of researchers, and employees of the university;

(v) to manage student advisory bureau, employment bureau, society, clubs and such other similar institutions maintained by the University for promoting the welfare of students, affiliated colleges, and employees of the University;

(vi) to engage with other universities or any other authorities or associations for the purpose of carrying out the objects of the University;

(vii) to regulate and determine all matters concerning the administration of the University in accordance with the provisions of the University;

(viii) to constitute "Disciplinary Committee" as defined under clause (t) of Statute- 2 of the Statute to deal with and inquire into issue (s) related to the disciplinary matters of the employees of the University;

(ix) to consider, and approve or disapprove or reprimand the recommendation (s) of the Committee or Sub-Committees constituted under the Statute, or by the authorities from time to time of the University;



(x) Subject to the provisions of the university, to appoint its own committees and to delegate such powers as it deems fit to make its own standing orders and regulate the transaction of its own business;

(xi) Publish the report of the annual meeting containing the review of the progress made in different spheres of activities of the University;

(xii) Submit proposals to the Government which it considers necessary for the betterment and promotion of medical and allied health education and research in the State;

(xiii) to approve the Academic Calendar as defined under sub-clause (i) of clause (a) of Statute- 2 of the Statute covering schedule of teaching, examination programmes, vacations, publication of results etc prior to commencement of academic year;

(xiv) to approve the Registrar, as the co-signatory for payment and withdrawal from the university general fund account, and other accounts as to be decided from time to time by the Executive Board;

(xv) to constitute "Write Off Committee" as defined under clause (zzi) of Statute- 2 of the Statute, and frame Regulations for preservation and destruction of records in all offices and disposal of all unserviceable articles, books, equipment, furniture etc;

(xvi) to sanction projects sponsored by outside agencies to create and fill-up necessary posts on a temporary basis; and

(xvii) to constitute Committees defined under the Statute and prescribe functions for the purpose (s) as specified thereunder.

**20. The Academic Council.**—The Academic Council shall, have the following additional powers and functions prescribed under clause (xxiii) of Section 20 of the Act, namely;

**(a) Meeting of the Academic Council:** - (i) The Registrar shall under the direction of the Vice-Chancellor, provide at least 30 clear days of notice as defined under clause (j) of Statute- 2 of the Statute for the date of an ordinary meeting and 10 clear days for a special meeting. The agenda and related papers shall also be sent along with the

notice of the meeting and or would be hosted in the university web portal. However, in a case of emergency, the Vice-Chancellor may suspend or modify the operation of this procedure;

(ii) the Vice-Chancellor may at his discretion seek the approval of the Academic Council by circulation;

(iii) all matter shall be decided by a majority vote of the members present at the meeting and in the case of tie, the Chairperson shall have a casting vote in addition to his own vote as a member;

(iv) the proceedings of the meeting shall be recorded in writing and signed by the Registrar and approved by the Chairperson. The proceedings shall be circulated to all the members of the Government, and uploaded in the University website for the information of general public;

(v) any member who ceases to hold the qualification by virtue of which he was appointed to the Academic Council shall cease to be member thereof; and

(vi) non-receipt of notice, agenda and other papers connected with any meeting of the Academic Council by any member shall not invalidate the proceedings of the Academic Council.

**(b) Powers & Duties:** - (i) to recommend academic calendar specifying schedule of course wise orientation, teaching, student registration, college level assessment, examination, publication of results etc prior to commencement of academic year;

ii) to appoint such other Sub-Committees either standing or *ad hoc* as it deems necessary, for proper discharge of its functions;

iii) to determine on the recommendation of the Committees constituted for a purpose by the Executive Board, the establishment, amalgamation, division or abolition of Faculties if any and exigency arises;

iv) to prepare and recommend the Perspective Plan for according permission for establishment of college or institution of higher learning to the Executive Board six month preceding to the commencement of an Academic year;

v) to ratify the publication of results of all examinations leading to enrolment in courses or programmes, or awards of Degrees, Diploma and such other qualifications conducted from time to time by the University;

vi) all regulations providing for courses of study before being made by the Academic Council shall be submitted by it to the Executive Board for consideration who may make such alterations or modifications as it deems fit or may refer the regulations for further considerations by the Academic Council and all such regulations shall have effect from the date the Executive Board may approve and notify in that behalf; and

(vii) to recognize the Medical, Dental, Ayurveda, Homeopathy, Nursing, Ppharmacy or Allied Health Sciences and such other degrees or diplomas, fellowships, short-term medical training, observership and Certificate courses as the case may be from time to time for the purpose.

**21. The Board of Studies** .– The Course wise [as defined under clause (o) of Statute- 2 of the Statute] Board of Studies for the following Under Graduate, Post-Graduate, Broad Speciality, Super Speciality Degree, Ph.D., Diploma and such other distinctions under “Faculties” as specified under sub-section (1) of Section 21 of the Act, and defined under clause (x) of Statute- 2 of the Statute, namely;

**1. Faculty of Medicine.–**

(a) Under Graduate: MBBS - Bachelor of Medicine & Bachelor of Surgery.

(b) Post-Graduate MD (Broad Speciality)

- i. Doctor of Medicine in Anatomy;
- ii. Doctor of Medicine in Anaesthesiology;
- iii. Doctor of Medicine in Biochemistry;
- iv. Doctor of Medicine in Community Medicine;
- v. Doctor of Medicine in Dermatology;

- vi. Doctor of Medicine in Emergency Medicine;
- vii. Doctor of Medicine in Family Medicine;
- viii. Doctor of Medicine in Forensic Medicine & Toxicology;
- ix. Doctor of Medicine in Geriatrics;
- x. Doctor of Medicine in General Medicine;
- xi. Doctor of Medicine in Hospital Administration;
- xii. Doctor of Medicine in Microbiology;
- xiii. Doctor of Medicine in Paediatrics;
- xiv. Doctor of Medicine in Palliative Medicine;
- xv. Doctor of Medicine in Pathology;
- xvi. Doctor of Medicine in Pharmacology;
- xvii. Doctor of Medicine in Physiology;
- xviii. Doctor of Medicine in Physical Medicine and Rehabilitation;
- xix. Doctor of Medicine in Psychiatry;
- xx. Doctor of Medicine in Radio- Diagnosis;
- xxi. Doctor of Medicine in Radiation Oncology;
- xxii. Doctor of Medicine in Respiratory Medicine;
- xxiii. Doctor of Medicine in Sports Medicine; and
- xxiv. Doctor of Medicine in Transfusion Medicine.

(c) MS (Broad Speciality)

- i. Master of Surgery in Ear, Nose & Throat;
- ii. Master of Surgery in General Surgery;
- iii. Master of Surgery Obstetrics and Gynaecology;
- iv. Master of Surgery in Ophthalmology;
- v. Master of Surgery in Orthopaedics; and
- vi. Master of Surgery in Traumatology and Surgery.

(d) DM (Super Speciality)

- i. Doctorate of Medicine in Cardiology;
- ii. Doctorate of Medicine in Clinical Hematology;
- iii. Doctorate of Medicine in Clinical Immunology and Rheumatology;
- iv. Doctorate of Medicine in Clinical Pharmacology;
- v. Doctorate of Medicine in Endocrinology;
- vi. Doctorate of Medicine in Gastroenterology;
- vii. Doctorate of Medicine in Hepatology;
- viii. Doctorate of Medicine in Medical Oncology;
- ix. Doctorate of Medicine in Neurology;
- x. Doctorate of Medicine in Nephrology;
- xi. Doctorate of Medicine in Onco-Pathology; and
- xii. Doctorate of Medicine in Pulmonary Medicine.

(e) MCh (Super Speciality):

- i. Master of Chirurgiae in Cardio Thoracic and Vascular Surgery;
- ii. Master of Chirurgiae in Endocrine Surgery and Breast;
- iii. Master of Chirurgiae in Gynaecological Oncology;
- iv. Master of Chirurgiae in Head and Neck Surgery;
- v. Master of Chirurgiae in Neuro Surgery;
- vi. Master of Chirurgiae in Paediatric Surgery;
- vii. Master of Chirurgiae in Plastic Surgery;
- viii. Master of Chirurgiae in Surgical Gastroenterology;
- ix. Master of Chirurgiae in Surgical Oncology; and
- x. Master of Chirurgiae in Urology.

**2. Faculty of Dental Sciences: -**

(a) BDS: Bachelor in Dental Surgery.

(b) MDS: Master of Dental Surgery

- i. Master of Dental Surgery in Conservative Dentistry & Endodontics;
- ii. Master of Dental Surgery in Oral & Maxillofacial Surgery;
- iii. Master of Dental Surgery in Oral Medicine & Radiology;
- iv. Master of Dental Surgery in Oral Pathology & Oral Microbiology;
- v. Master of Dental Surgery in Orthodontics and Dentofacial Orthopaedics;
- vi. Master of Dental Surgery in Paediatric and Preventive Dentistry;
- vii. Master of Dental Surgery in Periodontology;
- viii. Master of Dental Surgery in Prosthodontics and Crown & Bridge; and
- ix. Master of Dental Surgery in Public Health Dentistry.

**3. Faculty of Ayurveda: -**

(a) BAMS: Bachelor in Ayurvedic Medicine & Surgery.

(b) MD (Ayurveda)

- i. MD (Ayurveda) in Pharmaceutical (Ayurveda Vachaspati – Rasashastra & Bhaishajya Kalpana);
- ii. MD (Ayurveda) in Medicine (Ayurveda Vachaspati – Kayachikitsa);
- iii. MD (Ayurveda) Pediatrics (Ayurveda Vachaspati -Kaumarbhritya);
- iv. MD (Ayurveda) in Diagnostic Procedure & Pathology (Roga Nidana evumViikrit Vigyan); and
- v. MD (Ayurveda) Compendium and Basic Principles (Ayurveda Vachaspati, Ayurveda Samhita and Siddhanta).

(c) MS (Ayurveda): Master of Surgery (Ayurveda). -

- i. Master of Surgery (Ayurveda) Dhanwantari - Shalya- Samanya, (Ayurveda General Surgery); and
- ii. Master of Surgery (Ayurveda Dhanwantari) – Prasuti evumStriroga (Ayurveda Gynaecology& Obstetrics).

#### **4. Faculty of Homeopathy Medicine: -**

(a) BHMS: Bachelor of Homeopathic Medicine & Surgery.

(b) MD (Homeopathy): Doctorate of Medicine (Homeopathy)

- i. Doctor of Medicine (Homeopathy) – Homeopathic Pharmacy;
- ii. Doctor of Medicine (Homeopathy) – Materia Medica;
- iii. Doctor of Medicine (Homeopathy) – Organon of Medicine;
- iv. Doctor of Medicine (Homeopathy) – Practice of Medicine; and
- v. Doctor of Medicine (Homeopathy) – Repertory.

#### **5. Faculty of Nursing Education: -**

(a) B.Sc (Nursing):

(i) Bachelor of Science (Nursing)

(b) M.Sc (Nursing)

- i. Community Medicine;
- ii. Medicine & Surgery;
- iii. Obstetrics &Gynaecology;
- iv. Paediatrics; and
- v. Psychiatric.

#### **6. Faculty of Paramedical & Allied Health Sciences: -**

- i. Bachelor of Science in Physiotherapy;
- ii. Bachelor of Science in Occupational Therapy;
- iii. Bachelor of Science in Prosthetics & Orthotics;
- iv. Master of Physiotherapy;
- v. Master of Science in Biochemistry;
- vi. Master of Science in Medical Microbiology;
- vii. Bachelor in Medical Laboratory Technology (BMLT);
- viii. Master of Science in Medical Laboratory Technology (MMLT);
- ix. Bachelor in Medical Radiography & Imaging Technology (BMRT);
- x. Bachelor in Science Anaesthesia and Operation Theatre Technology (BOTT);
- xi. Bachelor of Optometry (BO);
- xii. Bachelor of Anaesthesiology (BAT);
- xiii. Bachelor of Science in Emergency Medical Technology (BEMT);
- xiv. Bachelor of Audiology & Speech Language Pathology (BASLP); and
- xv. Master of Audiology & Speech Language Pathology (MASLP).

#### **7. Faculty of Pharmacy Education: -**

(a) B. Pharma:

(i) Bachelor of Pharmacy

(b) M. Pharma

- i. Master of Pharmacy in Pharmaceutics;
- ii. Master of Pharmacy in Pharmacology;
- iii. Master of Pharmacy in Pharmacognosy;
- iv. Master of Pharmacy in Pharma Analysis; and
- v. Master of Pharmacy in Pharma Chemistry.



**8. "Faculty" of the University:** - Save as otherwise, and defined under Clause (x) of Statute- 2 of the Statute, the University hereby constitute the following "Faculties" and such "Faculties" shall be under the control of Academic Council, namely;

- a. Faculty of Medicine;
- b. Faculty of Dental Science;
- c. Faculty of Ayurveda;
- d. Faculty of Homeopathy Medicine;
- e. Faculty of Nursing Education;
- f. Faculty of Paramedical & Allied Health Sciences; and
- g. Faculty of Pharmacy Education:

Provided that the Executive Board shall constitute Board of Studies on institution of Degrees, Diploma, Ph.D and such other distinctions in adherence of Regulatory Board of Council from time to time:

Provided further that the Board of Studies shall prepare structure, governing regulations and recommend course of studies maintaining the medical standards prescribed by the Regulatory Body or Council from time to time.

**9. Meetings of the Board of Studies:** - (a) The meetings of the Board of Studies prescribed shall be convened by the Controller of Examination.

(b) Normally there shall be one meeting held in an academic year at which the business of Board of Studies for the year shall be transacted:

Provided that the Vice-Chancellor, if he thinks fit, may permit additional meeting to be convened during the year.

(c) Two third of the members including the invited members if any shall constitute the quorum:

Provided further that when a joint meeting of two or more Boards is held the members present shall elect one of the Chairman of the Boards of Studies as

Chairman for the meeting. In case none of the Chairman of the Boards of studies is present, the members present shall elect a Chairman for the meeting from among themselves.

**22. The Finance Committee. .– (a) Meeting of the Finance Committee:** - The Comptroller of Finance shall convene the meeting of the Finance Committee specified under section 23 of the Act, and defined under sub-clause (i) of clause (z) of Statute-2 of the Statute as Member- Secretary.

Provided that special finance committee meeting (s) may be convened at the discretion of the Vice-Chancellor for special purpose and emergency in nature.

**(b) Term of office of the Members of the Finance Committee:** - The term of office of the nominated members shall be for a period of three years.

Provided that if the term of the such nominated member ceases or disqualify to continue as otherwise, shall automatically cease to be a member of the Finance Committee.

**23. The Quality Assurance Council .–** The University Quality Assurance Council, as specified under clause (v) of Section 16 of the Act and defined under clause (zo) of Statute- 2 of the Statute, is hereby constituted with following members, namely;

**(a) Constitution of Council** - The Council shall consist of the following members;

- i. The Vice-Chancellor; - Chairperson
- ii. “Deans” (Honorary) of Faculty of Medicine;  
Dental Sciences, Ayurveda, Homeopathy  
Nursing, Pharmacy, Allied Health Sciences, etc.; - Member (s)
- iii. Two eminent persons with distinction in the  
field of health science, and management to be nominated  
by the Vice-Chancellor; - Member (s)
- iv. Controller of Examination; and - *Ex Officio* Member
- v. Director, Curriculum; - *Ex Officio* Member

The Registrar shall be the Member Secretary of the Quality Assurance Council and without voting right:

Provided further, the Deans (Honorary) to be nominated by the Vice-Chancellor whose terms shall be for a period of three years.

**b. Powers, and Functions of Council .–** The Quality Assurance Council as specified under sub- section (2) of Section 24 of the Act shall, exercise the following powers and perform functions, namely;

- i. to review the Academic Audit reports of Inspection Committee caused in respect of the affiliated Colleges to ensure that the norms and standards of Regulatory Bodies defined under the Act, and Statute and conditions of affiliation being fulfilled, in letter and spirit;
- ii. to recommend policy guidelines on the perspective plan for effective implementation and fulfilment of the objectives of the University;
- iii. to hold, represent, participate various national and international level seminar workshop, conclave, symposium on development of quality benchmarks ensuring standard of teaching and learning of the affiliated institutions of the University;
- iv. to hold meeting of the teachers, head of the affiliated institutions, policy makers, social thinkers, alumnae and such other stakeholders annually, and recommend Executive Board for skill orientation, quality improvement, and leadership development programme of teaching non-teaching employees of the University and affiliated colleges;
- v. to develop an eco-system for conscious, consistent and catalytic action to improve the academic and administrative performance of the University and Affiliated Institutions;
- vi. to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices;
- vii. to develop mechanism facilitating affiliated institutions for maintenance of norms and higher standards prescribed for accreditation (s) by National

Assessment and Accreditation Councils as defined under sub-clause (i) of clause (zi) of Statute- 2 of the Statute and other similar bodies;

- viii. to develop vision plan for implementation and fulfillment of National Education Policy as defined under sub-clause (ii) of clause (zi) of Statute- 2 of the Statute;
- ix. to facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- x. to review and suggest social outreach programmes and activities by the affiliated colleges and university; and
- xi. to suggest establishment of chairs, institution of medals and recommend names of eminent academicians, researchers, physician scientist / technologist or person of the region whose contribution to the field of health sciences for honour by the University.

**(c) Procedure of Membership, Term, and Meetings of the Council:** - (i) “Dean” of Faculties as defined under clause (r) of statute- 2 of the Statute, shall, be the members of the Council other than University officer (s) as prescribed here under clause (a) of statute - 24 of the Statute:

Provided further a teacher nominated as Dean of Faculties shall not be eligible to continue more than two consecutive terms:

(ii) term of the Members of the Council. -All Nominated members i.e. “Dean” of Faculties shall hold office for a term of ordinarily three years;

(iii) meeting of the Council shall be convened at least once in a year by the Registrar before the beginning of the academic session or on the instance of the Vice-Chancellor;

- 24. Nomination of “Dean of Faculties”.**– (i) The “Dean” of Faculty shall be nominated by the Vice-Chancellor for each “Faculties” as defined under clause (r) and (x) of Statute- 2 of the Statute and constituted under clause (a) of Statute- 24 of the Statute from amongst the senior Professors, and Associate Professor if suitable professor in the field not available for a period of three years:

Provided that the Vice-Chancellor, if deemed fit, may invite application for nomination as Dean of Faculty from amongst the registered teachers of the University only.

(ii) Duties of “Dean’ of Faculties. - The Dean’s of faculties shall discharge the following duties namely: -

(a) to act as a consultative body in regards to questions referred to it in general and those relating to academic matters by the Board, Academic Council and such other committees from time to time;

(b) to hold periodic meetings of the entire Faculty for organized and open discussion of matters concerning the functioning of such faculty, and any improvements or modifications need to be proposed through the Quality Assurance Council to the Board of Studies or Academic Council from the time;

(c) to review the academic standards followed in the affiliated institutions, and academic audit reports and suggest report for improvement if any;

(d) to take part in the Convocation; and

(e) to suggest social outreach programmes and activities by the affiliated colleges and University as well.

(iii) the “Dean” of Faculties shall be entitled for sitting remuneration, travelling and such other allowances as applicable to other members of the Board, Council or Committees as to be determined by the Executive Board from time to time.

## **CHAPTER - V**

### **ADMISSION AND OTHER MATTERS RELATING TO STUDENTS**

- 25. Admission of the students .-**Admission in different Courses leading to award of Degree, Diploma or qualifications or such other distinctions instituted by the Academic Council of the University from time to time with prescribed plan of study and assessment defined under clause (o) of Statute- 2 of the Statute shall be based on the regulations under clause (ii) of sub- section (1) of Section 30 of the Act prescribed in

conformity with Regulatory Body as defined under clause (q) Section 2 of the Act or Council as defined under clause (n) of Statute- 2 of the Statute:

Provided further, the University, shall specify the admissions under following categories, namely: -

**(a) Category of Students: -**

(i) course (s) for which the Central or State Government by Authority has appointed Body or Council to conduct test and sponsor candidates for admission in colleges;

(ii) course (s) for which neither a Regulatory Body nor Council constituted or appointed by Authority, so far to conduct a test, and candidates are admitted either on merit or college level test or together;

(iii) course (s) for which students assigned or sponsored by Central Government under a scheme, if any; and

(iv) by transfer from sister State or Central Universities in India, and International Students in conformity with the prescribed norms of Regulatory Body or Council or otherwise.

**(b) Fulfillment of University norms and guidelines: -** Candidates shall be required to satisfy the norms prescribed for the Course by the Regulatory Body or Council as specified and defined under the Act, and these Statute respectively:

Provided that in case, a candidate is found ineligible at a later stage the provisional admission granted to him or her by the college shall be cancelled and he shall have no right for admission to the course or refund of the fees paid by him.

**(c) Closure of Admission in Affiliated Colleges or Institutions: -** Admissions shall ordinarily be closed before the date of commencement of the first semester instruction, or third semester in case of lateral entry, through a notification by the University.

**(d) Registration of the students at University:** – Any candidate sponsored by body or authority or otherwise, shall be registered with the University on payment of a fee determined and prescribed by the Executive Board through notification:

Provided that such registration number shall be created in these manner i.e. year of admission, college code, faculty code, course, branch or broad speciality or super speciality code and number which will form the unique identity of a bonafide student of the University:

Provided further that the registration number once issued in respect of a bonafide student; the same shall be the roll number for all examinations till completion of his or her Degree or Diploma for the course under the University.

**(e)** A candidate shall be considered as enrolled when he or she has been provisionally admitted on being eligible by the Principal or Director of the college or recognised institution and registration number issued by the University upon receipt of the prescribed fees.

**(f)** A candidate once enrolled in a college or institution shall be considered to belong to that college until his name is struck off the rolls of the college books for continuous absence from classes without notice for more than a month or for non-payment of fees or breach of discipline or dismissed from the college for any reason whatsoever under written intimation to the University.

**(g)** The student admitted to a college shall maintain at least seventy five per cent of attendance at lectures and practical's prescribed under regulation for the course in his / her classes. If attendance at classes falls short of the requisite number specified for attendance, the candidate may be permitted to appear at the subsequent year semester or term examination as back student on payment of a separate fee as may be prescribed by the University.

**(h)** No Transfer Certificate shall be issued by the Principal or Director of a college unless provided or authorised in the guidelines of the Regulatory Body or Council and duly permitted by the University under special circumstances.

(i) The students shall maintain discipline of the college and shall not involve in any activities or behaviour unbecoming of a student.

(j) The Registrar and Controller of Examination shall maintain a Register of all students (undergraduates and post-graduates, broad speciality, super speciality, Ph.D) enrolled and studying for University examinations in the University Teaching or Research Centers or affiliated colleges, or recognized institutions of the University:

Provided that the Executive Board on the recommendation of the Academic Council shall prescribe regulations pertaining to maintenance of discipline leading to refusal of admission, and appoint such other “Students Grievance Committee” for redressal of student’s grievances for a term as specified by the Board.

**26. Academic Calendar .–** The Academic Calendar as prescribed under sub-section (2) of Section 32 of the Act, and defined under sub-clause (i) of clause (a) of Statute- 2 of the Statute shall be “Non-Negotiable” and specify the programmes, namely: -

- a. The dates on which 1st Semester or Term or corresponding years Semester or Term Orientation Programme begins and ends;
- b. the dates on which course wise teaching, Instruction, Clinical Practice, Training, or Internship or Project of the semester or term begin and end, registration dates for college level sessional or practical or oral viva voce assessments, University level theory or Practical, Internship, Project, Viva Voce examination of Odd Semester or Term or Even Semester or Term begins, and ends;
- c. the dates on which colleges to register off-line or on-line, submit documents, and deposit examination fees with the University within the prescribed timeline, failing which, it shall be treated as non-registered and thereby the students of said Institution shall not be eligible to appear for the examination; and
- d. the tentative date for publication of Semester, Term or Annual results:

Provided that the University may prescribe uniform time schedule for Teaching, Instruction, Clinical Practice, Training or Internship or Project of the semester or term with the approval of the Academic Council.



**27. Maintenance of Discipline among the students .-** (i) The powers regarding maintenance of discipline and initiation of disciplinary action with regard to the students of the University shall vest with the Vice-Chancellor, who may delegate all or any of his powers to any officer, as he may deem fit.

(ii) Without prejudice to the generality of his powers relating to the maintenance of discipline and initiating such action as he may deem fit and appropriate for the maintenance of discipline, the Vice-Chancellor may, in exercise of his powers, by order, direct that any student or students be expelled or rusticated for a specified period and not admitted to a course or courses of study in the University or an affiliated college or institution for a stated period or be punished with a fine for an amount to be specified in the order, or debarred from any examination or examinations conducted by the University or an affiliated college or institution for one or more years or that the result of the student or students concerned in the examination or examinations in which he has or they have appeared, to be withheld or cancelled. The procedure for appeal to the Executive Board shall be as prescribed in the Regulations.

(iii) The Principal or Director of affiliated colleges and institutions shall have the authority to exercise all such disciplinary powers, over the students in their respective colleges and institutions as may be found necessary for the proper, smooth and efficient functioning of such colleges and institutions.

**28. Representation of students in Sports, Cultural and other activities: -** There shall be a "Sports and Cultural Committee" to govern the nomination of students to represent their classes, colleges in sports, cultural and other activities as prescribed under section 33 of the Act, constituted, as follows;

(a) The composition of the Committee is as under: -

- i. Vice-Chancellor – Chairperson;
- ii. Registrar - Member Convener;
- iii. One nominee of the Executive Board to be nominated by the Vice-Chancellor- Member;

- iv. Seven Principals / Directors one each from affiliated Medical, Dental, Ayurveda, Homeopathy, Pharmacy, Physiotherapy and Nursing Colleges or recognised Institutions to be nominated by the Chairperson – Members; and
- v. Comptroller of Finance – Member.

The nominated members shall hold office for a term of three years beginning from the first of July. A casual vacancy shall be filled only for the remaining period of the term.

(b) The Committee shall hold meeting twice in a year, and propose annual budget to organize Inter-University Youth Festival and Inter-University Cultural Meet or any other Cultural Function, Hackathon, Social and Cultural Outreach activities in which the Vice-Chancellor thinks it proper to sponsor University team selected on merit.

(c) The Executive Board on the proposal of the Committee shall frame and prescribe regulation on formation of Sports, and Cultural Committees in all affiliated college, and recognized institution and shall submit annual report to the University at the time of making application for grant of renewal of affiliation.

(d) The Executive Board shall, make provision of funds in the annual budget for encouraging sports, cultural meets and maintain active liaison with all affiliated colleges, recognized institutions with a view to search and promote youth talent.

## CHAPTER - VI

### CONDUCT OF EXAMINATIONS

**29. General Expressions** .– In this Statute unless the context shall otherwise specified in these Statute, the following expressions shall be used as under, namely;

- i. Abbreviations of Assessments: Theory Assessment (TH), and Practical (P), Internal Assessment (IA), Formative Assessment (FA), Summative Assessment (SA), Record (Log) Book Assessment (LB), Dissertation Assessment (DA), Project or Thesis Assessment (PA), Case Presentations (CP), Objective Structured Clinical Examinations (CL), Objective Structured Practical Examination (PE), Training

Assignment (TA), One Minute Preceptor (OM), Teaching & Training Program (TP), Directly Observed Procedural Skills (PS).

- ii. “Fellowships” and “Skills” undergone by the students and recognized by the University leading award of marks or credits.
- iii. First, Second, Third Professional Training & Examinations Annual, Term Semester (Odd / Even / Trimester),
- iv. “Formative Assessment” means an assessment conducted during the instruction with the primary purpose of providing feedback for improving learning.
- v. “Post-Graduate Diploma Examination” means an examination leading to Post-Graduate Diploma of the University.
- vi. “Internal Assessment” means a range of assessments conducted by the teachers teaching a particular subject and can have both formative and summative functions.
- vii. “Post Graduate Degree Examination” means an examination leading to Post Graduate Degree of the University.
- viii. “Questions” means Long Answer Questions – (LAQ), Short Answers Questions (SAQ), Objective Type Questions (OTQ), Multiple-Choice Questions (MCQ), Focus Answered Questions (FAQ) etc.
- ix. “Subject (Theory)” means a unit in both credit as defined under clause (p) (i) of Statute -2 of the Statute based and non – credit (Marks) based on a Course.
- x. “Summative Assessment” means an assessment conducted at the end of instruction by the University.
- xi. “Super Speciality Examination” means an examination leading to Super Speciality Degree of the University after the Post-Graduation.
- xii. “Term” means duration as prescribed by the Academic Council in conformity with the guidelines of the regulatory bodies.
- xiii. “Training” imparted to the Post Graduate students in the recognised institutions for the award of various Post-Graduate Medical degrees / diplomas.
- xiv. “Under Graduate Examination” means an examination leading to Graduate (Medical, Dental, Homeopathy, Ayurvedic, Nursing, Pharmacy, Physiotherapy, Allied Health Sciences) of the University.

**30. Structure, Duration, Medium, Curriculum of the Course etc .--(i)** A Bachelor's or Master's or Super Speciality degrees course shall comprise of structure, which shall comprise of number of theory subjects and or other sessional or practical or internships or all components, Regulation prescribing eligibility, duration, medium of instruction and examinations, governing principles, total marks or credits, qualifying marks or passing credits, and semester or term or year wise curriculum of the concerned course, and as are approved by the Academic Council of University. Each course shall be prescribed or assigned with an weightage in terms of full marks or specified credits.

(ii) The minimum period required for completion of a course shall be the course duration in years as specified in the Regulation in conformity with Regulatory Body or Council for the concerned course:

Provided that, the University shall clearly prescribe and upload the course wise structure, regulation and syllabi in the website of the University.

(iii) The maximum permissible period (year) for completing a Course (including the period of withdrawal, or discontinuation; if any from the year of enrolment) for which the prescribed course duration is 'n' semesters, (n refer to as number of semesters) shall be (n + 4) semesters for the courses of the duration of three years or more than three years, and (n + 2) semester for the courses of the duration of two or less than two years.

(iv) All the course requirements shall have to be completed in (n + 4) or (n + 2) semesters, as the case may be, and or decided in conformity with the Regulatory Body or Council, and approved from time to time.

(v) English shall be the medium of instruction for study and examinations of the Under Graduate, Post-Graduate, Broad Speciality, Super Speciality or higher courses.

(vi) Attendance: 75% of attendance in a subject is compulsory inclusive of attendance in non-lecture teaching i.e. seminars, group discussion, tutorials, demonstrations, practical's, internship in hospital or research institutions or organizations.

(vii) Attendance shall be calculated from the total number of hours prescribed by the Regulatory Bodies or Councils, and University and not the number of classes or sessions conducted.

(viii) Promotion to Higher Semester & Readmission: The University shall prescribe regulations on “Promotion to Higher Semester, Re-admission after discontinuation or Break of Study into the Courses in conformity with regulatory authorities with the approval of the Academic Council.

(ix) Award of Marks or Letter Grades and Pass percentage or Grade Points as defined under clause (p) (iii), (q), and (zh) of Statute-2 of the Statute for award of Degree or Diploma:

(a) The minimum pass percentage or Cumulative Grade Point Average required for obtaining the degree or Honours if any shall be prescribed in the respective course wise Regulation:

Provided that, subject (s) or Training Marks or Grades or Credit (s) provision if any; shall be as per regulatory authorities, and prescribed in the Regulations from time to time.

(b) All assessment of course will be done on absolute marks basis and / later converted into marking or grading system to evaluate and certify candidate’s level of knowledge, skill and competence at the end of the teaching and or training. A minimum of 50% marks in theory as well as practical and viva-voce separately shall be mandatory for passing the whole examination.

**31. Examination and Assessments.-(a)The Examination Committee .--**The “Examination Committee” as defined under sub-clause (i) of clause (w) of Statute 2 of the Statute and constituted under the Statute shall prepare and recommend “Examination Manual” as specified in the Act, and defined under sub-clause (ii) of clause (w) of Statute- 2 of the Statute in conformity with the Regulation or guideline prescribed by the Regulatory Body or Academic Council and provided by the Board of Studies:

Provided that the “Examination Manual” as specified in the Act, and defined under the Statute shall be placed before the Academic Council and Executive Board for approval.

**(b) Meeting of the Committee:** - The Examination Committee, as defined under sub-clause (ii) of clause (w) of Statute- 2 of the Statute shall meet at least once in an academic year.

**(c) Composition of the Examination Committee:** - The “Examination Committee” shall have the following members, namely;

- i. The Vice-Chancellor; - Chairman
- ii. The Controller of Examination; - Member Secretary
- iii. Director, Curriculum; - Member
- iv. The Dean of respective Faculty; - Member (s)
- v. Nominee of Health & Family Welfare

Department not below the rank of

Deputy Secretary to Government; and - Member

- vi. Special Invitee or Experts as per requirement

to be nominated by the Vice-Chancellor. - Members

Provided that the Examination Committee shall meet at least once in an academic year, and one third of the members shall constitute the quorum excluding special invitee:

Provided further that the Examination Committee shall have the following powers and functions; namely;

- a. to prepare and recommend “Examination Manual”;
- b. to recommend Board on the procedure, examination fees, center charges, remunerations, sitting fees, honorariums, payment and maintenance of confidential examination accounts;
- c. to address anomalies raised or referred by the Authorities of the University;
- d. to suggest amendment in conformity with Regulatory Bodies or Councils;

- e. modernization of examination processes befitting to the requirement of student services; and
- f. to undertake such other activities for newer, and modern methods for uniformity in higher education.

**32. Conducting Board, Constitution, Power and Functions** .– There shall be a “Conducting Board” as defined under sub-clause (ii) of clause (m) of Statute 2 of the Statute for each course or branch of study under Faculty of Medicine, Dental Science, Ayurveda, Homeopathy, Nursing, Pharmacy, Para-Medical and Allied Health Sciences etc to scrutinize conduct and analysis of student performances in university assessments and examinations of the students. The members of the Conducting Board shall be appointed by the Vice-Chancellor;

(a) Constitution of Conducting Board: –

The Conducting Board shall have the following members; namely;

- i. The Vice-Chancellor; - Chairperson
- ii. The Controller of Examination; - Member Convener
- iii. One Principal on each discipline from affiliated colleges; - Member
- iv . Special invitee as per requirement for expert opinion on one or more papers; and - Member
- v. The Dean of concerned Faculty. - Member

(b) The Conducting Board shall meet before the publication of results in each Term/ Semester examination. The final results after modifications, if any, will be published only after the approval of the Vice-Chancellor.

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

(d) The conducting Board shall have the following powers and functions; namely:—

- i. the Conducting Board shall have power to scrutinize the conduct of examination, evaluation process, declare the results in each of the papers and the pattern of the question paper, out of syllabus if any;
- ii. the Conducting Board on scrutiny may also recommend award of grace mark (s) in exceptional cases on ground of questions out of syllabus or difficulty level of questions in one or more papers, conduct of re-examination in one or more papers, changes in examination process etc. for consideration by the Board;
- iii. the Conducting Board may recommend punishment for alleged malpractice cases reported during any examination against an examinee, invigilator or examination center;
- iv. to make a report on the works of all examiners; and
- v. to perform such other duties, as may be assigned from time to time by the Vice-Chancellor and Authorities of the University.

**33. Disciplinary Control of the Examination Centre.**—(a) (i) During the examination, candidates shall be under the disciplinary control of the Superintendent of the Centre. If any candidate disobeys the instructions or misbehaves with any member of the supervisory staff or with any of the invigilator (s) at the Centre, on notice by the Superintendent, he may be expelled by the Superintendent from the examination for that particular subject or remaining subjects etc, as the case may be.

(ii) The Superintendent shall immediately report the fact of such case with full details of evidence to the Controller of Examinations. The Controller of Examinations after the examination (s) is / are over, will place the matter before the “Disciplinary Committee” constituted for the purpose by the Vice-Chancellor. The recommendation of the committee shall be placed before the Vice-Chancellor for appropriate order (s) whose decision shall be final and binding.

(b) No examinee, other than the Admit Card, will be allowed to enter into the Examination premise and Hall with any objectionable and prohibited papers, books, notes, electronic gadgets and such other as decided by the University from time to



time. The candidates must be present half an hour before the commencement of the Examinations, and in no case, an examinee will be allowed to the examination hall after fifteen minutes of commencement of examination.

- 34. Place of Examinations** .– (a) All examinations shall be held at such place as the Controller of Examination notify considering the availability of halls, teaching and non-teaching manpower, and infrastructural facilities. It shall be the responsibility of the affiliated Colleges or recognized Institutions to make all arrangements for conducting the University examinations in respect of the candidates allotted by the University to take the examinations at that College center:

Provided that the Controller of Examination, may tag, and notify a college or recognized Institution as Examination Centre for Under Graduate Post-Graduate, broad specialty or super specialty courses with approval of Vice-Chancellor.

(b) The Center Superintendent and Invigilator (s) for the University examinations should be provided by the concerned affiliated colleges from the teaching staff of the colleges. It shall also be the duty and responsibility of the colleges to take the assistance of the local administrative authorities in case they need such help for conducting the examinations properly.

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

Provided that the Controller of Examination may in its discretion direct any examinee or group of examinees to appear at any Center with the approval of the Vice-Chancellor without assigning any reason.

(d) The University shall ensure supply Pre-Printed Answer Sheets in respect of the registered students and deliver or transmit question papers to the Centre Superintendent before the notified schedule of examinations.

(e) All University examinations shall commence according to the Schedule in conformity with the Academic Calendar prepared and notified by the Controller of Examinations:

Provided that the Chancellor may pass order to alter the Schedule in respect of any or all examinations in the event of extensive disturbance, or calamities or pandemic.

**35. Appointment, Duties, & Responsibilities of Centre Superintendent.**—(a) The Controller of Examinations shall ordinarily appoint the Principal of the College as the Centre Superintendent:

Provided that if the Principal of the College in exigency submit sufficient before in writing with substantial justifications, and proposes the name of the senior most teacher of the college for appointment as Centre Superintendent, the Controller of Examination may consider, regret or would appoint another from amongst the teachers of affiliated colleges as Centre Superintendent.

**(b) Duties & Responsibilities of Centre Superintendent:** - The duties and responsibilities of the Centre Superintendent shall be;

(i) The Centre Superintendent is fully responsible for the smooth conduct of the theory examinations. He has to take all pre-cautionary measures to prevent any kind of malpractice by the candidates and keep strict vigil during the examination hours;

(ii) The Invigilators shall work under the direct control of the Superintendent. They should exercise proper control and extend their fullest support to the instructions of the Superintendent.

(iii) The Superintendent should also give instructions to the Invigilators to verify the bona fide of the examinee, correctness of the Registration / Roll Numbers, Course, Subject and such other information of the candidates duly filled in the Answer scripts during the examination hall itself;

(iv) The Invigilator must ensure that the examinee has correctly counted and mentioned the number of pages used for answers in the front page of the QR Coded OMR Answer Booklets provided by the University;

(v) The candidate and the Invigilator should put his full signature with the teacher registration number allotted by the university at the OMR QR Coded (Pre-Printed) Answer Booklet only in the space provided for the purpose;

(vi) The secrecy and confidentiality for the conduct of the examination shall lie with the Superintendent who shall be held responsible;

(vii) While encoding/decoding the question paper if any, the Centre Superintendent should ensure that no outsider-other unconnected staff members / concerned subject teaching staff be present at the confidential room under CCTV coverage;

(viii) The Superintendent is responsible for the safe packaging, despatch or deposit of used and unused Answer Sheets, Attendance Sheet, Absentee Statement, CD of recoding examination as and when the examination is over on the same day either in the Nodal Centre declared by the University or through Speed Post as to be notified by the University. Failure to despatch or submit the OMR Answer Sheets within the prescribed time will entail action against the Centre Superintendent, and the University may appoint another as Centre Superintendent from outside such college to conduct the examination for the remaining period or as deemed fit and proper by the Controller of Examination;

(ix) The Superintendent should not entertain any outsider other than the Flying / Vigilance Squad Supervisor, Observers, University authorised or Officer (s) appointed by the Controller of Examination for the purpose; and

(x) Any discrepancy noticed shall be brought to the notice of the Controller of Examinations of this University with facts and detailed report.

**36. Qualification, Appointment of Question Paper Setters, Standard, & Medium of Examination** .– Save as otherwise powers specified under sub-section (14) of Section 10, Clause (xi) of Section 20 and clause (iii) of Section 22 of the Act, the following shall be followed;

(a) The Academic Council on the recommendation of the Board of Studies shall prescribe qualifications of the paper or question setters with other terms and conditions in conformity with the guideline prescribed by the Regulatory Body or Council as defined under the Act, and Statute from time to time. However, a question Bank may be developed for the University.

(b) Question Paper Setters as far as practicable for all under graduate examinations shall be selected from other Universities within or outside the State and institutions of higher research / deemed Universities or colleges affiliated to such Universities.

(c) Question Paper Setters for Post-Graduate examinations shall be selected from institutions of higher research / deemed Universities / Universities or colleges affiliated to such Universities outside the State. However, a question Bank may be developed for the University.

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

(e) **Standard of Question papers:** - The question papers set in any subject shall be such as a candidate of decided ability well prepared in the subject and course of study prescribed in the syllabus or curriculum can reasonably be expected to answer within the time allotted.

(f) **Question papers in English:** - All examinations, except practical and viva voce examinations shall be conducted by means of written papers (printed, written or typed) to be set in English and to be answered in English unless there be an instruction on the question papers to the contrary.

**37. Eligibility of Examiners** .– Save as otherwise powers specified under sub-section (13), (14) of Section 10, clause (xi) (xxii) of Section 20, clause (iii) of Section 22, and clause (iv) of sub-section (1) of Section 30 of the Act, the following shall be adhered to;

(i) Examiners from amongst the registered teachers shall be appointed who fulfill the eligibility criterion as prescribed by the Academic Council in conformity with the guidelines notified by Regulatory Body or Council for the courses:

Provided that the University can appoint teacher (s) of sister State or Central University or Government Affiliated or Autonomous Colleges or Institutions as Examiners.

(ii) Examiners to evaluate the Theory Answer Papers, Dissertations, Thesis, Case Presentation Assessment, Clinical Examination Assessments, Training Assessment, Log Book, Internship, etc, or conduct viva voce and practical examinations and shall include Special Examiners appointed for Special Papers and / or special occasions.

(iii) Examinership cannot be claimed as a matter of right. All appointments of examiners shall be made by the Controller of Examination with the approval of the Vice-Chancellor. Cancellation or termination of any appointment as examiner shall be made at any time with the approval of the Vice-Chancellor without assigning any reason thereof:

Provided that in case appointment of an Examiner is cancelled or terminated, the same shall be recorded in a confidential register maintained for the purpose with reasons.

**38. Principle governing appointment of examiners.** – (a) The principle of single examinership shall be followed in respect of theory papers of all University examinations.

(b) In case of practical, project and viva voce examinations and such others, the principle of having one internal examiner and one external examiner shall be followed:

Provided that, the Controller of Examination shall ensure the guideline prescribed by the respective Regulatory Body or Council's on the eligibility and number (s) of internal or external examiner (s) or on the basis of higher number of examinees; if any,

(c) Persons appointed as examiners for theory papers shall not ordinarily be appointed as practical or viva voce examiners in the same subject.

(d) No person shall ordinarily be appointed as examiner in more than one theory paper in one Term / Semester Examination. However, in case of non-availability, this could be extended to maximum three numbers of theory papers.

**39. Maintenance of Up-to date list of Registered College Teachers. – (a) Role of Controller of Examinations .–** It shall be the duty of the Controller of Examination to maintain an up-to-date list of all registered college teachers. The list shall be arranged in order of subject and shall be compiled from the registration of documents and returns the same submitted by the colleges setting forth the following namely;

- (i) the name of the teacher;
- (ii) the registration or license number allotted by Regulatory Body or Council if any;
- (iii) registration number as college teacher in which he is employed;
- (iv) the college in which he is employed;
- (v) his age;
- (vi) specialization;
- (vii) qualification, with class and date of same;
- (viii) present grade and date of appointment to it;
- (ix) the class or subject which he teaches;
- (x) the number of teaching experience in a college; and
- (xi) Previous appointment, if any, as examiner with particulars of year and nature

of appointment.

(b) **Preparation of lists of examiners .–** The Controller of Examination shall annually prepare a list showing those who have been Question Paper Setters or Examiners during the preceding three years from among the list of registered college and University teachers.

(c) The list of registered college and University teachers prepared by the Controller of Examination shall be placed before the different Boards of Studies. The Boards of

Studies shall consider these lists and recommend three times the number of persons as are required as Question Paper Setters or as Examiners for any particular question paper or examination, for the purpose of appointment for that year only. Such recommendations of the Boards of Studies shall not confer any right of appointment on any person as a Question Paper Setter or as an Examiner. In absence of recommendations or non-availability, the Controller of Examination shall appoint the question paper setters and examiners with prior approval of the Vice-Chancellor.

(d) The Controller of Examination shall scrutinize the list of question paper setters and examiners recommended by the Boards of Studies to ensure the following;

(i) The period of appointment of any teacher as Question Paper Setter or Examiner does not exceed the total period as prescribed under these Statute;

(ii) No teacher has incurred any disqualification.

**40. Disposal of Malpractice cases** .-(a) The Controller of Examinations shall form a Disciplinary Committee with the approval of the Vice-Chancellor to consider the cases of malpractices. Based on the recommendation of the Committee, the Vice-Chancellor shall order for disposal of such cases appropriately.

**(b) Indulging in malpractices / Use of unfair means:** - No candidate shall indulge in any malpractice or use of unfair means prescribed for the purpose in connection with examinations from time to time.

(c) (i) The acts / conduct which will constitute malpractice or Use of unfair means and the corresponding punishment liable to be imposed therefore shall be specified in the in Regulation;

(ii) If the Vice-Chancellor is satisfied based on the recommendation of the Committee constituted for the purpose or otherwise that there has been copying or use of unfair means on mass scale at a particular examination centre(s) he may cancel the examination of all the candidates concerned.

**41. Honoraria, Remunerations of Question Setters, Examiners, others** .- The Executive Board shall determine and prescribe the honoraria, remuneration to all

associated teachers with conduct of examination under clause (xxxii) of Section 18 of the Act.

(a) Honorarium, remuneration (off-line and on-line mode) to the Question Paper Setters for Under Graduate and Post-Graduate, Broad Speciality, Super Speciality, Ph.D Coursework, Entrance Test, Question Bank,) Remuneration to Examiners, Evaluation Centre Contingency, Experts for Project or Internship Viva Voce, Sitting Fees of Members of the Conducting Board, Examination Committee (s), Malpractice Committee, Enquiry Committee, Centre Superintendent, Flying Squad, Vigilance Squad, Observer, and all such other officials appointed or deputed for conducting or supervising examinations with Travelling and other Allowances as admissible:

Provided that Officer (s) of the University shall not be entitled to any honoraria / remunerations in connection with conduct of examinations.

**42. Examination fees and other charges.**—The Executive Board shall determine, and prescribe the following fees and charges pertaining to conduct of university examinations on recommendation of the fees committee;

a) Students' fees: - Course wise regular Semester or Term Examination Fee, Back Theory, Practical, Project, Internship etc,

(b) Examination Centre charges to be retained by the College if declared as Examination Centre, and deposit the Centre Charges to the Examination if tagged with another Centre other than home college before Examination:

Provided that the University shall prescribe late fees, and may impose heavy fine (s) for such delay of deposit of university fees, fines, report and returns.

c. The fees may be changed once in five years or as may be decided by the Executive Board.

**43. Working Days and Holidays (a) Working Days.**—An academic year shall have not less than 180 working days of 5 hours duration each excluding days or hours spent for examinations for all affiliated colleges and recognized educational institutions.



**(b) Holidays:** The University shall issue a calendar for each academic year showing the number of holidays and working days. The Principals / Directors of affiliated Colleges and recognized Institutions shall strictly follow the list of working days and holidays during the year.

**44. Examination Manual & Examination System Automation .–** (a) The Examination Manual as specified in the Act, and defined under sub-clause (ii) of clause (w) of Statute- 2 of the Statute shall include; Introduction, Authorities, Faculty, Courses, Conduct of Examinations, Examination System Automation (Automation Manual for Colleges), IT Facilities for On-line activities of University Examinations (College & University), Verification of QR Coded OMR Written Answer Books, Evaluation (On / Off Line) of Theory Answer Books, Conduct & Evaluation of Practical Examinations, Examination Fees & Fines, Examination Centre Charges, & Remunerations, Procedure for conducting meetings of Conducting Boards and Committees Issuing of Certificates, Mal practices and Misconduct in the examinations, Concessions to the physically disabled Candidates, Documents & Registers (College and University), Thesis / Dissertation, Miscellaneous Items, Convocation, Schedules, *Annexures* etc.

(b) The University may facilitate and prioritize for automation of examination system which includes; Pre-Examination activities (Registration to e-Generation of Admit Cards), Pre-Printed QR Coded Answer Booklet, E-Transmission of Question Papers to Examination Centres, Examination activities, Post Examination activities: On-line and Off-line Evaluation, On-line Generation , E- Bills, E-Receipt of Remuneration Payments, Bills and Publication of Results, Maintenance of College and University Examination Fees, Student On-line Services, Digital Certificate, University Repository and National Academic Depository etc.

## **CHAPTER - VII**

### **PERMISSION, AFFILIATION, AND RECOGNITION OF COLLEGES**

**45. Transfer and admission of Colleges / recognized Institutions to the privileges of University for continuation of Affiliations .–**All colleges or institutions conducting courses leading to Degree or Diploma or other distinctions in Medical and Allied Health Sciences within the jurisdiction of the University shall deem to be affiliated under

sub-section (1) of Section 34 of the Act. The University, as specified under sub-section (2) of Section 34 of the Act, prescribe the following terms and conditions for continuation of further extension of affiliation for the succeeding academic year, as under;

- (i) application Book (Course wise) for admission to the privileges of the University complete in all respect with supporting document (s);
- (ii) undertaking as prescribed under Section 35 of the Act;
- (iii) affidavit by the colleges (other than Government Institutions) for transfer of Pledge- Money in favour of the University with express consent in writing of the erstwhile University along with Bank document/s at the time of making application for deemed affiliation;
- (iv) application Book Fee, Annual Affiliation Fee, One Time Non-Refundable Academic Development Fee, Inspection Fee, Processing Fee, and Annual Course fees (subject wise) with GST and such other fees as prescribed by the University from time to time; and
- (v) such other conditions as prescribed by the Executive Board of the University:

Provided that the University shall prescribe Application Book and fees for transfer of colleges and deemed affiliation.

**46. Grant of permission (procedures) to New Colleges .—** The University shall, under sub- section (1) of Section 36 of the Act, draw a perspective five-year plan regularly for educational development and for the location of recognized institutions, in particular, to cater to the needs of the un-served and under -developed areas within the jurisdiction of the University for according permission for establishment of college or institution of higher learning and submit to Government before the date as decided by the Executive Board:

Provided that, an educational institution shall make application for grant of permission or consent of affiliation to open a course to the Government or University; if the degree or diploma or qualification is instituted and courses of studies prescribed by the University.

**47. Rules and procedures of affiliation of an Institution to the University .—** The rules and procedures for affiliation of an institution to the University under sub- section (4) of Section 36 of the Act prescribed hereunder, namely:—

**(a) Consent of Affiliation to an Educational Institution:** - The University, on application with processing and inspection fee, by an educational institution or college, may grant “Consent of Affiliation” as defined under sub-clause (i) of clause (m) of Statute- 2 of the Statute or in other words wherever applicable “No-Objection Certificate” for grant of affiliation to impart education at Degree or Diploma or such other qualification or distinctions in medical and allied health sciences in the State under sub- section (4) of Section 36 of the Act wherever the Regulatory Body or Council or such other Authority prescribe for:

Provided that the Educational Institution (s) or College (s) which is or are required to obtain the Essentiality Certificate from the State Government as per the prescribed requirement of the Regulatory Body or Council, shall apply with the said pre-requisite certificate to the University with prescribed fee within the application date as prescribed by the University for the purpose:

Provided further that the University, may cause an enquiry or review by a committee appointed for the purpose by the Executive Board.

**(b) Category of affiliation and procedure of Application for Admission into the Privileges of University:** – A College is said to be affiliated to the University, if it offers temporary or permanent affiliated academic course (s) or programme (s).

**(i) Temporary affiliation:** Whenever an academic course or programme of a College or Institution is affiliated to the University for the first time, only temporary affiliation shall be granted. This temporary affiliation shall be applicable for the entire period of the academic course or programme as defined under this Statute:

Provided that where the period of approval of the Regulatory Body or Council is more than one year, the University shall grant temporary affiliation in respect of the period after receipt of applicable fees for the specified years.

(ii) **Permanent Affiliation:** A college is said to be permanently affiliated to the University, if it has obtained permanent affiliation in respect of the course (s) or programme (s) offered by the University based on the permanent approval of the Regulatory Body / Council /Government after fulfillment of terms and conditions prescribed by the University.

**(c) Procedure of Application for Affiliation:** - New or existing affiliated College or Institution shall make application in the prescribed book with applicable fees for admission into the privileges of the University for grant of affiliation or extension of temporary affiliation or opening of new course (s) or increase of seats or closure of course (s) in medical and allied health sciences:

Provided that the Governing Body as defined under clause (za) of Statute-2 of the Statute or Board of Management of the Society or Trust represented by Secretary or such other designated office bearer shall apply for affiliation of new self-financing colleges. Similarly, the Principal or Director of the existing affiliated college or Institution shall apply for grant of permission for extension of temporary affiliation or opening of new course (s) or increase of seats or closure of course (s):

Provided further such application shall be submitted to the University on or before the last day of September of the preceding academic year of which affiliation is sought for or as would be prescribed by a Regulation. (For example, application for the purpose, for the Academic year 2024 - 25 shall reach on or before the last day of September, 2023.)

**(d) Availability of Application Book:** - The prescribed Application Book for admission into the privileges of the University shall be made available in the University on payment of fees to be fixed by the Executive Board from time to time. The application for affiliation of new colleges or institutions or extension of temporary affiliation in respect of the continuing courses (s), opening of new course (s) or increase of seats, as the case may be, shall accompany with a requisite fee as may be determined by the Executive Board or Government from time to time.

**(e) Local Enquiry Committee:** - On receipt of permission from the Government in respect of the applicant institution, the University shall conduct an enquiry by a "Local

Enquiry Committee” appointed by the Vice-Chancellor consisting of the following members, namely: -

- i. Registrar, or his nominee Officer of the University- Chairman;
- ii. Two members having expert knowledge in Health Science Education nominated by the Vice-Chancellor – Member Experts; and
- iii. Chairperson of the Board of Studies or Dean of Faculty as to be decided by the Vice-Chancellor - Member.

Provided that the University, by order, shall consider deemed affiliation and transfer of affiliation through the “Affiliation Committee” defined under clause (d) of Statute- 2 of the Statute for the purpose.

**(f) Pre-requisite conditions for Affiliation:** - Save as otherwise mentioned in the Act, the University shall bring out the modalities, terms and conditions in the form of an “Regulation”

- 48. Affiliation Committee .–** (a) Save as otherwise there shall be a “Affiliation Committee” as defined under clause (d) of statute- 2 of the Statute and shall be constituted for the purpose of scrutinizing the fulfillment of the prescribed terms and conditions for recommendation of grant or opening of new course (s) or renewal of affiliation or increase of seats with the following members:

The Affiliation Committee shall have following members, namely;

- i. The Registrar; - Chairman
- ii. The Principal of one Government College to be nominated by the Vice-Chancellor; - Member
- iii. Two Academicians of repute nominated by the Vice-Chancellor; - Member
- iv. One Nominee of the Academic Council from outside of the University; and - Member
- v. One nominee of the Government in Health & F W Dept. - Member

(b) Any three members shall form the quorum for this committee. The committee shall forward its recommendation regarding grant of affiliation to new college, new course,

increase in seat, continuation or extension of affiliation to the Vice-Chancellor for consideration and approval.

(c) The term of the nominated member(s) of the Council shall be for a period of three years.

- 49. Affiliation period .—** Affiliation of new courses / continuation of affiliation of existing courses in an existing college or institution in subsequent years or in a new college shall be subject to scrutiny by the University. This affiliation shall ordinarily be accorded in respect of the admission batch on a yearly basis. However, in case, if the Regulatory Body as defined under the Act, and Statute accords approval in respect of a course (s) for more than one year, the university shall grant affiliation in respect of the course (s) on receipt of prescribed annual fees accordingly.
- 50. Academic Audit .—** The University shall cause an Academic Audit of every affiliated institution or recognized institutions once in every three years to ensure the effective maintenance of academic standards and regulations prescribed by the Regulatory Body or Council or the University as the case may be from time to time by an Inspection Committee as prescribed and constituted under section 38 of the Act.
- 51. Permanent Affiliation .—** Save as otherwise prescribed under sub-section (3) of Section 37 of the Act and specified in this Statute, the University shall bring out the modalities, terms and conditions in the form of an “Ordinance”.
- 52. Grant of Autonomous status .—** Save as otherwise prescribed under clause (e) of Section 2 of the Act, the University shall bring out the modalities, terms and conditions in the form of an “Ordinance”.
- 53. Recognition of Colleges as Research Centers. .—** It shall be competent for the Executive Board to recognize any college or institution engaged in research or specialized studies as a recognized institution which will satisfy the prescribed terms and condition of the University. The terms and conditions, and procedure of application shall be prescribed by the Executive Board in the form of a Regulation.
- 54. Failure to comply with directions, withdrawal of affiliation and closure of College /Institution. .—** (a) If an institution / college fails to fulfill any condition provided in these

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

(b) Save as otherwise prescribed in the Act, the University shall bring out the modalities, terms and conditions in the form of "Regulation".

(c) Save as otherwise prescribed and provided under clause (x) of Section 35 and sub-sections (1) and (2) of section 40 of the Act, the University shall bring out the conditions in the form "Regulation".

## **CHAPTER - VIII**

### **ENROLMENT, DEGREES, CONVOCATION**

**55. The Enrolment of Graduates:** --All graduate having a degree or Post-Graduate, Broad Speciality, Super Speciality or Doctoral degree of this University in Health Science shall be entitled to register his name in the Register of Graduates of the University on payment of a fee to be prescribed by the Executive Board on the recommendation of the Fees Committee under sub- section (2) of Section 42 of the Act for the purpose, as under; -

(a) Maintenance of Register of Graduates. - The University shall prescribe a form for the purpose of which shall be made available to the eligible graduates at a price to be fixed:

Provided that the University may collect the prescribed fees at the time of issuance of the Degree Certificate to the degree holder through the affiliated College or recognized Institution of Research.

**56. The Degrees:** .--Save as otherwise mentioned under sub- section (b) of section 5 and clause (vii) of Section 18 of the Act, the University hereby prescribe the Degrees under "Faculties" as defined under clause (x) of Statute 2 of the Statute, namely;

**1. Faculty of Medicine: -**

(a) Under Graduate: MBBS - Bachelor of Medicine & Bachelor of Surgery.

(b) Post-Graduate MD (Broad Speciality)

- i. Doctor of Medicine in Anatomy;
- ii. Doctor of Medicine in Anaesthesiology;
- iii. Doctor of Medicine in Biochemistry;
- iv. Doctor of Medicine in Community Medicine;
- v. Doctor of Medicine in Dermatology;
- vi. Doctor of Medicine in Emergency Medicine;
- vii. Doctor of Medicine in Family Medicine;
- viii. Doctor of Medicine in Forensic Medicine & Toxicology;
- ix. Doctor of Medicine in Geriatrics;
- x. Doctor of Medicine in General Medicine;
- xi. Doctor of Medicine in Hospital Administration;
- xii. Doctor of Medicine in Microbiology;
- xiii. Doctor of Medicine in Paediatrics;
- xiv. Doctor of Medicine in Palliative Medicine;
- xv. Doctor of Medicine in Pathology;
- xvi. Doctor of Medicine in Pharmacology;
- xvii. Doctor of Medicine in Physiology;
- xviii. Doctor of Medicine in Physical Medicine and Rehabilitation;
- xix. Doctor of Medicine in Psychiatry;
- xx. Doctor of Medicine in Radio- Diagnosis;
- xxi. Doctor of Medicine in Radiation Oncology;
- xxii. Doctor of Medicine in Respiratory Medicine;
- xxiii. Doctor of Medicine in Sports Medicine; and



xxiv. Doctor of Medicine in Transfusion Medicine.

(c) MS (Broad Speciality)

- i. Master of Surgery in Ear, Nose & Throat;
- ii. Master of Surgery in General Surgery;
- iii. Master of Surgery Obstetrics and Gynaecology;
- iv. Master of Surgery in Ophthalmology;
- v. Master of Surgery in Orthopaedics; and
- vi. Master of Surgery in Traumatology and Surgery.

(d) DM (Super Speciality)

- i. Doctorate of Medicine in Cardiology;
- ii. Doctorate of Medicine in Clinical Hematology;
- iii. Doctorate of Medicine in Clinical Immunology and Rheumatology;
- iv. Doctorate of Medicine in Clinical Pharmacology;
- v. Doctorate of Medicine in Endocrinology;
- vi. Doctorate of Medicine in Gastroenterology;
- vii. Doctorate of Medicine in Hepatology;
- viii. Doctorate of Medicine in Medical Oncology;
- ix. Doctorate of Medicine in Neurology;
- x. Doctorate of Medicine in Nephrology;
- xi. Doctorate of Medicine in Onco-Pathology; and
- xii. Doctorate of Medicine in Pulmonary Medicine.

(e) MCh (Super Speciality)

- i. Master of Chirurgiae in Cardio Thoracic and Vascular Surgery;
- ii. Master of Chirurgiae in Endocrine Surgery and Breast;
- iii. Master of Chirurgiae in Gynaecological Oncology;
- iv. Master of Chirurgiae in Head and Neck Surgery;

- v. Master of Chirurgiae in Neuro Surgery;
- vi. Master of Chirurgiae in Paediatric Surgery;
- vii. Master of Chirurgiae in Plastic Surgery;
- viii. Master of Chirurgiae in Surgical Gastroenterology;
- ix. Master of Chirurgiae in Surgical Oncology; and
- x. Master of Chirurgiae in Urology.

## 2. Faculty of Dental Sciences: -

(a) BDS: Bachelor in Dental Surgery.

(b) MDS: Master of Dental Surgery

- i. Master of Dental Surgery in Conservative Dentistry & Endodontics;
- ii. Master of Dental Surgery in Oral & Maxillofacial Surgery;
- iii. Master of Dental Surgery in Oral Medicine & Radiology;
- iv. Master of Dental Surgery in Oral Pathology & Oral Microbiology;
- v. Master of Dental Surgery in Orthodontics and Dentofacial Orthopaedics;
- vi. Master of Dental Surgery in Paediatric and Preventive Dentistry;
- vii. Master of Dental Surgery in Periodontology;
- viii. Master of Dental Surgery in Prosthodontics and Crown & Bridge; and
- ix. Master of Dental Surgery in Public Health Dentistry.

## 3. Faculty of Ayurveda: -

(a) BAMS: Bachelor in Ayurvedic Medicine & Surgery.

(b) MD (Ayurveda)

- i. MD (Ayurveda) in Pharmaceutical (Ayurveda Vachaspati – Rasashastra & Bhaishajya Kalpana);
- ii. MD (Ayurveda) in Medicine (Ayurveda Vachaspati – Kayachikitsa);
- iii. MD (Ayurveda) Pediatrics (Ayurveda Vachaspati -Kaumarbhritya);
- iv. MD (Ayurveda) in Diagnostic Procedure & Pathology (Roga Nidana evum Viikrit Vigyan); and

- v. MD (Ayurveda) Compendium and Basic Principles (Ayurveda Vachaspati, Ayurveda Samhita and Siddhanta).

(c) MS (Ayurveda): Master of Surgery (Ayurveda)

- i. Master of Surgery (Ayurveda) Dhanwantari - Shalya- Samanya, (Ayurveda General Surgery); and
- ii. Master of Surgery (Ayurveda Dhanwantari) – Prasuti evumStriroga (Ayurveda Gynaecology& Obstetrics).

#### **4. Faculty of Homeopathy Medicne: –**

(a) BHMS: Bachelor of Homeopathic Medicine & Surgery.

(b) MD (Homeopathy): Doctorate of Medicine (Homeopathy)

- i. Doctor of Medicine (Homeopathy) – Materia Medica;
- ii. Doctor of Medicine (Homeopathy) – Organon of Medicine;
- iii. Doctor of Medicine (Homeopathy) – Repertory;
- iv. Doctor of Medicine (Homeopathy) – Homeopathic Pharmacy; and
- v. Doctor of Medicine (Homeopathy) – Practice of Medicine.

#### **5. Faculty of Nursing Education: -**

(a) B.Sc (Nursing):

(i) Bachelor of Science (Nursing).

(b) M.Sc (Nursing)

- i. Medicine & Surgery;
- ii. Paediatrics;
- iii. Obstetrics & Gynaecology;
- iv. Community Medicine; and
- v. Psychiatric.

#### **6. Faculty of Paramedical & Allied Health Sciences: -**

- i. Bachelor of Science in Physiotherapy;
- ii. Bachelor of Science in Occupational Therapy;

- iii. Bachelor of Science in Prosthetics & Orthotics;
- iv. Master of Physiotherapy;
- v. Master of Science in Biochemistry;
- vi. Master of Science in Medical Microbiology;
- vii. Bachelor in Medical Laboratory Technology (BMLT);
- viii. Master of Science in Medical Laboratory Technology (MMLT);
- ix. Bachelor in Medical Radiography & Imaging Technology (BMRT);
- x. Bachelor in Science Anaesthesia and Operation Theatre Technology (BOTT);
- xi. Bachelor of Optometry (BO);
- xii. Bachelor of Anaesthesiology (BAT);
- xiii. Bachelor of Science in Emergency Medical Technology (BEMT);
- xiv. Bachelor of Audiology & Speech Language Pathology (BASLP); and
- xv. Master of Audiology & Speech Language Pathology (MASLP).

**7. Faculty of Pharmacy Education: -**

(a) B. Pharma:

(i) Bachelor of Pharmacy.

(b) M.Pharma

- i. Master of Pharmacy in Pharmaceutics;
- ii. Master of Pharmacy in Pharmacology;
- iii. Master of Pharmacy in Pharmacognosy;
- iv. Master of Pharmacy in Pharma Analysis; and
- v. Master of Pharmacy in Pharma Chemistry.

**8. "Ph.D Programmes of the University under Faculties: -** The University shall prescribe offer Ph.D Programmes under "Faculties" and prescribe Regulation in conformity with the guidelines of the Regulatory Body or Council and University Grants Commission from time to time.

**9. Institution of other Degree, Diploma, and Distinctions:** - The University shall be competent to institute such other degrees, diploma, certificate in consonance with Regulatory Body or Council as defined under this Statute from time to time.

**57. Honorary Degrees & Convocation:** .-- Save as otherwise provided under clause (d) of Section 5, clause (iv) of Section 18, clause (iv) of sub- section (2) of Section 26 of the Act, the Honorary Degrees shall be conferred as under;

(a) A convocation for the purpose of conferring degrees including honorary degrees and doctoral degrees, postgraduate degrees and diplomas and medals in different disciplines of health sciences shall be held every year at Bhubaneswar on such date as the Chancellor may fix on the proposal of the Executive Board of the University:

Provided that special Convocations for conferring degrees or for other purposes may be held on such dates and on such times as the Chancellor may fix.

(b) The Executive Board shall from time to time, determine as to the degrees which may be conferred on graduates in person and the degrees to be conferred in absentia at the Convocation.

(c) The Chancellor shall preside over the convocation. The Vice-Chancellor may, with the prior approval of the Chancellor invite a distinguished person to address the Convocation.

(d) The Chancellor shall confer the Degree of Honoris Causa, Doctoral Degrees, Degree of Doctor of Philosophy (Ph.D.) and the Vice-Chancellor shall confer other degrees on students.

(e) Subject to such general or special orders as may be issued by the Executive Board from time to time in this behalf, all candidates successful at the examination for a degree or diploma shall be entitled to be admitted to that degree or diploma at the next convocation held after the publication of results of that examination.

(f) If any candidate is absent from the first convocation held after the publication of results, he on application to the Registrar, be entitled to be admitted to the degree in

absence. Such applications shall be accompanied by a fee as may be prescribed by the University from time to time:

Provided that no person shall be entitled to represent himself or be presented as holding a degree of University unless he has been admitted to the degree by the University.

(g) The Degree Certificates, may be signed by the Vice-Chancellor or shall bear the printed signature of the Vice-Chancellor.

(h) The Degrees of Doctor of Science and Doctor of Philosophy to be conferred as Honorary Degrees, and other academic distinctions on persons who by reason of their eminent position and attainment or by virtue of their contributions to learning or eminent services to the cause of education and science and technology are fit and proper persons to receive such a degree subjects to the condition that such recommendations is accepted by not less than two-thirds of the members present at a meeting of the Board and confirmed by the Chancellor:

Provided that such persons has not been convicted in any court of law or is not a mental patient and has a good moral and ethical character.

(i) Honorary Degree shall be conferred only at a convocation, and may be taken in person or in absentia.

(j) Vice-Chancellor will present the Honorary Degree to the Chancellor for presenting to the person receiving the Degree.

(k) Certificate for an Honorary Degree shall be signed by the Chancellor.

(l) Convocation of the body corporate of the University for the purpose of conferring honorary degrees shall be summoned by the Chancellor at such time and on such dates as the Chancellor may appoint for the purpose.

(m) The Chancellor or in his absence, the Vice-Chancellor with permission shall preside at the Convocation.

(n) The Registrar shall notify the date of the Convocation at least four weeks before the date fixed for the Convocation.

(o) There shall be a preliminary meeting of the Executive Board, prior to the Convocation at which the grace of the Board shall be supplicated on behalf of the candidate / candidates for admission to the degree / degrees by the Vice-Chancellor.

**58. Order for Conferring Degrees:** .--The following order shall be maintained for conferring degrees and diplomas awarded on presentation at convocation: -

(a) Honorary Degrees in the order determined by the Vice-Chancellor;

(b) Special medals, if any, in the order determined by the Vice-Chancellor;

(c) Doctoral degrees in the order of faculties;

(d) Master degrees and post-graduate degrees, diplomas and certificates in the order of faculties;

(e) Bachelor degrees; and

(f) Medals other than special medals.

**59. Conferring Medals & Awards:** .--(a) The Recipients of Doctorate Degrees, Super speciality Degrees, Medals, and Awards instituted by the university shall be awarded in person.

(b) All other degrees / diplomas shall be conferred in the convocation to the recipients in group, faculty-wise or in such other manners as may be determined by the Vice-Chancellor, but the same shall be distributed either through the respective Deans of Faculties. In case the Dean is unable to attend the session of the convocation of the University, the Vice-Chancellor shall call upon the Registrar to perform such function in absence of such Dean of Faculty or Faculties.

**60. Academic Procession & Costume.** .-- (a) There shall be an academic procession which shall include the following persons, in the order as specified below:

Provided that the Vice-Chancellor may determine from time to time as to the person who will form the procession at the convocation.

- (i) the Registrar;
- (ii) the Vice-Chancellor;
- (iii) the Chancellor;
- (iv) the Chief Guest, if any;
- (v) the Members of the Executive Board; and
- (vi) the Deans of the Faculty or any other.

(b) The academic procession shall be led by the Registrar.

(i) the members of the academic procession shall wear dresses as may be determined by the Executive Board;

(ii) the members of the academic procession shall proceed to the dais in the order indicated above and leave the dais after conclusion of the session in the same order as specified;

(iii) when the academic procession enters or leaves the dais, as the case may be, at the beginning or end of the session, all the members of the audience shall rise in their seats and remain standing until the members of the academic procession take their seats on the dais or until the procession has left the venue of the convocation, as the case may be;

(iv) the dais at the Convocation hall shall be so arranged as to leave full space for the presentation of the candidates. Special seats shall be provided in the hall for the members of the Executive Board and "Dean" of Faculties;

(v) the candidates for admission to the degrees and diplomas and other academic distinctions shall assemble at the Convocation Hall at least one hour prior to the notified time of Convocation and shall wear the academic robes pertaining to their respective degrees and diplomas and shall take the seats assigned to them according to their faculties and all candidates shall be respectably attired; and



(c) the Academic Costumes shall be worn at the time of convocation for conferring degrees. The specifications of the colour, material, weaving, dying etc. shall be determined by the Executive Board.

**61. Admission to the Degrees: .--** (a) The Academic Council shall, from time to time, approve the names of all persons who have passed the examinations required for various degrees of the University, and have become qualified for admission to such degrees and will proposed the same to Executive Board for conformation.

(b) For conformation of degrees, the Executive Board and Academic Council shall meet on such date as the Chancellor may fix. The Executive Board shall decide from time to time, various categories of graduates, who shall be admitted to their degrees at each Convocation or whose Degrees and Diplomas shall be issued to their respective Principal of the institution on receipt of fees specified by the University.

**62. Presentation of the Candidates: .-- (a) Declaration of Convocation Open:** On the procession entering the Hall, the candidates and the audience shall stand and remain standing until the members of the procession have taken their seats.

The Registrar will seek the consent of the Chancellor or in his absence of the Vice-Chancellor, to declare the Convocation open in the following manner.

“Hon’ble Chancellor or Vice-Chancellor, May I request you to declare the Convocation open!”

The Chancellor or Vice-Chancellor - “I declare the Convocation open”.

The proceedings of the Convocation shall then begin with the recitation of “Saraswati Vandana”.

(b) **Honoris Causa** - Vice-Chancellor shall present the awarded Degree to Chancellor for its presentation to the candidates, who are to be awarded Degree of Honoris Causa at the Convocation.

The Vice-Chancellor shall welcome the distinguished person and shall read out the citation and request the Chancellor to confer the Honorary Degree in the following words:

“By virtue of the Authority vested in me as the Vice-Chancellor of Odisha University of Health Sciences, Bhubaneswar, I request Hon’ble Chancellor that you may be pleased to graciously confer upon \_\_\_\_\_ (Name of the distinguished person) the Degree of Honoris Causa for his outstanding services.”

The Chancellor shall confer the Honorary Degree in the following words:

“I confer on \_\_\_\_\_ (name of the recipient) the degree of Honoris Causa” and may if so desire, add such remarks as he thinks appropriate befitting the occasion regarding the achievements in respect of the recipient.

**(c) D.M., M.Ch, Ph.D.:** The candidates, who are to be awarded D.M, M.Ch., Doctor of Philosophy at the Convocation shall be presented by the respective Deans of the Faculties in the following order:

- i. D.M.;
- ii. M.Ch.; and
- iii. Ph.D.

The Dean of the Faculty concerned will direct the recipient of the Degree of concerned (Super speciality wise) programme to rise from his / her seat, will address as under, and receive in person:

“Sir,

I present to you the candidate for the Doctor of Medicine in \_\_\_\_\_ M. Ch, \_\_\_\_\_ Doctor of Philosophy in \_\_\_\_\_ from the University/ and / the affiliated colleges who has been examined and has been qualified for the degree to which I pray that they may be admitted.”

The Chancellor, thereupon shall give to the student the Degree and shall say–

“By virtue of the authority vested in me as Chancellor of the Odisha University of Health Sciences, Bhubaneswar, I admit you to the Doctor of Medicine in \_\_\_\_\_, M.Ch

in \_\_\_\_\_, Doctor of Philosophy in \_\_\_\_\_ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same.”

**(d) MD, MS, MDS etc.:** The candidates, who are to be awarded Post-graduate degrees/ Diplomas at the Convocation shall be presented by the respective Deans of the Faculties in the following order:

- i. M.D.;
- ii. M.S.;
- iii. M.D.S.;
- iv. P.G. / Master Degree;
- v. M.Sc.; and
- vi. Any other Post-graduate degree.

The Dean of the Faculty concerned will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

“Sir, I present to you the candidates for the Master Degree of \_\_\_\_\_ / Diplomas in \_\_\_\_\_ in \_\_\_\_\_ from the University/ and / the affiliated colleges whose names are set out in the list and who have been examined and have been qualified for the degree/ diploma to which I pray that they may be admitted.”

The Vice-Chancellor, thereupon shall give to the students the Degrees and shall say –

“By virtue of the authority vested in me as Vice-Chancellor of the Odisha University of Health Sciences, Bhubaneswar, I admit you all to the Master’s Degree of \_\_\_\_\_ / Diploma in \_\_\_\_\_ in \_\_\_\_\_ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same.”

The concerned students will acknowledge by a bow and sit down.

**(e) MBBS, BDS, BAMS, BHMS etc:** The candidates, who are to be awarded Graduate Degrees at the Convocation shall be presented by the Director/ Dean of the Faculty/ Principal of the institution as the case may be in the following order:

- i. M.B.B.S.;
- ii. B.D.S.;
- iii. B.A.M.S.;
- iv. B.H.M.S.;
- v. B.Sc. (Nursing);
- vi. B.Pharma;
- vii. Bachelor of Physiotherapy (B.P.T).; and
- viii. Any other Graduate Degree.

The Dean of the Faculty concerned will direct the recipients of the Degree of concerned programme to rise from their seats, and will address as under:

“Sir,

I present to you the candidates for the Bachelor Degree of \_\_\_\_\_ from the University and the affiliated colleges whose names are set out in the list and who have been examined and have been qualified for the degree to which I pray that they may be admitted.”

The Vice-Chancellor, thereupon shall give to the students the Degrees and shall say –

“By virtue of the authority vested in me as Vice-Chancellor of the Odisha University of Health Sciences, Bhubaneswar, I admit you all to the Bachelor Degree of \_\_\_\_\_ and I charge you that ever in your life, thought, action and conversation, you prove yourselves worthy of the same

(f) The Vice-Chancellor will request the Chief Guest to present the medals and awards to the students. The Controller of Examination, will announce the faculty or course wise medals and other distinctions shall then be presented by the Chief Guest of the Convocation.

(g) The Vice-Chancellor will present the annual report of activities of the University and request the Chief Guest to deliver his/ her convocation address.

(h) Chancellor's Address, if he so desires.

(i) The Chief Guest shall deliver his/ her convocation address. When a Guest-speaker is invited at a convocation, the Vice-Chancellor shall present the Guest-speaker and shall introduce him in appropriate words.

(j) Vote of thanks.

(k) The Registrar shall request the Chancellor / Vice-Chancellor to declare the Convocation closed in the following manner

"Hon`ble Chancellor or Vice-Chancellor, May I request you to declare the convocation closed."

(l) The Chancellor or Vice-Chancellor shall declare the Convocation closed in the following manner.

"I declare the convocation closed."

Provided that if a convocation extends for more than one session the Chancellor or the Vice-Chancellor, as the case may be, presiding there at, shall say, "I declare the convocation adjourned until .....

(m) The Registrar shall request the august gathering to rise from their seats for the National Anthem.

(n) The National Anthem.

(o) The Procession will leave in the same order as it entered.

The audience shall remain standing till the procession has left the Convocation Hall.

**63. Distribution of Degree and Diplomas .--** Notwithstanding the provision of Statute, the Executive Board of the University may decide with the prior approval of the Chancellor that no Convocation shall be held in any year in which case the degree / diploma shall be given to the candidate through the respective Heads of the Institutions or directly by the Registrar or otherwise as may be directed by the Board:

Provided that the University may award degree / diploma to the successful students who will require so for pursuing higher education in India or abroad, and employment purposes. Such degree (s) shall be recorded in the Convocation Book as reported Degrees.

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

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

**64. Removal of Name and withdrawal of Degrees, Diplomas and Certificates etc.--**

Save as otherwise prescribed under sub-section (4) of Section 42 of the Act, the Chancellor may, on the recommendations of the Board can withdraw a Degree, Diploma or Certificate awarded to a candidate, provided it is conclusively proved that the candidate: -

(a) (i) was involved in criminal activities and was convicted by law;

(ii) has tampered with the transcripts, degrees, diplomas awarded by the University;

(iii) had caused irreparable damage to bring down the reputation and prestige of the University and or his / her college;

(iv) was involved in gross misconduct in any University Examination;

(v) had made use of forged, false or manipulated documents or misleading declarations to gain admission to a course to which he was not entitled;

(vi) was involved in gross professional misconduct amounting to abuse of the Degree or Certificate awarded by the University; and

(vii) Any other misdemeanor considered as tantamount to gross misconduct by the Academic Council and the Board.

## (b) Opportunity of being heard:

Provided that no such removal for authorities or bodies and / or such withdrawal or Degree or Diploma or Certificate shall be made without giving the person concerned an opportunity of showing cause against the proposed action and of being heard by the Board.

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

## CHAPTER - IX

### FINANCE

**65. Application of University Fund .**—The University fund means the fund of Odisha University of Health Sciences Fund which shall be utilized for the following objects, namely;

**(a) Repayment of Debts:** (i) The fund shall be utilized for repayment of debts incurred by the University for the purpose of the Act, the Statutes, the Ordinances, the Regulations, the Rules, the Accounts Manual and the Bye-Laws made thereunder;

(ii) for the upkeep of infrastructures like, Centers, Colleges, Hostels, Buildings etc maintained by the University;

(iii) for the payment of salaries and allowances to the staff, and employees of the University for and in furtherance of the purpose of the Act, the Statutes, the Ordinances, the Regulations, the Rules, the Accounts Manual and the Bye-Laws made thereunder and for the payment of any provident fund contributions, pension or pension contributions, insurance to any such officers, servants and members of the staff or the members of such establishments;

(iv) for the payment of travel allowances, sitting fees, and other sitting allowances determined by the Executive Board to the members of Executive Board, Academic Council, Board of Studies, Finance Committee, Quality Assurance Committee, and such other authorities or committees or Board (s) constituted under the Statutes, or

formed otherwise by the authorities of the University pursuant of any of the provisions of the Act, the Statutes, the Ordinances, the Regulations and the Bye-Laws made thereunder;

(v) for the payment of the cost of audit of the University accounts as fixed by the Government or Executive Board from time to time;

(vi) for the expense of any suit or proceedings to which the University is a party;

(vii) for the payment of any expense incurred by the University in carrying out the provisions of the Act, the Statutes, the Ordinances, the Regulations and the Bye-Laws made thereunder; and

(viii) for the payment of any other expense not specified in any of the preceding clauses of the Statutes but provided for in the budget of the University.

**(b) Restriction of expenditure not included in the Budget:** - (i) No sum shall be expended by or on behalf of the University unless the expenditure of the same is covered by a current budget grant or can be met by re-appropriation or by drawing from the closing balance.

(ii) The closing balance shall not be reduced below such amount as may be specified by the Finance Committee.

**(c) Receipts and Disbursement:** - The Comptroller of Finance shall be the custodian of the University Fund. All payments received by him shall be credited under proper heads of accounts. The Comptroller of Finance shall make all authorized payments out of the University Fund. The accounts of the University shall be kept by the Comptroller of Finance under the direction of the Executive Board.

**(d) Payments:** - No payment shall be made under main head of expenditure unless there is sufficient balance of the allotment sanctioned under that head.

**66. Presentation of Budget .--** The budget for the succeeding financial year shall be presented before the Finance Committee and Executive Board before 15<sup>th</sup> November of the current financial year.



**67. Powers of the Comptroller of Finance to draw Establishment Bills etc. .—** Subject to the provisions of the Statutes, the Comptroller of Finance shall be competent: –

**(a) Drawl of Establishment of Bills:** - To draw the establishment cost, travelling allowance, sitting fees, contingencies and all other bills relating to the University and countersign detailed contingent or other bills:

Provided that it shall be competent for the Comptroller of Finance to countersign all T.A. Bills of employees of the University and members of the Executive Board, Academic Council, Board of Studies, Finance Committee, Quality Assurance Council, Faculties, Committees, Board (s) and other Authorities of the Universities and such other committees appointed by the University.

**(b) Maintenance of Accounts:** - The Comptroller of Finance shall be responsible for the proper maintenance of Accounts of the University, and shall make arrangements under the directions of the Executive Board, for the audit and payment of bills, presented at the University Office.

**(c) Asset Register:** - The Comptroller of Finance shall maintain an Asset Register, in which the values and plans of all buildings and other immovable assets owned or acquired by the University shall be entered.

**(d) Custody of Securities:** - The Comptroller of Finance shall be responsible for the custody of all Government Securities, Pledge Money Certificates, Fixed Deposits Receipts, Saving Certificates, Bank Guarantees and other Securities which are owned by or lodged with the University, and shall maintain register for the purpose (s).

**(e) Release of Securities etc.:** - All Securities, Pledge Money, Bank Guarantees etc lodged with the University by the educational agencies or suppliers or such other for the purpose shall be released under the joint signature of the Registrar and Comptroller of Finance.

**68. Establishment of Accounts under University Fund .—** The University shall have the following Accounts as specified under sub-section (5) of Section 43 of the Act.

(i) General fund;

(ii) Salary Fund;

- (iii) Trust Fund;
- (iv) Development and Programme Fund;
- (v) Research Fund; and
- (vi) Contingency Fund:

Provided that the University shall establish University Examination Fund under clause (vii) of sub-section (5) of section 43 of the Act which will deal with different examination fees collection and expenditures made on that behalf.

**69. Operation of Account, Accounting Policy and Manual .—** (a) **Operation of Account:** The “Comptroller of Finance” and “Registrar” shall jointly operate the university accounts established under sub- section (3) & (5) of Section 43 of the Act:

Provided that the Executive Board may specify such other Officer (s) of the University to be a co-signatory along with “Comptroller of Finance” for joint operation of separate accounts for ease of operation and maintenance of records.

(b) **Accounting Policy:** - The Accounting policy shall be as under: -

- i. The Accounts shall be maintained on cash basis;
- ii. simple Receipt and Payment Accounts will be maintained with Opening balance and closing balance. Besides, asset and liability Register will be maintained;
- iii. the University shall adopt the Financial Year as the accounting year; and
- iv. written down value method principle of depreciation shall be followed for providing depreciation on Fixed Assets as per OGFR or Accounts Manual of the University.

(c) **Accounts Manual:** - The Accounts Manual as defined clause (b) of Statute- 2 of the Statute shall prescribe preparation and maintenance of Budget, Funds of the University, Other Funds, University Fees & Fines, Cash and Bank Transactions, Maintenance of Accounts, Internal Audit, Store & Purchases, Works Contracts, Research Consultancy, Disbursement of Salary & Recoveries, Advance & Adjustments, Applicability of Tax, Schedule of Receipt & Payment Formats, Annual

Report Writing, Audit Report, Application of IT in maintenance of University Accounts etc.

The "Accounts Manual" shall be in conformity with the OGFR, Budget Manual, GPF, EPF, CPF, NPS, Reimbursement Rules, TA Rules etc. and as amended from time to time.

**70. Acceptance and Management of Endowments, Bequests, and Donations etc. .--**

The Vice-Chancellor is authorized to set priorities for fund-raising and to review and set administrative policies and procedures on Bequests, Donations and Endowments fund as defined under clauses (e), ((u) (i)) & ((v) (i)) of Statute- 2 of the Statute for the University:

Provided that the Executive Board shall prescribe the Policy Guideline on acceptance and management of Endowments, Bequests, Donations:

Provided further that the Executive Board may constitute an Endowment Committee as defined under the clause (v) and (ii) of Statute- 2 of the Statute for making recommendations, generally and financially, the University's activities and responsibilities with regard to donations, endowments, etc.

**71. Collaborative Programme and Self-Supportive Courses .--**

The University may start any certificate, degree, diploma or such other collaborative programs or self-supporting courses as defined under clause (k), (zw) of Statute- 2 of the Statute on collaboration or self-financing or supporting basis to provide affordable education and development of university with the approval of the Executive Board. The Vice-Chancellor may form a committee to assess the feasibility before opening of the course (s) and execution of Memorandum of Agreement with financial terms and conditions.

**72. Investment Committee .-- (1)**

Save as otherwise, the Investment Committee as defined under Clause (zg) of Statute- 2 of the Statute shall be constituted by the Vice-Chancellor and the composition is as under: -

- |     |                  |             |
|-----|------------------|-------------|
| i.  | Vice-Chancellor; | Chairperson |
| ii. | Registrar;       | Member      |

- |   |                   |
|---|-------------------|
| iii. Controller of Examination;   | Member            |
| iv. Director, Curriculum;   | Member            |
| v. Two Officer (s) of the University under<br>Statute to be nominated by the Vice-Chancellor; and | Member (s)        |
| i. Comptroller of Finance.  | Member - Convener |

**(2)** (i) The Committee shall meet as often as deemed necessary by the Chairperson; however, it shall hold at least two meeting during a Financial Year as defined under clause (z) (ii) of Statute 2 of the Statute;

(ii) In absence of the Chairperson, the Registrar shall preside over all meetings of the Committee;

(iii) Three members shall form a quorum to carry on the meeting of the Committee;  
and

(iv) All issues shall be decided by a majority of votes of the members present. The Chairperson shall have a vote and in case of a tie and he shall have power to a second or a casting vote.

**(3)** The University shall cause proper books of accounts and records of the Fund to be kept. The accounts relating to the Fund shall be subject to audit annually by the Auditor.

### **73. Administration, Sanction and Payment .–**

(i) The subscription to the above Provident Fund will be deposited under RPF / separate Accounts in Nationalized Bank as the case may be under joint account of Vice-Chancellor and Comptroller of Finance of the University.

(ii) The detailed procedure for investment, sanction, withdrawals and payment shall be regulated as may be prescribed in the Accounts Manual.

### Part III

## CHAPTER - X

### SERVICE CONDITIONS

**74. Service Conditions .—**Save as otherwise prescribed under sub- section (1) of Section 57 of the Act, all matters relating to service conditions and finance and otherwise mentioned in this statute shall be guided by the existing rules of Government of Odisha in that context;

**(a) Applicability.** -The relevant rules; namely, Odisha Service Codes, Orissa Leave Rules, 1966 Odisha Civil Service (Classification, Control and Appeal) Rules, 1962 Odisha Government Servants, Conduct Rules 1959 as amended from time to time shall apply *mutatis mutandis* to the University employees.

**(c) Definition:** - In this part unless the context otherwise requires;

(i) **“Service”** means University of Health Sciences service;

(ii) **“Duty”** includes -

- a. service as a probationer, if such service is followed by confirmation or by appointment;
- b. joining time;
- c. period of service in any substantive or temporary post;
- d. period spent during a course of instruction or training;
- e. period spent on such other work which the Board may decide to be included as duty;

(iii) **“Foreign Service”** means service in which a university employee receives his pay with the sanction of the Executive Board from any source other than the University Fund;

(iv) **“The Headquarters of a University employee”** means the station where the records of his office are kept or such other place as the Vice-Chancellor may by order prescribe in his behalf;

(v) **“Holiday”** means -

- a. a holiday prescribed or notified by the Board of the University; and

- b. in relation to any particular office, a day on which such office is ordered by the Vice-Chancellor to be closed for the transaction of University business without reserve or qualifications.

(vi) “**Grievance Committee**” means as defined prescribed and constituted under sub-section (3) of Section 49 of the Act, and the procedure as to be prescribed by the Board;

(vii) “**Joining time**” means the time allowed to a University employee in which to join a new post or to proceed to the place of training or return from it to the station to which he is posted;

(viii) “**Leave Salary**” means the monthly amount paid by the University to a University employee on leave;

(ix) “**Level**” in the Pay Matrix shall mean the Level corresponding to the existing Pay Band and Grade Pay specified in the First Schedule attached to Finance Department Notification S.R.O. No. 414/2017 dated 20th September, 2017;

(x) “**Lien**” means the title of a University employee to hold substantively, either immediately or on the termination of a period or periods of absence, a permanent post including tenure post to which he has been appointed substantively;

(xi) “**Month**” means a calendar month. In calculating a period expressed in terms or months and days, complete calendar months should be calculated and the odd number of days added thereto;

(xii) “**Officiating in relation to a University employee**” means officiating in a post when he perform the duties of a post on which another person holds a lien. A University employee may, however, be appointed to officiate in a vacant post on which no other person holds a lien by the authority competent to make a substantive appointment to the vacant post;

(xiii) “**Pay**” means the amount drawn monthly by a University employee as; -

- a. the pay, other than special pay or pay granted in view of his personal qualifications, which has been sanctioned for a post held by him substantively or in an officiating capacity or to which he is entitled by reason of his position in the cadre;
- b. personal pay; and
- c. any other recurring emoluments which may be specially classed as pay by the Board.

(xiv) “**Pay Matrix**” means Matrix as specified, with Levels of pay arranged in vertical cells as assigned to corresponding existing Pay Band and Grade Pay under Odisha Revised Scale of Pay Rules Year by the State Government;

(xv) “**Pay in the Level**” means pay drawn in the appropriate Cell of the Level as specified by the State Government on that behalf;

(xvi) “**Pay Scale**” means pay which rises by periodical increment from a minimum to maximum;

(xvii) “**Permanent post**” means a post carrying a definite rate of pay and sanctioned without limit of time;

(xviii) “**Permanent University employee**” means a University employee who holds lien on a permanent post or would hold a lien on such post had his lien not been suspended;

(xix) “**Personal pay**” means pay granted to a University employee; -

- a. to save him from a loss of substantive pay in respect of a permanent post other than a tenure post due to a revision of pay or to any reduction of such substantive pay otherwise than as a disciplinary measure, or
- b. in exceptional circumstances, on other personal consideration;

(xx) “**Probationer**” means a University employee employed on probation against a substantive vacancy in the cadre;

(xxi) “**Special Leave**” means the leave granted to appointees against Tenure Post;

(xxii) “**Subsistence allowance**” means a monthly allowance made to a University employee who is not in receipt of pay or leave salary;

(xxiii) “**Substantive pay**” means the pay other than special pay, personal pay or emoluments classed as pay by the Executive Board, to which a University employee is entitled on account of a post to which he has been appointed substantively or by reason of his substantive position in a cadre;

(xxiv) “**Temporary post**” means a post carrying a definite rate of pay scale and sanctioned for a limited time;

(xxv) “**Tenure post**” means a permanent post under Act and Statute which an individual employee may not hold for more than a term or period as prescribed under the Act, and or determined by the Board;

(xxvi) “**University**” means Odisha University of Health Sciences, Bhubaneswar; and

(xxvii) “**University employees**” means a person in the employment of the University and drawing his pay there from.

**75. Scales of Pay .—** The scale of pay attached to all such posts of officers, and other employees created under the Statute of the University shall be determined by the State Government.

**76. Minimum age for entry .—**The age limit for appointment in any post shall be the same as applicable to Government servants in the State of Odisha.

**77. Substantive appointment .—** (a) More than one University employee cannot be appointed substantively to the same permanent post at the same time.

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

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



**78. Probation .—** (a) Every person appointed to the service at entry level in Group. - "B" posts shall be on probation for a period of 2 (two) years from the date of appointment:

Provided that the appointing authority may, if it thinks fit, in any case or class of cases, extend the period of probation.

(b) The appointment of a probationer may, for good and sufficient reasons to be recorded in writing, be terminated by the authority at any time without prior notice during the period of probation including extension of such period.

(c) A probationer after completion of the period of probation to the satisfaction of the authority and successful completion of training, if any, during the period shall be eligible for confirmation against the substantive post in the cadre.

**79. Termination of services due to continuous absence from service .—** Where a University employee does not resume duty after remaining on leave for a continuous period of 5 years or where a University employee after the expiry of his leave remains absent from duty otherwise than on foreign service or on account of suspension, for any period which together with the period of the leave granted to him exceeds 5 years, he shall, unless the University in view of the exceptional circumstances of the case otherwise determine, be removed from service after following the procedure laid down in the Odisha Civil Services (Classification Control and Appeal) Rules, 1962 as amended from time to time.

**80. Retirement .—** The provisions of Odisha Service Code will be applicable *mutatis mutandis* to the employees of University in the matter of retirement.

**81. Service Book .—** The University will prescribe its own service book for all officers and staff with the approval of Executive Board in conformity with the Orissa Service Code for the employees appointed on permanent or tenure basis.

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

Provided that where an employee immediately before her / his promotion or appointment to a higher post, is drawing pay at the maximum of the time scale of the lower post, his initial pay in the time scale of the higher post shall be fixed at the stage, next above the pay notionally arrived at by increasing his pay in respect of the lower post by an amount equal to his last increment in the time scale of the lower post.

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

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

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

**(b) Service to be counted for increment:** The following periods shall count for earning increments of an employee;

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

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

**84. Allowances .—** A University employee's claim to pay and allowances will be regulated by the rules in force at the time in respect of which the pay and allowances are earned.

**85. Payment in case of removal or suspension .—** (a) The pay and allowances of a University employee, who is removed from service, ceases from and including the date of such removal or dismissal.

(b) A University employee under suspension shall be entitled to a subsistence allowance for the first year of suspension, at an amount equal to the leave salary which the University employee concerned would have drawn if he had been on leave on half pay and in addition, dearness allowance based on such leave salary as per the instruction of the State Government and the Rules as amended from time to time:

Provided that where the periods of suspension exceed twelve months, the authority which made or is deemed to have made the order of suspension shall be competent to vary the amount of subsistence allowance for any period subsequent to the period of the first twelve months as prescribed under Rule 90 of Odisha Service Code.

**(c) Fixation of pay on reinstatement:** - (1) When a University employee who has been dismissed, removed, compulsorily retired or suspended is reinstated or would have been reinstated but for his retirement on superannuation while under suspension, the Authority Competent to order the reinstatement shall consider and make specific order-

(i) regarding the pay and allowances to be paid to the University employee for the period of his absence from duty or for the period of suspension ending with the date of his retirement on superannuation, as the case may be,; and

(ii) Whether or not the said period shall be treated as a period spent on duty;

(2) Where such competent authority holds that the University employees has been fully exonerated or in the case of suspension that it was wholly unjustified, the University employee shall be given the full pay to which he would have been entitled had he not been dismissed, removed compulsorily retired or suspended, as the case may be,

together with any allowances of which he was in receipt prior to his removal, dismissal, compulsorily retired or suspension.

(3) (a) In the case of dismissal, removal and compulsory retirement when a University employee who is not completely exonerated of the charges, is reinstated in service, it shall be open to the competent authority to decide not to allow any pay or allowances to him.

(b) In the case of suspension when a University employee, not having been exonerated of the charges fully, is reinstated in service, he may be allowed subsistence allowance only for the period of suspension as admissible under Rule 90 of Odisha Service Code.

(4) In a case falling under the sub-clause (2) clause (c) of the period of absence from duty shall be treated as a period spent on duty for all purposes.

(5) In a case falling under the sub-clause (3) of clause (c) the period of absence from duty shall not be treated as a period spent on duty, unless such Competent Authority specifically directs that it shall be so treated for any specified purpose:

Provided that if the University employee so desires, such authority may direct that the period of absence from duty shall be converted into leave of any kind due and admissible to the University employee.

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

**86. Application of Government Rules .--** (a) All rules and procedure in the Odisha Service Code and the Odisha Leave Rules, 1966 relating to Earned Leave, Half Pay Leave, Commuted Leave, Extra Ordinary Leave, Study Leave, Special Disability Leave, Maternity Leave, Hospital Leave, Maximum Leave etc. shall apply *mutatis mutandis* to the University employees.

(b) The Vice-Chancellor may by order prescribe the officers competent to sanction different types of leave to different classes of employees.

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

(b) A transfer to foreign service is not permissible unless, -

(i) the services of the University employee concerned is required by a foreign employer; and

(ii) the duties to be performed after the transfer as such should, for academic and other reasons; be rendered by a University employee.

**Note:** - (i) The Deputation of a University employee on foreign service conditions should ordinarily be allowed when the deputation is to another University or Academic Institution under a State Government, the Union Government or any International Organization.

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

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

(i) the nature of the work performed in the foreign service; and

(ii) the promotion given to juniors in the pay scale in which the question of promotion arises.

(d) The period of deputation on foreign service in the first instance in any individual case shall not exceed three years.

(e) The terms on which a University employee will be on foreign service shall be decided by the Executive Board in conformity with the government rules as applicable from time to time.

**88. Terminal benefits .--** (a) The employees subscribing to CPF or GPF with Pension benefits. The terminal benefits as applicable under the existing respective schemes under the State Government will continue for them.

(b) The New Pension Scheme instituted by Government of Odisha vide notification No.44451/F dated 17th September, 2005 effective from 1st January, 2005 and as amended from time to time shall be applicable in toto to the University employees on regular establishment with effect from the date of notification of this statute by Government of Odisha.

**89. Punishment and Appeal .--**The provisions of the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962, will be applicable *mutatis mutandis* to the employees of the University in the matter of initiation of departmental proceedings, imposition of penalty and appeal thereof.

**90. Disciplinary Authorities .--** (1) The appointing authority may impose any of the penalties as per the provisions of the Odisha Civil Services (Classification, Control and Appeal) Rules, 1962.

(2) Any of the penalties may be imposed on an employee by the following officers:

(i) The Vice-Chancellor in respect of employees appointed by the Chancellor or the Executive Board.

(ii) The Registrar in respect of all Group "C" & Group "D" employees;

**91. Common proceedings .--**When two or more employees are covered in any case, the Vice-Chancellor may make an order directing that disciplinary action against all of them may be taken in a common proceeding. In such proceedings, the Vice-Chancellor shall be competent to dispose of the proceedings.

**92. Appeal and Reviews .--** (1) No appeal shall lie against an order inflicting punishment by the Chancellor.

Provided that the Chancellor may on his own motion or otherwise review an original order passed by him.

(2) An appeal shall lie from every order imposing a penalty within a period of three months from the date of communication of the order appealed against as indicated below:

(i) To the Chancellor in respect of any original order passed by the Vice-Chancellor or Executive Board; and

(ii) To the Vice-Chancellor in respect of any original order passed by any other officer.

Provided that there shall be no appeal or review from an appellate order.

**93. Memorial .--** The procedure for submission and disposal, of memorial shall be as specified by the Board from the time to time.

**94. General conditions of service .--** Unless otherwise provided in the Statute the rules in the Odisha Service Code as amended from time to time by the Government and other such circulars issued in this regard shall apply to University employee's mutatis mutandis:

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

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

**CHAPTER - XI****THE TEACHERS**

**95. Teachers Classification .–** (i) The following shall be teachers under the University, namely;–

- a. Principal / Director;
- b. Professor;
- c. Associate Professor / Reader;
- d. Assistant Professor / Lecturer; and
- e. Resident / Principal Tutor.

The Board may by notification include any other post from time to time as teacher.

(ii) **Selection in Affiliated College:–**The Selection Committee for recruitment of teachers in the affiliated college shall include one representative from the University.

Provided that the representative shall not be less than the rank of Professor of the University or professor from affiliated government medical colleges.

(iii) **Duties of Teacher: -** The following shall be the duties of a teacher; namely: -

- a. The Primary responsibility of a teacher of the University or Affiliated college is to teach and prepare the students for the examinations as per the academic curriculum of the University, abide by the rules and regulations of the University issued from time to time;
- b. Participating in University examination process including invigilation, supervision, evaluation, scrutiny and question paper setting, as may be assigned;
- c. Participating in students development activities of the University/ College.
- d. Conducting research in frontier areas of knowledge and supervising Masters and Ph.D. Level research;



- e. Perform all the duties that may be assigned by the University/ Principal from time to time; and
- f. Conduct Research, short term, and ability enhancement programmes.

**96. Head of the Department of an affiliated College .--**(i) Each department as defined under clause (s) of statute-2 of the Statute of the College shall be placed in charge of a Head as defined under clause (zd) of statute-2 of the Statute who shall be selected by the Principal or Director of the College or Institution from amongst the Professors and Associate Professors on rotation basis.

(ii) The period of the Head ship shall be ordinarily for two years:

Provided that the affiliating institution shall designate a teacher as Professor or Associate Professor if he fulfills the minimum prescribed eligibility (qualification and experience) as specified from time to time by the Regulatory Body and Council as defined under the Act and this Statute.

**97. Assessment of teaching by students .--** (i) The student of an affiliated college or University department if any shall make an honest assessment of the teaching by a teacher at the end of each semester for theory, practical and sessional papers taught.

(ii) The overall assessment for each teacher shall be compiled by the Principal / HOD and the strengths and weaknesses of the teacher shall be intimated individually to each teacher. A copy of the overall assessment shall also be submitted to the Registrar latest by 1st June every year by the Principal / HOD.

(iii) The Principal / HOD have to take utmost care to ensure that no student is penalized for his honest assessment.

**98. Registration of Teachers .--** (a) Every teacher of the University and / its affiliated college approved by National Medical Commission, Dental Council of India, National Commission for Homeopathy, National Commission for Indian System of Medicine, Indian Nursing Council, Pharmacy Council of India, Rehabilitation Council of India, University Grants Commission, etc wherever applicable who fulfill the prescribed qualification and experience, has to register himself / herself in a prescribed form as a teacher of the University. Only a registered teacher of the University is permitted to

teach and participate in any academic and co-curricular activities of the University / College:

Provided that the University shall recognize a candidate against a Certificate by the Authority of the college that he has been appointed through a selection committee against a regular vacancy and bears requisite qualification and experience for the teaching post in conformity with the prescribed qualifications and experiences of regulatory authorities.

(b) The University shall invite requisite information with supporting documents duly attested by the Principal / Director of the College in a prescribed form in off-line and on-line mode for issue of teacher registration number:

Based on this information and verification by the University through a Committee as to be constituted by the Executive Board, the teachers shall be issued registration number indicating the subject, course, faculty, College or Institution with Regulatory Body or Council registration number:

Provided that the Principal / Director of the College shall declare that he has fulfilled the prescribed qualification and experience prescribed by the regulatory authorities for appointment to the post on regular / permanent basis. No part time or guest teachers shall be recommended for issuance of university teacher registration number, and such other confidential works pertaining to University examinations.

- 99. Cancellation of Teacher's Registration.**— The Registration of a teacher, found guilty of not discharging his duties with due diligence expected of him, may be cancelled. However, the concerned teacher of the college shall be given an opportunity to explain his points to the committee. Based on the recommendation of the committee, the Vice-Chancellor may cancel the Registration of a teacher. Cancellation of registration automatically disqualifies a teacher to teach, examine, evaluate and his involvement in any of the academic and co-curricular activities of the University.
- 100. Automatic Cancellation of the Registration of a Teacher .**— The University reserves the right to cancel the registration of a teacher in any one or more of the followings situations; namely;

- (i) failure to take prescribed number of classes of specified duration without valid reason;
- (ii) failure to arrange for classes during the period of absence and failure to make up loss through extra classes;
- (ii) failure to have internal assessment in time, showing the answer script to the students in time and sending score to the University in time;
- (iii) refusal to participate in the University examination as Flying Squad Member, Vigilance Squad Member, Observer, Supervisors, Examiners etc.;
- (iv) engaged in tuition to students on receipt of money;
- (v) doing any remunerative job without prior permission of the college / University;
- (vi) interfering in the examination and evaluation processes of the University;
- (vi) helping the students to do malpractices or encouraging malpractices during the examination; and
- (vii) award of arbitrary marks and giving false information to the University on such matters as attendance, internal examination marks, sessional marks, project marks etc.

## CHAPTER - XII

### MISCELLANEOUS

- 101. Empanelment and engagement of Advocate for the University .–** The Executive Board shall empanel, and engage Advocate (s) and determine fees from time to time. Retainer (s) to provide Legal advice and responsibility of upholding the interest of the University and determine their fees from time to time.
- 102. Removal of Doubt and Difficulties .–**In case of any doubt or difficulty as to the interpretation of these Statutes, the matter shall be referred to the Vice-chancellor and his decision in this behalf, subject to the provisions of the Act, shall be final.

By Order of the Governor

SHALINI PANDIT

Commissioner-*cum*-Secretary to Government