

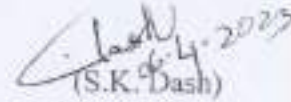
क्षेत्रीय शिक्षा संस्थान, भुवनेश्वर
REGIONAL INSTITUTE OF EDUCATION, BHUBANESWAR-751022
(राष्ट्रीय शैक्षणिक अनुसंधान और प्रशिक्षण परिषद)
(Regional Council of Educational Research & Training)

NOTICE

No. RIEB/ 52

Date: 06.04.2023

The Staff Council Meeting will be held today, i.e. on 06-04-2023 at 12:00 Noon in the Staff Common Room of the Institute. All the faculty members (Regular & Contractual) are requested to attend the meeting.


(S.K. Dash)

Secretary, Staff Council

Copy to:

- PA(P) for kind information of the Principal
- Dean of Instructions
- All Heads of Departments (DE/DESM/DEE/DESSH) with a request to kindly circulate among concerned members.
- Dr. R.R. Sethy, Jt. Secretary of Staff Council for necessary action.
- Dy Librarian
- Administrative Officer / SO, C&W Section for n.a.


MINUTES OF STAFF COUNCIL MEETING HELD ON 06th February, 2020.

A Staff Council Meeting was held on 06th February, 2020, under the chairmanship of Principal Prof. P. C. Agarwal in the staff common room in the presence of twenty faculty members.

The Principal apprised the staff members and discussed about the following points.

- SCC Meeting for Odisha state was organized on 4th February, 2020. The SCC meetings for all the states are over except West Bengal. Principal requested the department to formulate the proposals and submit them for AB meeting.
- Principal praised the Coordinators of Multicultural Placement Programme and Working with Community for successful completion of the Programmes. He also said that such programmes are appreciated by the students too.
- International conference "Education in 21st Century" will be held from 21st to 23rd February, 2020. Prof. Vasudha Kamath, Former V.C. SNDT Women's University Mumbai has given consent for key note address. Director, NCERT is also requested to be available during the conference. UNICEF is sponsoring 2/3 foreign delegates for the conference.
- Principal suggested that every year we should conduct an International Conference. DESM / DESSH may submit proposal for the year 2020-21.
- Director, NCERT has sent a letter praising the contribution made by the faculties of RIE, Bhubaneswar in NISTHA Programme.
- Chilika Research Study is going well and the reports are to be submitted.
- Principal suggested that there is no need to formulate Programme Proposal for Botanical Garden, as in the last year in PAC, the Institute was given responsibility to maintain it at Institute level. A gardener will be provided to maintain the Botanical Garden. A team of workers may be employed to make it usable. Prof. M. K. Satapathy expresses his concern that the Botanical Garden has become a wild land, it should be converted into a cultivated land and then only Botany Section will provide technical support.
- Prof. B. N. Panda discussed about Chilika Block Research Study. He suggested that one case study report should be submitted for each cluster of Chilika Block by 15th March, 2020. He also said that a proposal is to be submitted cluster wise of Chilika Block. Two volumes of Journal will be published initially w/o ISSN in the meantime application will be sent to get ISSN for the Journal and once it is received, it will be used even for those Journals which had already been published without ISSN.
- Dean of Instruction announced the date for 1st Internal Assessment and will be conducted from 12th to 14th February, 2020. It is proposed to conduct the Internal Assessment in future on the first three days of a week i.e. Monday, Tuesday and Wednesday instead of Wednesday, Thursday and Friday as students are reluctant to come to the classes stating that they have to prepare for the test.
- Principal suggested to submit one proposal each with budget breakup for Multicultural Placement and for Working with Community. The budget is to be prepared keeping in view that the Programme may be conducted outside Bhubaneswar. Only one PAC Proposal for Internship Programme has to be submitted as per the past practice.
- Minutes of Staff Council Meeting is to be circulated by mail Id. of the faculty.

The meeting ended with a Vote of Thanks by Dr. Kumar Parag.


(N.T. Chhotray)
Secretary,
Staff Council


(P. C. Agarwal)
Principal,
Chair Person
Staff Council

02/2020

A Staff Council meeting was held on 6th February 2020 in the staff common room under the chairmanship of Esteemed Principal Prof. P. C. Agarwal.

The following faculty members were present in the meeting

Name of the faculty members	Signature
1. N. T. Chakraborty	N. Chakraborty
2. M. Goswami	M. Goswami
3. Ritanjali Dash	R. Dash
4. Shampa Das	S. Das
5. E. Gangorai	E. Gangorai
6. Dhanalaxmi Das	D. Das
7. Rasmitrekha setty	R. Setty 6/2/20
8. Pushap Lata Negi	P. Negi
9. Kumar Poojary	K. Poojary
10. Amit Ranjan	A. Ranjan
11. Animesh K. Mohapatra	A. Mohapatra
12. S. K. Dash	S. K. Dash
13. Ch. A. Ramulu	C. Ramulu 6/2/20
14. A K Saha	A. K. Saha 6/2/20
15. Kalindia Kataria	K. Kataria 6/2/20
16. B. N. Panda	B. N. Panda 6/2/20
17. M. K. Sabapatil	M. K. Sabapatil 6/2/20
18. Anup Kumar	A. Kumar
19. R. Mondal	R. Mondal
20. Gowramma I P	G. Gowramma

P. C. Agarwal
6/2/2020

क्षेत्रीय शिक्षा संस्थान : भुवनेश्वर
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(राष्ट्रीय शैक्षिक अनुसंधान और प्रशिक्षण परिषद
(National Council of Educational Research & Training)

OFFICE ORDER

No: RIEB/PA(P) 453

Dated: 03.02.2023

A Scheduled Castes (SC), Scheduled Tribes (ST) and Other Backward Classes (OBC) Cell (SC/ST/OBC Cell) of this Institute is constituted of following members:

- | | | |
|----------------------------------------|-----|-------------|
| 1. Prof. L. Behera, Head, DE | --- | Chairperson |
| 2. Dr. (Mrs.) P.L. Negi, Dy. Librarian | --- | Member |
| 3. Dr. Kalinga Ketaki, Asst. Professor | --- | Member |
| 4. Mr. S.K. Rout, Section Officer | --- | Convener |

The Committee shall function as per the provisions and guidelines issued by U.C.C.

This issues with the approval of the Principal.


Administrative Officer

Copy to:-

1. All members of the SC/ST & OBC Cell. (4 Nos.)
2. Dean of Instructions.
3. All Heads of Departments (DE/DESM/DESSH/DEE)
4. I/c. CAC with a request to upload the Office Order in the Institute Website.
5. Coordinator, IQAC, RIE, Bhubaneswar.
6. Dy. Librarian.
7. Headmaster, D.M. School.
8. Administrative Officer
9. Medical Officer, RIE, Dispensary.
10. I/c. Accounts Officer
11. I/c. Academic Section.
12. Section Officer (Establishment/C&W Section)
13. P A. (P)
14. Office copy.

REGIONAL INSTITUTE OF EDUCATION
BHUBANESWAR

ORDER

No: RIEB-EC/

Dated: 24-11-2022

4832

In pursuance to the instruction of Hon'ble Supreme Court of India communicated vide Council's letter No.3-5/2012/DESSH/Sexual Harassment/1430 dated 05-01-2012 and subsequent letter No.3-5/2011-12/DESSH/Sexual Harassment/1174 dated 09-03-2012, a Complaint Committee is constituted with the following members against Sexual Harassment of Women at Workplace in this Institute.

- | | | | |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|
| 1. | Dr. (Mrs.) M. Goswami
Professor, RIE, Bhubaneswar | --- | Chairperson |
| 2. | Dr. (Mrs.) Elizabeth Gangmei
Associate Professor, RIE, Bhubaneswar | --- | Member |
| 3. | Mrs. Sabita Pattanaik
P.G.T., D.M. School, RIE, Bhubaneswar | --- | Member |
| 4. | Dr. (Mrs.) Mitali Chinara
Department of Economics, Utkal University
Vani Vihar, Bhubaneswar
Mob: 9437111456
Email:- mitalichinara@yahoo.co.in | --- | Member |
| 5. | Administrative Officer, RIE, Bhubaneswar | --- | Member |
| 6. | Mr. S.K. Rout
Section Officer (C&W), RIE, Bhubaneswar | --- | Member |

The Committee is requested to make efforts for preventing Sexual Harassment or any other type of Harassment of Women at Workplace of this Institute by notifying, publishing and circulating guidelines in appropriate ways. Copy of the guidelines is also enclosed for reference of the committee members. The duration of the committee is for a period of one year.


23.11.22
PRINCIPAL

Copy to:-

1. All members of the Committee (6)
2. Chairperson of Committee against Sexual Harassment, NCERT, Sri Aurobindo Marg, New Delhi - 110 016.
3. The Under Secretary, EC Section, NCERT, Sri Aurobindo Marg, New Delhi-110 016.
4. P.A. to Principal.
5. I/c. CAC with a request to kindly up-load the Order in the Institute Website.
6. Office Copy.

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(National Council of Educational Research & Training)

NOTICE

No. RIEB/ 59

Date: 04.10.2021

All students are hereby, informed that **Ragging is Prohibited** as per the directions of Hon'ble Supreme Court of India and guidelines issued by UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutes 2009 (under Sec 26 (I) (g) of UGC Act 1956). Ragging is also prohibited and punishable under U.P. Prohibition of Ragging in Educational Institutions Act, 2010. Students have been given booklets containing Anti-Ragging guidelines and they are required to submit the Anti-Ragging Affidavits to this effect. Main circulars, in this regard have also been uploaded over the institute website. These, guidelines also contain various types of punishments to be meted out to the students indulging in ragging or other in-disciplinary activities.

Therefore, if any student is found involved or guilty of ragging and or abetting ragging, actively or passively or being part of conspiracy to promote ragging in any form, or found involved in any other type of in-disciplinary activities, he/she shall be liable to be penalized depending upon the nature and gravity of the offense, as established. The possible punishments shall be any one or any combination of the following:

1. **Expulsion from the Institute; or**
2. **Suspension from the Institute and academic privileges; or**
3. **Suspension/Expulsion from the Hostel, Mess; or**
4. **Deduction of General Behaviour Marks; or**
5. **Debarring from appearing in any test/examination or other evaluation process; or**
6. **Withholding of scholarship/bus facility; or**
7. **Any other punishment, as deemed fit, by the Institute.**


Dean of Instructions
Chairperson, Anti-Ragging Committee

Copy to:

- All Concerned officials
- APC(P) for kind information of Principal
- Administrative Officer
- Section Officer, C & W Section
- I/c. Academic Section
- All Notice Board of the Institute and Hostels
- I/c. CAC with a request to upload the same in the Institute websites



What Constitutes Ragging?

Ragging constitutes one or more of any of the following acts:

- a) Any conduct by any student or students whether by words spoken or written or by any act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
- b) Indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student.
- c) Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
- d) Any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher.
- e) Exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.
- f) Any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students.
- g) Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- h) Any act or abuse by spoken words, emails, post, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student.

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 (National Council of Educational Research & Training)

ANTI-RAGGING SQUAD

Sl. No	Name of the Anti Ragging Squad Member	Contact No.
1.	Prof. S.R. Sahoo, Dean of Instructions, Chairperson	09937427018
2.	Students' Council: Prof Ritanjali Dash , Advisor Dr R.R Sethi, Jt Advisor Dr Kalinga Ketaki, Jt Advisor Dr S.Kapoor, Jt Advisor	09776045145 08763666527 09090250027 09658236692
3.	I/c. Academic Section, Convenor Prof Laxmidhar. Behera Mr A. K. Saha	09437764137 09583663934
4.	Prof. S.K.Dash, Chief Warden	08895478337
5.	Prof. A.K. Mohapatra, Head, DESM	09583201794
6.	Prof. Ritanjali Dash, Head, DESSH	09776045145
7.	Prof. Gowramma I.P., Head, DE	08895226342
8.	Warden, Homibhaba Hostel: Dr Kumar Parag Dr S.Kapoor	09988600485 09658236692
9.	Warden, Ramanujan Hostel: Dr R R Sethi Ms Shampa Das	09937374457 08763666527
10.	Warden, Gopabandhu Hostel: Prof I.P Gowramma Dr Dhanya Krishnan	08895226342 09449771624
11.	Warden, Sarojini Hostel: Prof Laxmidhar Behera	09437764137
12.	Warden, Ashutosh Hostel: Dr E.Gangmei Dr P. L. Negi	09438673622 09937661192
13.	Dr. Debabrat Bagui	09432201884
14.	Mr Ashok Kumar Baliarsigh Security Supervisor	09437311372

HUMAN RESOURCE POLICY



विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

REGIONAL INSTITUTE OF EDUCATION
(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING)
BHUBANESWAR, ODISHA - 751022

Human Resource Policy Handbook

Overview

Regional Institute of Education (NCERT) Bhubaneswar, a constituent unit of National Council of Educational Research and Training (NCERT), New Delhi under the Ministry of Education, Government of India is the apex body to advise on various aspects of school education. The institute started functioning from 5th August, 1963, as Regional College of Education and it was renamed as Regional Institute of Education (RIE) with effect from 18th April, 1995. This premium Institute strategically located in the heart of holy city, Bhubaneswar to provide pre-service academic program to students of Odisha, West Bengal, Bihar, Jharkhand, Assam, Nagaland, Tripura, Arunachal Pradesh, Meghalaya, Mizoram, Sikkim, Andaman & Nicobar Island and, in-service teacher training programs to teachers of Odisha, Bihar, Jharkhand and West Bengal. All the programs offered by RIE, Bhubaneswar are approved by National Council of Teacher Education (NCTE), New Delhi.

Talent Management Policy

The vision of RIE, Bhubaneswar is to build a holistic approach to optimize the skill of all its faculties and staff members to achieve excellence in its overall performance. It aims to achieve the national standard in academic activities as well as to establish a national culture through integrated talent acquisition, professional development and deployment processes that are aligned to the institutional goals.

Talent management includes Recruitment and Selection, Orientation and Training, Faculty and Administrative staff development program, Professional development program for faculty members etc. These procedures aim to foster continuous development of skill and competencies of both academic and administrative staff to achieve institutional long term goals and objectives.

The programs offered by the Institute and the approved number of seats against each courses are as shown in the Table-I

No	Name of Programme	No. of Seats
1.	2 Yr. B. Ed.(Arts/ Sc.)	110
2.	4 Yr. B.A. B.Ed	55
3.	4 Yr. B.Sc. B.Ed	110
4.	2 Yr. M.Ed	36
*5.	1 Yr. M.Phil In Edn	10
6.	Ph.D	15

(i) Recruitment and Selection:

The recruitment and selection is of paramount importance in order to recruit staff with proper skill, attitude and attributes to enable the institution to fulfill its objectives. The process of recruitment for all permanent academic and non- academic staff are done by NCERT, New Delhi following GOI guidelines and recruitment rules and policies. The recruitment for appointment of academic faculties at the level of Assistant Professor on contractual basis is done at by RIE, Bhubaneswar adhering the latest UGC guidelines.

(ii) Orientation Program :

The orientation programs & refresher courses for newly recruited academic and non- academic staff members are conducted both at HQ level and at institutional level.

The orientation programs for newly recruited academic and non- academic staff members are conducted both at HQ level and at institutional level.

(iii) Professional Development of Faculty Members :

Faculty development plan is very fundamental to a faculty member's professional growth and successful performance in teaching, research,

development and various other scholarly activities. NCERT along with RIE Bhubaneswar has developed number of well defined program/ facilities for professional development of it's academic staff members.

- Academic faculties regularly attend Refresher Courses in various disciplines organized by Academic Staff Colleges of different state and central Universities(recognized by UGC) and also at NCERT ,New Delhi.
- Faculty members are provided financial support (subject to conditions) to participate in various national and international seminars and conferences to share their research findings and utilize the research results of in their profession.
- Each faculty member prepares his/her own profile which details his/her, research publications, creative publications, book publications, articles , list of conferences, seminars, workshops etc. attended by them and the same is uploaded at the institute website for global exposure and sharing.
- Two periods in the weekly timetable have been ear marked for faculty members to discuss and present their research findings, to discuss contemporary topics related to educational program and policies etc. for feedback suggestions and further progress.
- Faculty members undertake various research projects like ERIC project, DST project, UGC project, University project etc. and publish their research findings in UGC referred, peer reviewed, SCOPUS rated national and international journals.
- Every year staff tournament is organized at any one of four RIEs or at NCERT HQ for promoting sports and athletics skills of faculty members .

Regular Yoga camps and spiritual discourses are organized in the campus to strengthen of physical and mental health of the faculty members.

- Faculties are being assessed and evaluated by HODs and higher authorities yearly through Self- appraisal. The various parameters include number of classes taken, research, training development and extension work done during the assessment year, etc. attended, administrative work done etc.
- Opening of a service book of each faculty members with basic documents like appointment letter, passport size photographs, pan card, etc. are mandatory for each faculty member and updating the same periodically is done at admin level on priority basis.
- After joining the institute each faculty member is needed to open a salary account with State Bank of India (SBI), Campus Branch, Bhubaneswar - 22 and submit the account number to Accounts Section of the institute.

(iv) **Administrative Staff Development Programs:**

Administrative staff development program ensures effective functioning of all the stakeholders, maintaining healthy environment for quality academic growth and campus decorum in line with the vision and mission of the institute .

- All the admin staff members undertake regular training both at HQ level and at institutional level on (i) Modern office management (ii) e-governance (iii) Hindi as official language (iv)*
- They participate in various competitions organized during Hindi Pakhwada to enhance their skill of using Rajbhasa Hindi in official communications.

- Staff members also participate in institutional as well as outstation competitions to get exposure for becoming skilled workforce in the field of administration.
- Annual staff tournament is organized at any one RIE of NCERT or at NCERT HQ on rotation basis for sustaining the interest and motivating staff members in the field of sports and athletics. This also helps to nurture culture fraternity among all the employees of NCERT.
- By deputation to outside Agencies.

(v) Attraction and Retention Policy

RIE, Bhubaneswar is committed to talent retention to maintain its reputation and to attract the quality manpower in the institution. Apart from latest Pay scale and statutory benefits; the employees are treated with proper workload, job security, clarity in role and recognition, sufficient resources and above all, the best practices in employee management. The following benefits are provided by the institute:

- a. There are near about 146 number of residential quarters within the campus of RIE for all categories of employees starting from group C & D employee to A .
- b. One dispensary with two doctors and three supportive medical staffs are employed to take care of residents of the campus and students staying at hostels around the clock.
- c. Leave Travel Concession (LTC) to any place of India and LTC to home town for the employee and his/her family is provided by the institute as per rules.
- d. Reimbursement of the cost of medicine bill, reimbursement of the cost of expenditure for hospitalization, surgery, treatment etc. at referral hospitals and other health benefits are provided to employees and dependant family members as per GOI rules.
- e. Various advances like (i) Medical Advances, (ii) House Building Advances (iii) Computer Advances are also provided to employees as per rules.

- f. Reimbursement of News Paper bill , reimbursement of telephone bill to eligible employees.
- g. Children Education Allowance and Reimbursement of tuition fee scheme for two eldest surviving children is also admissible to all employee.
- h. Provision for purchase of office bag/purchase to eligible employees.
- i. Provision Laptops to all eligible faculties teacher and all Dept./Sections.

Faculty and Staff Pay Scales :

The pay scale of all the faculties and staff members are fixed as per the last Pay Commission (7th Pay) laid down by GOI. The pay scales for designated faculties and staffs are as shown here under Table II.

Table-II Pay Scale of Faculty

Designation	Pay scale
Professor	37,400 -67,000 + AGP 10,000
Associate Professor	37,400 – 67,000 + AGP 9,000
Assistant Professor	15,600 – 39,100 + AGP 6,000

Leave Rules

Kinds of Leave :

The following kind of leave are admissible to employees of Regional Institute of Education , Bhubaneswar:

1. Casual leave
2. Earned Leave
3. Special Casual Leave
4. Study Leave
5. Half Pay/ Commuted Leave
6. Child Care Leave
7. Restricted Holiday.
8. Maternity/Paternity Leave
9. Academic Leave.

Leave is not a matter of right. When the exigencies of the service so require, discretion to refuse or cancel leave of any description is reserved with the competent authority .

1. Casual Leave :

- (i) Casual leave is not earned by duty. A member of the staff on casual leave is not treated as absent from duty and his pay is not interrupted. The maximum number of casual leave in a calendar is 8. Two days of restricted holiday as decided by the HQ can be availed by any employee.
- (ii) Sundays and other holidays may be prefixed, inter-fixed and suffixed with the casual leave.
- (iii) Casual leave cannot be combined with any other kind of leave.
- (iv) On transfer to other RIEs or to HQ the balance casual leaves are carried over.

2. Earned Leave :

- (i) The teaching and non-teaching staffs of RIE Bhubaneswar are eligible for 15 days of earned leave on every six months i.e. 30 days of EL per year. On 1st of June and 1st of January of the running year, EL is credited to the account of the employee.
- (ii) EL can be availed by any employee during the Calendar Year without causing any academic disturbance on prior approval of the highest authority and need to be forwarded through proper channel. After returning from EL submission of a joining report in an appropriate format is mandatory for each employee .
- (iii) Un-utilized and balance EL can be encashed at the time of retirement of the employee.
- (iv) On transfer to other RIEs the balance days of ELs are carried over.
- (v) EL cannot be inter- fixed with Sundays or any other holidays.
- (vi) At a time, maximum of 180 days of EL if due, can be availed.

3. Compensatory Casual Leave :

- (i) Compensatory casual leave may be granted to the non academic employees in lieu of work done on closed day(s) and can be availed within 30 days of working.

4. Study Leave

- (i) The teaching staff of RIE may be granted study leave for advancement of their qualification or for their professional development in India or abroad under specific terms and conditions.
- (ii) The study leave or any other travel grants etc are sanctioned at HQ level as per rules.
- (iii) The faculty proceeding on leave must have completed minimum of three years of regular service and should have 05 years of service left .He/She is eligible for 100% pay during such leave absence.

5. Medical Leave :

- (i) 20 days of medical leave or commutation leave per year is admissible to all employees. Unutilized medical leaves are carried over the next successive years and can be accumulated till retirement.
- (ii) This leave can be availed only on medical grounds i.e. hospitalization or serious illness for more than three days.
- (iii) Documentary evidence is required to avail this leave.
- (iv) The leave can be combined with CL/EL for hospitalization or serious illness.
- (v) The employee can resume his/his duties only after submission of Medical Fitness Certificate.

6. Academic Leave :

Academic leave and sabbatical leave may be granted to academic faculty members as per UGC guidelines

7. Maternity Leave/ Paternity Leave

- (i) Female employees of RIE may be granted maternity leave for a period of 6 months. Leave application is to be supported by a certificate of a registered medical doctor.
- (ii) Maternity leave can be combined with other kinds of leave except casual leave, but any leave.
- (iii) Maternity leave is to be granted to a female employee provided she has less than two surviving children.
- (iv) Male staff members are eligible for 15 days paternity leave within 06 months of delivery of child.

8. Child Care Leave

- (i) Women employees and single male employees having minor children may be granted Child Care Leave (CCL) by the competent authority at HQ to grant leave for a maximum period of 730 days during their entire service for taking care of up to two eldest surviving children, whether for rearing or to look after any of their needs like examination, sickness etc.
- (ii) Child Care Leave can be availed only after prior sanction.
- (iii) In respect of a child with a minimum disability of forty percent, it is permitted for an off spring of any age subject to submission of certificates.
- (iv) CCL may not be granted for less than five days at a time; and shall not be granted for more than three spells in a calendar year.
- (v) Intervening holidays will count as CCL as in the case of EL.
- (vi) CCL cannot be debited against leave account.
- (vii) CCL may be combined with leave of any other kind. Leave of the kind due and admissible (including commuted leave not exceeding sixty days and leave not due) may be allowed for the third year in continuation of CCL without production of medical certificate.

- (viii) An employee with CCL may be permitted to leave headquarters with prior approval of competent authority.

Residential Accommodation :

The Institute has campus of near about 100 Acres of land. The campus is Wi-Fi enabled and it includes the physical facilities like one dispensary, one canteen, one children park, State Bank of India (SBI) and Post Office etc. as immediate requirements of its residents. All care has been taken for fire safety.

Residence facilities at campus are provided to the faculty members as per Government of India norms. The number of quarters available for all categories of employees are as given in the table. Total = 146

Table- III

Type of Accomodation	Number
Type- V	08
Type-IV	24
Type-III	32
Type-II	40
Type-I	42
Total	146

Allotment of quarter is done on the basis of availability and category of employee. For availing campus accommodation, The individual should give an application along with a copy of appointment order/joining report for processing, allotment and approval of competent authority.

Research and Development :

One of the maxims that RIE, Bhubaneswar guarantees for its faculties/scholars is "Learning is Celebration". To institutionalize this principle of learning, RIE, Bhubaneswar has devoted itself to extend extensive opportunities for its faculties to pursue research and development activities.

RIE Bhubaneswar's Commitment to advance research in the area of General Education, Special Education, Educational Technology and Science Education etc. has nurtured it as an excellent and Innovative Center for Research in Education. RIE, Bhubaneswar conducts six month course work program of Utkal University in the discipline of Education. As a matter of institutional policy and approval of Utkal University every academic year 15 number of Ph.D students join this institute for obtaining doctoral degree in the discipline of Education.

Being apart, RIE also encourages all its faculty members to carry on research in their field of interest as well as to undertake inter-disciplinary research. Reimbursement benefits for attending International/National conferences to present their research works are also extended to faculty members as per rules. The faculty members are also encouraged to avail the International research fellowships like Fulbright, etc. and admissible fringe benefits are also provided to them.

Moreover, every academic year faculty members undertake research projects approved by PAC, NCERT, New Delhi. The results of research findings are usually published in UGC referred and peer reviewed journals and the reports are submitted to NCERT, New Delhi.

Epilogue

RIE, Bhubaneswar has almost completed 59 years of its successful existence. It has always shown its scholarly excellence in the field of pre service teacher training program , in -service teacher training program, development of school textbooks , development of teaching learning materials and consultancy in the field of plan/policy of school education. The staff members of this institute have been unanimously putting their efforts to make this institute more vibrant, more effective and more influential mentor of school education.

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Mr. P. K. Behera
27/4/23.



Dr. Dhanya Krishnan



Prof. M. Goswami



Principal

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PWD POLICY



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PWD POLICY



Introduction:

The document consists of a policy statement of the institute regarding Persons with Disability (PWD) for improvement of overall infrastructure and the process of learning and teaching of the students and employees of the institute.

Regional Institute of Education (RIE), Bhubaneswar a constituent unit of NCERT, is a premier institution of quality school and teacher education committed to provide equal opportunities and equity to all irrespective of disability, gender, socio-economic and socio-cultural diversity. While doing this, the institution casts special attention to the PWD to provide and facilitate equal opportunity and equity in availing the resources of the Institute. The Institute and D M School follows the Right to Persons with Disabilities Act, 2016 (RPWD Act) adopted by the Government of India, and regulations/norms notified by UGC, NCTE and NCERT for Persons with Disabilities.

Objectives

The Institute commits itself to:

- Sensitize and create an environment that is secure, accessible and friendly for persons with Disability by encouraging different sections and departments to provide necessary infrastructure and academic support for the students and employees with disability of the institute.
- To create an inclusive culture for effective implementation of equality and equity for students and employees with disability in the institute campus.

The Regional Institute of Education Bhubaneswar is committed to full compliance with the Rights of Persons With Disabilities Act of 2016 (RPWD Act) which prohibit discrimination against qualified persons with disabilities, as well as other central and state laws pertaining to individuals with disabilities. Under the RPWD Act and its amendments, a person has a disability if he or she has a physical or mental impairment that substantially limits a major life activity. The RPWD also protects individuals who have a record of a substantially limiting impairment or who are regarded as disabled by the institution whether qualified or not. A substantial impairment is one that significantly limits or restricts a major life activity such as hearing, seeing, speaking, breathing, performing manual tasks, walking or caring for oneself.

The RPWD, Act 2016, lays stress on non-discrimination, full and effective participation and inclusion in society including educational institutions, respect for difference and acceptance of disabilities as part of human diversity and humanity, equality of opportunity, accessibility, equality between men and women, respect for the evolving capacities of children with disabilities, and respect for the right of children with disabilities to preserve their identities. The principle reflects a paradigm shift in thinking about disability from a social welfare concern to a human rights issue.

Students with Disabilities

The Regional Institute of Education is committed to providing qualified students with disabilities with reasonable accommodations and support needed to ensure equal access to the academic programs and activities of the Institute.

All accommodations are made on a case-by-case basis. A student requesting any accommodation should first contact the Head of the Institution. Head of the Institution along with the Academic Coordinator, Chairperson of the Committee of the Persons with Disability and Learning Specialist will coordinate services for students with disabilities. The Head of the Institution reviews documentation provided by the student and, in consultation with the student, determines which accommodations are appropriate to the student's particular needs and academic programs.

Employees with Disabilities

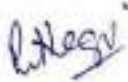
Pursuant to the RPWD Act, the Regional Institute of Education will provide reasonable accommodation(s) to all qualified employees with known disabilities, where their disability affects the performance of their essential job functions, except where doing so would be unduly disruptive or would result in undue hardship.

An employee with a disability is responsible for requesting an accommodation in writing to the Head of the Institute for providing appropriate documentation. The Head of the institute in consultation with the Chairperson of the PWD committee, Administration and Finance will work with the employee's supervisor to identify which essential functions of the position are affected by the employee's disability and what reasonable accommodations could enable the employee to perform those duties.

The major initiatives to be taken by the Institute include:

- Addressing and ensuring overall accessibility in the institution for the students and employees with disability.

- To provide guidance and counseling for the students with disabilities on the personal, vocational and academic concerns.
- To provide appropriate and relevant approaches to teaching, evaluation procedures for students with disability.
- To assess the educational needs of students with disabilities.
- To generate appropriate supportive measures for the students with disabilities for academic and other activities of the institute.
- To ensure all UG and PG programmes of the institute are accessible to students with disabilities.
- To ensure full participation of students with disabilities and to provide them equal opportunities for development.
- To provide a supportive environment for the staff and students of the institute for engaging in conducive work.

**Vandana Sharma****Kumudini Sahu****Dr. P. L. Negi****Dr. Elizabeth Gangmei****Principal**

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EXAMINATION MANUAL POLICY



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Examination Manual Policy

Declaration of Exam schedule and Rule

The exam schedule for all semester examinations for the year is notified in the Institute academic calendar.

Examination Registration form is submitted prior to the date of examination for scrutinizing the eligibility and other requirements and submit the same to the office. After verification of the forms, the Institute submits the same to the Examination Cell of Utkal University.

The examination commences after due notification.

Candidates suffering from any disease that would render their presence in the Examination Hall undesirable in the interest of other candidates are not allowed to enter the Examination Hall. In exceptional cases, the Centre Superintendent if informed by a candidate in advance may make special arrangements.

The doors of the Examination Hall are opened half an hour before the examination starts on the first day and 15 minutes before the examination on other days. A seat with the same number as on his/her Admit Card is assigned to each candidate and s/he is required to sit 5 minutes before the examination begins. Candidates arriving after the examination are permitted only after the special permission of the Centre Superintendent. The permission is not granted to candidates who appear half an hour late.

Candidates are required to bring blue/black ball pens and wherever necessary calculator is also allowed. No book, paper, printed materials or manuscripts other than Admit Cards are allowed into the Examination Hall. A candidate is not allowed to consult any book, paper, printed, or manuscript during examination hours either inside or outside the hall.

Candidates are not allowed to leave the hall until an hour after the examination starts. They are not allowed to remain seated after submission of their answer books to invigilator. It is the duty of the candidate to see that his/her answer paper is received by the Invigilator. No candidate will be allowed to re-enter the examination hall after quitting it. On submission of his/her answer paper in

case of urgent need however, a candidate may be permitted by the senior invigilator to leave the hall temporarily and not more than once in an hour, under special supervision. The period of temporary absence should not ordinarily exceed three minutes.

Candidates are not permitted to talk to each other in the Examination Hall. No one should receive help from or assist another in any manner.

Candidates shall write his/her roll no on the top of the question paper as soon as the question paper is given to him/her and shall produce the same to the invigilator as and when demanded by the invigilator/superintendent/supervisor during the examination.

Candidates should write the roll number, the registration No., date of examination, core no, subject, paper no, pass/hons., and such other distinguishing mark as are given to him/her on the Admit Card on the cover page of his/her answer booklet and should on no account write anywhere in his/her answer book his own name, the name of his college or anything that is not strictly, connected with the answers to the question given. The giving of false roll number is a serious offence and no answer book without the candidates roll number clearly written on the cover page will be examined.

Candidates should not, while in the Examination Hall write anything on the question papers except the roll no. as mentioned in seven supra or blotting papers nor should they take out of the hall any paper other than the question paper. They should not also send the question paper for the examination outside the hall throughout the duration of the examination.

If a candidate is found with, any paper not connected with the examination as mentioned in 4 supra s/he shall have to surrender it to the invigilator on demand and make a written statement if necessary. Refusal to surrender the material or to make a statement shall render the candidate liable to instant expulsion from the centre of examination.



Preparation of Question papers

The different Board of Studies in the meeting convened by the University shall submit a panel of paper setters/examiners to the examination cell of the University.

The Board of Studies shall finalise the names of paper setters /examiners from the panel or from the data bank if such need arises.

The Confidential cell shall contact the paper setters/examiners and ensure that they prepare two sets of question papers and the papers reach back the cell on time. The selected set shall be typed at the confidential cell, Utkal University under the personal supervision of the Controller of Examination maintaining absolute confidentiality.

Proof reading and checking of compliance with syllabus and pattern shall be done thereafter. Question papers shall usually be printed a day before that particular exam to be held. If the number of question papers required are of very big quantity, printing may be done two days in advance.

The confidential cell of University shall pack the question papers in different packets with exact number of question papers required for each exam hall/ room in accordance with the seating plan given in advance by the superintendent of exams and keep them in the strong room after having them sealed.

Conducting of Exams

The sealed question papers shall be handed over to the superintendent of exams one hour prior to the commencement of the exam.

The question papers are opened by superintendent of exams after verification of any tampering with seal and signature of two invigilators.

The invigilators shall report to the exam cell and receive the answer books and other documentation papers half an hour before the commencement of the examination and proceed to their respective exam halls/rooms.

The examination conducting team shall hand over the required question papers to each room 5 minutes prior to the commencement of the examination.

A squad of designated senior teachers shall make surprise visits to exam halls/rooms occasionally during examinations.

After the completion of the exam, invigilators shall report back to Superintendent of exams in order to account for the question papers/Answer books they had received.

The superintendent of exams shall complete the documentation process and the answer books shall be handed over to the Custodians after collecting the subject/paper along with attendance roster and other reports.

The Custodians shall verify each answer book in all bundles physically and hand them over to the confidential cell.

A candidate wishing to say anything should stand up in his/her seat and remain standing until an invigilator comes to him/her. S/he should on no account leave his/her seat or make any noise to call the invigilator's attention to him/her.

Person unconnected with the conduct of the examination, whether relations of candidates or otherwise, shall not be allowed to enter the Examination Hall. If a candidate of any of the examination of the University or a registered student of the University enters the examination hall unauthorized and/or attempts to supply incriminating materials to help the examinee in any other manner, s/he shall be liable to expulsion from his/her examination and/or any other punishment deemed suitable by the University.

The candidate shall be checked at the entrance to the examination centre for each sitting and in the examination hall during the course of examination as and when the Centre Superintendent considers it necessary.

Candidates refusing to submit to the check at the entrance shall be refused entry to the examination. Those refusing to submit to the check in the examination hall shall be liable to instant expulsion.

Valuation of Answer books

As per approval of the University, the zonal valuation shall be conducted after having documented properly and follow it up for the timely valuation of answer books by the concerned examiners.

Declaration of Results

A consolidated statement of marks shall be prepared and after making preliminary analysis, the Controller of Exams shall appraise the conducting Board of Examination of the result for the final approval for declaring the result. On approval of conducting Board and Vice-Chancellor, after preparing the Tabulation Report the result shall be declared.

The results of those who have been booked for unfair means or of those who had not complied with any requirements or formalities shall be withheld until decision on such matters are taken by competent authorities/committees.

Issue of Mark sheets

Mark sheets shall be issued within seven working days from the publication of the result. Mark sheets of Semester VIII (4 Year Integrated B.A.B.Ed./B.Sc.B.Ed.) semester IV (2 Year B.Ed. and M.Ed.) shall be issued to only those students who have cleared all their previous semester exams.

Complaints/Grievances regarding exams

Grievances/Complaints if any regarding examinations may be brought to the notice of the Centre Superintendent in writing on the same day or next working day and they shall be referred to the concerned exam committee/person for studying, investigating and deciding on the matter. Then it shall be communicated to the aggrieved and redress them at the earliest but not later than 10 working days from the date of the last exam or the receipt of the complaint/grievance whichever is later.

The decision of the Principal/Centre Superintendent shall be final and binding.

Unfair means during examinations

Students who have been booked for unfair means shall be given a show cause notice with an opportunity to defend themselves in writing. The invigilator concerned shall submit a report. Such cases shall be referred to the exam/UFM committee and their decision as per norms shall be executed.

Notification and revised mark sheets

The result of retotaling/revaluation shall be notified and communicated to the candidate even if there is no change in the marks.

If as a result of the scrutiny/revaluation it is found that the examinee should be declared as passed or placed in a higher division or has secured more marks or on the contrary secured lesser marks, then his /her result shall be revised accordingly and the candidate shall be provided with the revised mark sheet.

Undertaking

An undertaking shall be obtained from the applicant to the effect that he/she had read and understood the contents of the policies, procedures and rules of revaluation/retotaling/viewing of the answer books.

Communication

Any communication uploaded on the official Institute website or displayed on notice board shall deemed to have been communicated to the persons concerned.



Mr. M. K. Behera



Mr. A. K. Saha



Prof. L. Behera



Principal

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ENERGY POLICY



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ENERGY POLICY

Preamble :

The Institute works on the fundamental assumption that sustainability is the core of development and is possible only if institutional practices are geared towards less energy consumption and use of renewable energy resources. Energy harvesting has been considered as one of the priority areas of all developmental activities of the Institute. In addition, awareness and the right attitude towards energy consumption of each individual has been considered as one of the prominent strategic developmental goals and the Institute constantly is working towards its implementation in its right spirit. Realizing that no conventional energy resources can meet the energy requirements of the present, Institute has initiated the use of various alternate energy resources. Thus functioning of the Institute is centred on the well-established concept of sustainability in development. As teacher education is one of the most important priority areas of the Institute, developing teachers with right perspective about energy conservation, preservation and utilization have been kept as one of the most significant areas of curriculum. Reducing, reusing and recycling the energy resources have been kept as motto of development. The Institute is well aware of its responsibility in creating awareness among the students and staff about the energy conservation measures and constantly working towards it.

Objectives

1. Focus on energy efficiency by reducing energy consumption and use of alternative energy resources.
2. Optimize the energy consumption by use of energy efficient equipment and maximization of use of day light and natural ventilation.
3. Maintain green energy campus with utilization of energy management system.

4. Sensitize students and staff of the Institute about the need for sustainable practices.
5. Create awareness among student teachers on optimum use of renewable energy resources and encourage them to spread the awareness to local community during their field engagements such as School Internship Programme, Multi-Cultural Placement and Working with Community programmes.

Action Plan

The Institute has facilities for alternate sources of energy and energy conservations measures.

1. Considering the Energy needs to the campus, back-up system for uninterrupted energy supply, DG set has been installed. Underground wiring has been done because Bhubaneswar is in cyclone prone area.
2. Instructions are given to staff and students for the proper utilization of the electronic devices in the campus and for ensuring that all the electronic devices are turned off when not in use in the Institute, classroom, hostels etc.
3. Invest in solar to gradually progress towards use of renewable energy resources initiated.
4. Initiation of installation of solar photovoltaic panels as an alternative energy resource for its utilization in the Institute.
5. Replacement of the conventional lighting and implementation of LED lamps in the campus and energy saving fans in the Institute, classrooms, hostels and quarters has been carried out.
6. Institute has Water Harvesting system to preserve water.
7. Use of energy efficient, star labeled equipment for various purposes in the Institute and in Hostels.
8. Implementation of Sensor-based energy conservation in the Conference Hall-I and II of the Institute.

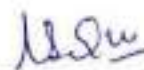
9. Create awareness among the students and staff on energy conservation and management through issuing notice and by sensitization programmes.
10. Walking is encouraged in the campus and walking friendly pavements (pedestrian paths) are constructed in the whole campus.
11. Use of vehicles by students and staffs are discouraged and cycling is promoted by constructing cycle parking space in the campus. This has reduced sound pollution and increased energy conservation.
12. Green Energy – Regular plantation in the campus, green and plastic free campus, two patches of social forestry, the fruit orchard, and the jungle with variety of trees keep the campus cool, hence the use of Air Conditioner has been reduced.
13. Power supply is provided by Tata Power Central Odisha Distribution Ltd.
14. During orientation programmes the students are told to conserve energy, switch off the lights and fans before leaving rooms in the hostels and the classrooms.



Mr. Puskar Behera



Dr. Dhanya Krishnan



Prof. Sandhya Rani Sahoo



Principal

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WASTE MANAGEMENT POLICY



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WASTE MANAGEMENT POLICY

Preamble

Regional Institute of Education, Bhubaneswar has goal for sustainable and holistic waste management and providing a safe, healthy and conducive work environment for students, teachers and visitors. The institution has a duty to ensure that all the campus wastes are disposed of responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product. Furthermore, the medical and other hazardous wastes are disposed or managed by government approved, registered contractors. The purpose of the policy is to monitor the implementation of the action plan brought out in “National Environment Policy 2006” on management aspects of hazardous waste including their minimization, environmentally sound management and active promotion of transfer and use of cleaner technologies.

The institute will adopt the principles of the ‘best practicable environmental option’ in the delivery of its waste management services. The institute will apply a ‘waste hierarchical approach’, to reduce, reuse, recycle and recover waste products in preference to the disposal of waste to landfill. The institute recognizes the importance of meeting local government guidelines issued by BMC and to manage its waste responsibly, reduce the volume of waste sent to landfill, maximize reuse and recycle where possible. It requires all the teaching and non-teaching staff, campus dwellers, students, visitors and anyone else making use of the premises to comply with this Policy. Any solid waste generated in the campus shall be managed and handled in accordance with the compliance criteria and the procedure laid down in Bhubaneswar Municipal Corporation.

Objectives

- To ensure that waste management is done as per the rules and regulations of the waste management guidelines of the local government and National Environment Policy and to plan for future legislative changes.
- To reduce waste generation at source and take action to repair, reuse and recycling over the disposal of wastes in a cost-effective manner.
- To provide defined roles and responsibilities to identify and coordinate each Activity of waste management in the campus.
- To create environmental awareness among students, staff and campus dwellers to encourage waste minimization, reuse and recycling.
- To invest into the expansion of recycling opportunities on the institute campus and Transform waste into value added products.
- To ensure the safe management and storage of wastes on the campus.
- To provide appropriate training for teacher, resident, staff, students and other Stakeholders on waste management issues in consultation with experts.
- To promote totalistic approach of waste management in the campus.

Waste Management Committee (WMC)

Waste generated in the institute campus is managed and supervised by the Waste Management Committee (WMC) consisting of the following members.

- Mr. P. Behera, Administrative Officer, Chairperson
- Head Master, D M School
- Mr. Susant Rout, SO, C&W
- Mr. S. Dharua, UDC, Establishment

The role of the WMC is to manage the waste generated from the office, hostels, guesthouses, DM. School, dispensary, staff quarter etc. The committee is to monitor the implementation of the waste management policy and suggest suitable action plans to the competent authority for its implementation.

Action Plan

- Developing an Environmental Performance Indicators for waste management and reporting annually to the institute on progress against the 'Environmental Performance Indicators'.
- Monitoring and supervising the management systems for all wastes, to ensure safety and legal compliance.
- Providing appropriate training/orientation to all personnel who have responsibilities for waste management.
- Collecting and providing all relevant information to appropriate enforcement agencies when information relating to waste management is requested.
- Investigation and reporting of any incidents or spillage relating to all type of hazardous and general waste management.
- Ensuring that no hazardous waste is disposed of through the general or waste recycling streams.
- Assigning duty to a 'responsible person' within department/sections/hostels to coordinate waste disposal for any hazardous or laboratory wastes.
- Disposing of waste responsibly (at both office and residence), through the appropriate waste disposal system (segregation of waste), in accordance with policy and procedures of institution.



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INSTITUTIONAL POLICY FOR RESEARCH

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Institutional Policy for Research

The Regional Institute of Education (formerly Regional college of Education), Bhubaneswar, founded on 5th August 1963, is one of such five institutes established by the National Council of Educational Research and Training (NCERT), New Delhi. The Regional Institute of Education, Bhubaneswar contributes to the qualitative improvement of school education through innovative pre-service and in-service teacher training programmes and relevant research, development and extension activities.

It is functioning as Regional Institute of Education w.e.f. 18th April 1995, following major shift in its focus from pre-service education to in-service education and educational research. The teacher training programmes of the Institute caters to the needs of Odisha, Bihar, Jharkhand, West Bengal and Andaman & Nicobar Islands.

The Institute covers the entire spectrum of school education from pre primary to senior secondary level in order to support the main functions of NCERT and Ministry of Education, viz.

- (1) Developing curriculum, learning materials, methods of teaching, techniques of evaluation, teaching resources, kits and equipment, etc.
- (2) Organizing pre-service and in-service education of teachers, teacher educators and other educational personnel
- (3) Conducting and promoting education research in school and teacher education
- (4) Disseminating improved educational techniques and practices and research findings, and
- (5) Acting as a clearing house for ideas and information on all matters relating to school education.

Research being an important component of the overall responsibility of the Institute, the Institute provides the following scopes to its faculty to undertake research. These are:

- The Institute facilitates the faculty to undertake the research projects under Educational Research and Innovation Committee (ERIC) and through Programme Advisory Committee (PAC) of NCERT by providing funds.
- The Institute encourages faculty to undertake UGC sponsored research projects.
- Research seminars (national/state) are regularly organized in the Institute. The faculty members do participate in the seminars.
- The faculty members conduct research studies and publish papers in research journals of international and national repute.
- Most of the faculty members of the institute are registered guides under Utkal University, Bhubaneswar and supervise research scholars for Ph.D. in the areas of Education, Science, Mathematics, Social Science, Environmental Science and Languages.
- In addition to that M.Ed, M.Phil. and Pre-Ph.D students are also encouraged to undertake the research on priority areas. After through discussion in seminar presentation for a period of one semester, students prepare their proposal and undertake the research activities.

The Institute has State Coordination Committee (SCC) in all the States and UT to suggest thrust areas of research and academic programmes to be undertaken for their states. Need based programmes are identified and discussed, and finally the Institute develops the programme proposals for the specific state and follow different formalities like DAB, IAB, MC and PAC before undertaking the programme.

RIE, Bhubaneswar being an apex body at the regional level undertakes research programmes related to different aspects of school education. The priority areas of Research include curricular studies, national concerns, pedagogic practices and learning processes, systematic concerns such as Teacher preparation, examination reform, ICT integration in education and other areas identified by NCERT from time to time. Emphasis is given on promotion of research which is inter-disciplinary in character and has educational relevance. Financial support for research is available through ERIC, NCERT etc.

Besides the PAC approved research projects, Faculties of RIE, Bhubaneswar undertake research projects under Educational Research and Innovations Committee (ERIC), which provides financial support to faculty members working in Universities/ colleges/ research organizations /NCERT for conducting research related to school education and teacher education.

ERIC gives priority to the following research approaches.

- Policy research in education
- Development of policy concerns
- Implementation and effectiveness of policy interventions
- Dissemination of findings related to policy issues
- Dissemination of findings related to policy issues
- Qualitative and participatory approaches involving triangulation of methodologies
- Case studies and mixed method researches
- Inter-disciplinary, collaborative, multi-centric, and pan-Indian researches
- Collaborative action research projects involving several organizations / agencies
- Innovations related to qualitative improvement of content and process of school
- Innovations related to qualitative improvement of content and process of school education
- Priority areas of research

Faculty members of the Institute take up research projects on the major themes as suggested by ERIC highlighted by National Education Policy, 2020. The broad themes identified by NEP, 2020 are however are suggestive, and not exhaustive in nature. Some of the broad themes are:

1. Early Childhood Care and Education
2. Foundational Learning
3. Curtailing dropouts and ensuring Universal Access to Education at All Levels

Faculty members of the Institute take up various research projects relating to the priority areas of ERIC and PAC from time to time. Besides these they Conduct action research to improve the process of acquisition of competencies, life-skills/abilities by school children Designing, developing and implementing need assessment studies to identify hard spots in learning, teaching and also developing intervention and follow up strategies for the same. Identifying good teaching practices to be followed by teachers in the region and experimenting with innovative

models are also some of the activities that come under research and innovations. Students are encouraged to adopt these good practices during the time of Internship in Teaching. Studying the impact of various components of the centrally sponsored schemes and projects at the district and sub-district levels is another area of research undertaken by the faculty of the Institute from time to time. Faculty members also get engaged in field testing of NCERT textbooks/instructional materials and offering view and seeking feedback from experience through classroom practices. They also get engaged in identifying problems which may arise in future in the areas of School Education and devising solutions to pre-empt them. Small-scale research projects are also taken up by the faculty of the Institute funded by NCERT.


System of appraisals and approval:

Quality, quantity and budgetary matters of the research projects starting from their formulation to the final submission gets evaluated by various committees both at the Institute level as well as at the NCERT level. All the Programme Advisory committee(PAC) and Educational Research and Innovations Committee(ERIC) approved research projects get appraised first by the various department Heads with senior faculty members. After this these are appraised by the Research Committee under Dean, Research, Extension Education Department(DEE) of the Institute. These proposals are then appraised by various committees such as Institute Advisory Board, Management Committee etc. at the Institute level. Proposals approved by Chairpersons and the members of both the committees finally get appraised again by PAC at the NCERT level. Planning and Monitoring Division (PMD), NCERT act as a clearing house in respect to the respective academic programmes/ activities of all the constituents of NCERT and appraises and evaluates all PAC programmes at the PAC meetings. PMD issues guidelines from time to time for proper implementation of its various programmes. Budget allocation for the different PAC funded research projects are made by PMD. Its' proper utilization is also looked into by the PMD. Extension Education Department and the Accounts section of the Institute adhere to the guidelines to see that funds are properly utilized. Monthly reports to review the progress of the programmes are sent to PMD by the DEE. Mid-term progress of all the PAC programmes are made by the PMD from time to time. A Standing Committee of NCERT called Educational research and Innovations Committee (ERIC) acts as a catalyst to promote and support research in priority areas of school education. All research projects of ERIC, gets appraised and reviewed by ERIC from time to time. So far as small research projects are concerned, these proposals are

submitted by respective department heads to the Extension Education Department (DEE) of the Institute. After appraisal of the proposals by the research committee under the guidance of Dean Research, the proposals then are sent to the Division of Educational Research (DER), NCERT for appraisal and approval. Fund allocation accordingly is made by DER. Dean, Research and DEE at the Institute level along with the Accounts section follow the guidelines and norms to see that fund is properly utilized and quality is maintained.



Prof. Ritanjali Dash



Prof. Laxmidhar Behera



Principal

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GENDER POLICY



विद्यया ऽ मृतमश्नुते



एन सी ई आर टी
NCERT

REGIONAL INSTITUTE OF EDUCATION
(NATIONAL COUNCIL OF EDUCATIONAL RESEARCH AND TRAINING)
BHUBANESWAR, ODISHA - 751022

INTRODUCTION :

In alignment with Sustainable Development Goals, the Institute is continuously striving to provide gender equity landscape wherein all are valued and respected irrespective of their gender. Gender equity is regarded as fundamental to a more just and inclusive environment in the Institute. The institute continues to facilitate a number of gender responsive activities. This Policy places a special emphasis on promoting the wellbeing of girls and women, recognizing that they continue to suffer the deprivations in the society which is based on patriarchy. The institute has a transformative and empathetic approach of professional development which empowers all concerned people to work in an inclusive environment irrespective of their gender identity.

The Institute recognizes that gender norms and expectations have an impact on everyone. A specific focus on these individuals and populations is therefore necessary to advance their rights and wellbeing, and to achieve the broader vision of a more equitable world demanded by the Sustainable Development Goals. Gender equality is not only a fundamental human right, but a necessary foundation for a peaceful, prosperous, and sustainable institute.

2. GOAL :

The ultimate goal of the policy is to create a clear vision and framework to direct the transformation processes of creating procedures and practices that will ensure equal rights and opportunities for everyone in all areas and structures of the institute.

4. OBJECTIVES :

- a) To establish a workplace that respects gender diversity and gender sensitive
- b) To guarantee that all have equal access to participation and in decision-making process.
- c) To facilitate changes in community practice by breaking gender stereotyped roles.

- d) To develop strategies to combat prejudice and violence based on genders.
- e) Integrating a gender viewpoint throughout the overall development of the institute.
- f) To provide provision of a challenging learning environment this is socially and culturally supportive and physically comfortable for students of all gender.

5. COVERAGE OF THE POLICY:

The Gender Equity policy guides to the Regional Institute of Education in all its activities and functions including-

- a. Recruitment and Selection** -Gender sensitivity will be employed in all recruitment, to uphold the policy of equal representation. All recruitment literature and job advertisements published by the institute should reflect equal opportunities to all stakeholders, irrespective of their gender.
- b. Promotions and leaderships**- Efforts will be taken to sustain the principle of equal representation irrespective of their gender in promotion and chance for leadership.
- c. Staff development opportunities/Professional Development.** In selection of staff for professional development opportunities and training, there will be no gender based discrimination.
- d. Formation of committees**- In formation of any Committee, the representation of women to be encouraged.
- e. Leave** - CGS rules are strictly followed in sanctioning leaves.
- f. Admission process and enrollment** -No student will be denied admission on the ground of gender.
- g. Curriculum and Assessment**- Provision of a curriculum which, in content, language and methodology meets the educational needs of students of all genders
 - Acknowledges and respects positive cultural values and individual differences of genders.

- Provision of a curriculum which challenges unfair cultural practices and recognizes the contribution of all gender to society.
 - Encouragement in the development of the correct attitude, conduct and behavior in all students which focuses on social responsibility, empathy, and sensitiveness, equal and no abusive relationships.
 - Curriculum would be developed in such a way which makes all students to understand their rights to personal respect and safety.
 - Provision of learning skills and support facilities in the campus to ensure that the capabilities of all students are fully and equally realized.
 - Making effective changes and lasting improvements on the campus in which there is a high degree of awareness, understanding and acceptance of the educational needs of all students by involving all the stakeholders i.e., students, parents, faculty, support staff and the management.
 - In evaluating students, a policy of fair treatment of all students alike will be employed.
- h. Teacher-student relationship-** Student teacher relationship is completely professional; there no scope of personal biasness with respect to gender.
- i. Events and programs-** In organizing any event or programme, including meeting and conference, a gender sensitive approach will be undertaken and women staff and students will be given due respect and representation
- j. Research and Consultancy training-** Gender based research will be encouraged across the discipline.
- k. Facilities and resources-** Women specific infrastructure facilities will be provided on campuses. In creation of new development, renovation of existing infrastructure and other resources, women specific needs will be addressed
- l. Working environment-** The institute shall provide an enabling and professional work environment where all staffs enjoy and actively participate in work. The institute has taken efforts to review its organizational structure, functioning, problem in relation to gender

imbalances among staff and the work environment time to time and take definite steps to address the same.

- m. Grievances-** Mechanisms have to be evolved for the fully functional, Prevention and redressal of gender-based violence and discrimination, including sexual harassment.

6. REVIEW TIMELINES:

This policy will be reviewed on a regular basis in accordance with Government or UGC guidelines.

7. CONCLUSION:

The Constitution of India in its Articles 14, 15, 16 and 19 lays out in clear and unequivocal terms guarantees to the rights and freedoms of every citizen of India. That is the guiding beacon of every institution in the country. All national laws and regulations relating to gender, sexuality, rights and responsibilities form the spine of the various efforts made by the institution. In disseminating knowledge about them, and implementing them within its portals, the Institution in its 64 years of existence has responded to the changing needs of the society. Its vision, policies and actions are informed by a desire for a just society where all, irrespective of their identities, can thrive and grow.


Miss. Saraswati Maharana


Dr. Pushap Lata Negi


Dr. Dhanya Krishnan


Mrs. Vandana Sharma


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