

7.1.9 Institution has a prescribed Code of Conduct for students, teachers, administrators and other staff, and conducts periodic programmes to appraise adherence to the Code through the following ways

Supporting Documents

SL No.	Subject	Page No.
01	Code of Conduct is displayed on the institution's website	01
02	Students and teachers are oriented about the Code of Conduct	02
03	There is a committee to monitor adherence to the Code of Conduct	09
04	Professional ethics programmes for students, teachers, administrators and other staff are organized periodically	10



Regional Institute of Education

(National Council of Educational Research and Training)

Bhubaneswar -751022, Odisha

01. Code of Conduct is displayed on the institution's website

<https://riebbs.ac.in/images/documents/Code%20of%20Conduct.pdf>

02. Students and teachers are oriented about the Code of Conduct



**Orientation on Code of Conduct 2017-18
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Code of Conduct 2017-18
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Professional Ethics for Staff
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Professional Ethics for Staff
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Professional Ethics for Staff
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



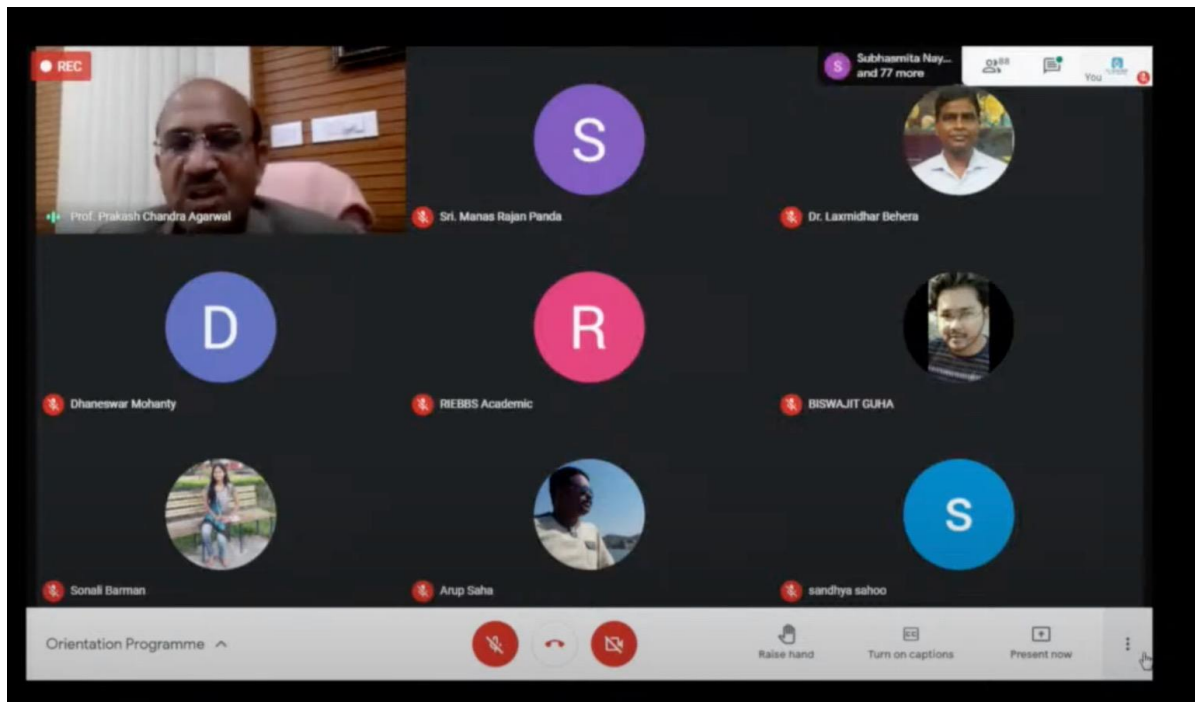
**Orientation on Professional Ethics for Staff
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Professional Ethics for Staff
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Code of Conduct 2022-23
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Code of Conduct 2020-21
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Code of Conduct 2021-22
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Code of Conduct 2020-21
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Code of Conduct 2022-23
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Code of Conduct 2021-22
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Code of Conduct 2021-22
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**



**Orientation on Code of Conduct 2022-23
REGIONAL INSTITUTE OF EDUCATION ,BHUBANESWAR**

03. There is a committee to monitor adherence to the Code of Conduct



REGIONAL INSTITUTE OF EDUCATION
BHUBANESWAR

No: 2807

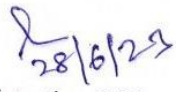
ORDER

Dated: 28.06.2023

As per suggestion of DVV, NAAC, a committee is constituted with the following officials of the Institute for monitoring the implementation of the Code of Conduct notified for the students, teachers and staff members.

- | | | | |
|----|------------------------|-----|-----------------|
| 1. | Principal | --- | Chairperson |
| 2. | Dean (I) | --- | Member |
| 3. | Chief Warden | --- | Member |
| 4. | I/c. Academic Section | --- | Member |
| 5. | Administrative Officer | --- | Member/Convener |

This issues with the approval of the Principal.


28/6/23
Administrative Officer

Copy :-

1. All Members of Committee.
2. PA (P) for kind information of Principal.
3. All HODs/Section In-charges/Headmaster, DMS for information.
4. Coordinator, IQAC, RIE, Bhubaneswar.
5. Office Copy.

**4. Professional ethics
programmes for students,
teachers, administrators and
other staff are organized
periodically**



Utkal University Bhubaneswar 751004, Odisha

7.1.10 Code of Conduct and Ethics

Code of Conduct and Professional Ethics, web links to other documents regarding regulations and guidelines in various activities in the university

Code of Conduct and Ethics

The code of conduct for all categories of employee and rules/regulations pertaining to the discipline of the students are fundamental part of statute/act of University. The Code of Conduct and Professional Ethics are stated in the University statute/act and information brochure for students. All are displayed in the University website and the relevant portions attached here for reference.

1. <https://utkaluniversity.ac.in/statute/>
2. <https://utkaluniversity.ac.in/act/>
3. <http://utkaluniversity.nic.in/eadmission/resources/admission/information-bulletin-2021-22.pdf>

The University follows the codes/guidelines of Odisha University Account Manual and Government of Odisha circulars issued time to time for all kinds financial matters like transactions, purchase etc.

Besides these the codes/guidelines for specific purposes, set by apex bodies (national and state level) such as U.G.C., State/Central Government and the university, are followed with respect to appointments and promotions of staff, admissions, examinations, award of degrees and certificates, governances and management, research, experimentation, sports etc. The University operates and implements its Code of Conduct through various authorities such as Executive Council, Academic Council, Finance Committee, Deans of Schools, Heads of the Departments, administrative heads and by constituting various related committees. Every student is required to submit undertaking at the time of admission into a programme, hostel and against ragging.

The University and each department conduct induction programmes every year to familiar the students about the University along with code of conduct to be followed during their stay in the University campus.

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CODE OF CONDUCT FOR EMPLOYEE OF UTKAL UNIVERSITY

PART-XII

CONDUCT OF UNIVERSITY EMPLOYEES AND MISCELLANEOUS CHAPTER-1

Conduct of Employees of the University

Obedience to superiors. 240. Every employee shall at all times maintain absolute integrity, decorum of conduct and devotion to duty.

241. No employee shall associate himself directly or indirectly with any privately managed educational institution without the prior permission of the Vice-Chancellor:

Provided that an employee may undertake honorary work of a social or charitable nature or work of a literary, artistic or scientific character subject to the condition that his normal duties do not thereby suffer, but he shall not undertake and shall discontinue such work if so directed by the competent authority.

Participation in election. 242. No employee shall offer himself as a candidate for election to the State Legislature or local authority or for holding office of any political organization. No employee shall be a member of or be otherwise associated with any political party or any organization which takes part in politics, nor shall he take part in aid of, or assist in any other manner any political movement or activity nor shall he canvass or otherwise interfere in or use his influence in connection with or seek or take part in an election to any legislative or local authority:

Provided that:-

- (i) the employees qualified to vote at such election may exercise their right to vote;
- (ii) the employees shall not be deemed to have contravened the provisions of this Statute by reason only that they assist in the conduct of an election in the due performance of a duty imposed on them by or under any law for the time being in force.

Strikes and Demonstrations 243. (1) No employee shall, with a view to ventilating his grievance whether such grievance is individual or general in character, or for any other reason take recourse to any strike (including hunger strike) from work. Whether such strike is partial or complete.

Explanation-"Strike" means a cessation of or dissociation from work by a person or a body of persons employed in any office acting singly or in combination or a concerted refusal or a refusal under a common understanding of any number of persons who are or have been so employed to continue to work or accept employment.

(2) No employee shall join any procession, demonstration or other form of agitation against any policy or action of the Government or the University which is likely to cause a breach of the public tranquility.

(3) No employee shall join the public to ventilate his grievances even if such grievances are common with the public in a manner in which it is

likely to cause a breach of the public tranquility.

Connection with Press/ Radio. 244. No employee shall publish or cause to be published, in his own name or anonymously or contribute to the press any matter which is likely to lead to academic indiscipline or promote defiance of authority of the University.

245. (1) No employee shall except with the previous sanction of the syndicate, own wholly or in part of conduct or participate in editing or managing any newspaper or other periodical publication.

(2) No employee shall, except with the previous sanction of the Vice-Chancellor or in the bonafide discharge of his duties participate in a radio broadcast or contribute any article or write any letter, either anonymously or in his own name or in the name of any other person to any newspaper or periodical :

Provided that no such sanction shall be required if such contribution to any newspaper or periodical is on a purely literary, artistic subject and of occasional character.

Criticism of Government 246. No. employee shall, in any radio broadcast or in any document, publish anonymously or in his own name, or in the name of any other person or in any communication to the Press, or in any public utterance, make any statement of fact or opinion-

- (i) which has resulted or is likely to result in an adverse criticism of any current or recent policy or action of the Government of Orissa or the Government of India or the Government of any other State; or
- (ii) which is capable of embarrassing the relationship between the Government of Orissa and the Government of India or the Government of any other State; or
- (iii) which is capable of embarrassing the relationship between the Government of India and the Government of any foreign State:

Provided that nothing in this Statute shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

247. The following acts of omission or commission shall be deemed to constitute misconduct which may entail disciplinary action, namely :-

- (i) Negligence or failure to perform duties such as, lectures, demonstrations, invigilation and other matters connected with the teaching and examination in the University.
- (ii) Furnishing false information regarding age, qualifications, including percentage of marks, and previous employment at the time of joining University or during the course of employment.
- (iii) Violation of the canons of intellectual honesty, such as misappropriation of writings, research and findings of others.
- (iv) Taking or giving bribes or illegal gratification to procure any benefit for himself or to give any benefit to any student or employee of the University /College.
- (v) Commission of any act which amounts to an offence involving moral turpitude.

- (vi) Theft, fraud or damage in relation to any property of the University.
- (vii) Tampering with official records.
- (viii) Absence without leave or overstaying sanctioned leave.
- (ix) Discrimination against any student on the grounds of caste, creed, sex, religion or parochialism. (x) Collection of money in the name of the University or any College without permission of the competent authority.
- (xi) Unauthorized occupation or subletting of University/college quarters.
- (xii) Engagement, directly or indirectly, in any trade or business/tuition or any employment without the permission of the University
- (xiii) Drunkenness, disorderly or indecent behavior in the premises of the University / college or outside such premises where such behavior is related to or connected with the employment.
- (xiv) Disobedience of any lawful order of the competent authorities.

Matters not covered in this chapter 248. All other matters relating to the conduct of employees not covered in this Chapter shall mutatis mutandis be governed by the provisions of the Orissa Government Servants' Conduct Rules, 1959 as amended from time to time.

CHAPTER-II

REGISTER OF DONORS, ETC

Register of Donors 249. The Registrar shall maintain, under the direction of "the Syndicate, a register showing the names and addresses and other particulars, if any, of every person who has given an endowment in lump sum or two or more installments of a sum not less than rupees one lakh.

University Gazette 250. (1) The University may publish a Gazette to be brought out once every month or at such regular intervals as may be decided by the Syndicate wherein shall be published important orders, notices and notifications of the University for general information.

(2) The following notices, orders, notifications etc. may be published in the Gazette namely :-

- (i) Appointment, confirmation and superannuation of teachers;
- (ii) Notices inviting applications from candidates for various University Examination.
- (iii) Calendar of University Examinations;
- (iv) Detailed programmes of Examinations;
- (v) Notices inviting applications from candidates for admission to different courses in the University;
- (vi) Regulations and amendments to Regulations made by the Academic Council;
- (vii) Notices inviting applications from candidates for registration as University Post-graduate Teachers, College Teachers, Graduates and University Non-teaching employees;
- (viii) Notification calling for election and nominations to fill up vacancies in the Senate;

CODE OF CONDUCT FOR STUDENTS OF UTKAL UNIVERSITY

CHAPTER I

General Discipline and Residential Arrangements for Students

149. In this chapter, unless the context otherwise requires-

(a) "Hostel" means a place of residence of students of the University, whether as students of a college admitted to the privileges of the University or as students studying for any Degrees, Diploma or Certificate awarded by the University maintained or recognized by the University.

(b) "Approved Lodgings" means lodgings periodically inspected by the principal of the college or any other person authorized by the principal in this behalf and included in the Register of lodgings maintained by the college and approved by the Syndicate.

(c) "Superintendent of Hostels" means a teacher kept in charge of administration of hostels and appointed as such by the Vice-Chancellor in respect of University Post-Graduate Hostels and by the Principals in respect of College Hostel.

(d) "Warden of Post-Graduate Hostel" means a teacher of Post-Graduate Department of a University assigned the work of administration of all Post-Graduate Hostels of a University and appointed as such by the Vice-Chancellor.

General Discipline

General
Discipline

150. (1) A student admitted to any course in a Post-Graduate Department of the University or a constituent college of the University shall be under the direct disciplinary control of the Head of the Department and general administrative control of the Chairman, Post-Graduate Council. An undertaking shall be given by the student at the time of his admission of the course that he agrees to abide by the rules of Post-Graduate Departments or of the constituent college of the University, as the case may be, and if admitted to a hostel, by the rules of the Hostel and that he shall withdraw himself from the University Post-Graduate Departments or constituent college and/or the Hostel should the appropriate authority decide that such withdrawal is necessary in the interest of the institution.

(2) It shall be competent for the Syndicate to make, from time to time rules controlling the discipline of the students in the Post-Graduate Departments and constituent college of the University.

Punishments.

151. The following punishments may for good and sufficient reasons be imposed on a student of a Post-Graduate Department or a constituent college of the University after giving-reasonable opportunity of hearing namely-

- (i) Fine;
- (ii) Detention in a class;
- (iii) Rustication;
- (iv) Expulsion;

Provided that where the punishment to be imposed is expulsion from the Post-Graduate Departments or a constituent college of the University, the disciplinary authority shall make a report to be Syndicate who shall have power to rescind or modify the said punishment.

- Disciplinary Authorities. 152. (1) The Vice-Chancellor may impose any of the punishment specified in Statute 151.
- (2) Without prejudice to the provisions of sub-statute (1) above-
- (i) And of the punishments specified in items (i) and (ii) of Statute 151 above may also be imposed by-
- (a) The Chairman, Post-Graduate Council in Respect of students of all Post-Graduate Duarte Departments of the University.
- (b) The Heads of Post-Graduate Departments in respect of the students of their Department: and
- (c) The Principal of the constituent college in respect of the students and boarder of the college.
- (ii) The punishment of fine may also be imposed on boards of Hostels by-
- (a) The warden of Post-Graduate Hostels in respect of boards of Post-Graduate Hostels;
- (b) The superintendents of the Post-Graduate Hostels in respect of boards of their Hostel.
- (3) No punishment may be imposed on a student in accordance with the provisions contained in sub-statutes (1) and (2) above without giving him an opportunity to state his position in defense and without being heard in person.
- (4) Any students on whom a punishment is imposed under sub-statutes (2) may make an appeal to the Vice-Chancellor against the order of punishment whose decision thereon shall be final.
- (5) In a case where the punishment is imposed by the Vice-Chancellor, the student may make an appeal to the Syndicate against such order of punishment whose decision thereon shall be final.

7. POST-GRADUATE HOSTELS

At present, there are twelve hostels inside the campus, six for gents and six for ladies.

1. GENERAL INFORMATION ON HOSTEL ADMISSION

The following rules are applicable for admission to the hostels:

- (a) Hostel seat shall not be claimed as a matter of right as limited seats are available for students at different hostels.
- (b) Hostels seats will be provided on merit-cum-distance basis as per quota fixed for different departments.
- (c) Quota for each Department will be fixed taking into account the number of hostel seats available and students strength of the Department for ladies and gents students separately.
- (d) The Warden, depending on the vacancies, will allot hostel seats to each P.G. Department as per rules.
- (e) No individual reservation will be entertained at the time of room allotment as all vacant rooms will be allotted on the basis of lottery by the respective Superintendents.
- (f) The Heads of the P.G. Departments are to send lists with names in order of priority for admission in the hostels as per the guidelines and rules framed by Post-Graduate Council.
- (g) The selected students shall have to submit the Xerox copy of Aadhar Card and an undertaking in the format given in the hostel admission form at the time of hostel admission. The students are to be accompanied either by parents/ bonafide local guardian during the time of hostel admission.
- (h) Boarders are required to update their own as well as contact numbers of their parents/ local guardian contact number regularly.
- (i) All hostel dues are payable at the time of admission as per Information Bulletin.

1.1 HOSTEL ADMISSION FOR INTEGRATED/ SPONSORED COURSE STUDENTS

- a) Students of integrated / Self financing course cannot claim admission in any of the P.G. Hostels. Normally they will be allotted hostel seats in Gents hostel VI / Ladies hostel V. Seats may be allotted to students of Self financing P.G. courses in P.G. Hostels subject to availability.
- b) Integrated Law students are not allowed to take admission in the Hostels inside the campus.
- c) No hostel seat shall be provided to the students of the constituent Colleges and Distance Education system.

1.2 GENERAL INFORMATION ON HOSTEL PAYMENT

- (a) All hostel dues are payable at the time of admission / re-admission at the respective office of hostels for a period of one academic year. Additional charges, if any, incurred during stay must be paid at the time of taking clearance from the hostel.
- (b) All types of financial transactions shall be made in the form of Bankers Cheque / Bank Draft in favour of the Superintendent (all hostel dues) and Asst. Superintendent (For mess establishment, mess caution money and mess advance).
- (c) Once the admission is taken in the hostels, no fee will be returned except the caution money.

1.3 IMPORTANT HOSTEL RULES

- (a) During the study hours (7 P.M. to 9 P.M.) boarders are expected to be in their rooms. Gates of Ladies Hostel shall be closed at 7.00 P.M. and Gents Hostel by 10 P.M. During any special celebrations such as Odisha Divas, Departments Annual Day, Seminar, Nuakhal Bhetghat, Ambedkar's Day etc., the ladies hostel will remain open up to 8.30 P.M. The organizer of concerned programme is responsible for late entry in the hostels.
- (b) Boarders should obtain the prior permission from the Warden by applying through the concerned Superintendents before joining any non-academic association/ society outside the University Campus.
- (c) Holding of meetings or circulation of notices and other papers in the hostels shall be done only with the prior permission of the Superintendent.

- (d) The management of the hostels rests with the concerned Superintendent. Only one fresher Day / Annual Day is to be celebrated inside the premise of the concerned hostel.
- (e) Boarder Certificates will be issued by Superintendents, if necessary, subject to clearance of all outstanding dues by the boarders.
- (f) The working hours of the hostel offices will be between 7.00 P.M. to 09.00 P.M. during April-October and between 6.30 P.M. to 8.30 P.M. during November- March unless otherwise notified by the Superintendent.
- (h) Students may be fined, reprimanded and even expelled from the hostel for misconduct after giving prior warning to the boarders and their parents. Advisor students union, DSW, Warden and the Chairman, P.G. Council for necessary action.
- (i) In case of loss of Identity card the duplicates will issued by the Superintendent on payment of Rs. 50/-.
- (j) Vehicles of boarders are not allowed inside the hostel campus. It is the sole responsibility of the boarders to keep their vehicles, bicycles, mobiles, laptop, desktop, ornaments, watches, wallet and any other personal belongings in their safe custody. The hostel authorities will not be held responsible for the loss / damage of any personal property.
- (k) Boarders are required to vacate the hostels during Summer Vacation.
- (l) No interchange of hostel shall be allowed after admission is over.
- (m) Once the admission is taken in the respective hostels, no fee will be returned except caution money.
- (n) The Superintendent shall maintain a confidential conduct register in which names of the boarders will be entered. No financial help / assistance can be given to the boarders from the hostel fund towards the medical purpose.
- (o) In case of medical emergency the parents must be informed duly by the concerned Superintendent / Asst Superintendent as per the office Admission record. The case will be referred to the Resident Doctor of the University before going to any other outside hospital.
- (p) During hostel admission all the boarders of Ladies / Gents Hostel must produce the address and consent of a bonafide local guardian who is to be contacted at the time of emergency related to their wards in the Hostel. Time to time they need to inform their changed mobile Nos. as well as address. Adhar Cards/Identity Cards of local guardians are essential.
- (q) Hostels will remain closed in all vacations. After Summer Vacation / Puja vacation hostel will be re-opened one day before reopening of the Department.
- (r) After completion of final Semester examinations, the boarders of the Hostels are required to vacate the hostels, take their clearance from the concerned Hostel Superintendent, and submit it to the their concerned Heads of the department without which the results will be withheld.
- (s) No boarder is allowed to go outside for any academic and non academic activities such as (attending coaching, Tuition, recording at studios and any other ceremonial activities) after hostel closing time.
- (t) Students having chronic diseases or illness are not allowed to take admission in the hostel. If any such report is traced his / her hostel during the course of stay after admission seat is fortified.

1.4 IMPORTANT RULES OF BREACH OF DISCIPLINE

- I. Absence from the hostel without permission.
- II. Misbehavior towards authorities, employees and the mess of the hostel.
- III. Tampering with or damage of electrical fittings.
- IV. Use of heaters or other electrical appliances.
- V. Cooking inside rooms.
- VI. Taking meals in the hostel mess without payment.
- VII. Singing, or playing on musical instruments or listening to wireless sets during study hours, disturbing others.
- VIII. Writing on, or (in any other way) doors and windows of the buildings disfiguring or damaging walls.

- ix. Holding of any meeting in the hostel except with the approval of the Superintendent.
- x. Taking alcoholic drinks / or other intoxicants and drugs inside the hostel or staying in the hostel in an intoxicated and drugged condition.
- xi. Shouting and otherwise creating disturbances.
- xii. Misconduct of any other kind.
- xiii. Unauthorized removal of hostel properties, i.e., furniture, lights, etc. to their rooms.
- xiv. Damage of hostel properties in any manners.
- xv. Allowing guests to stay in the room without obtaining prior written permission of the Superintendent. The guests can stay in the hostel for a maximum period of six days in a month on payment of Rs. 30/- per day.
- xvi. Subletting rooms to others.
- xvii. Allowing friends and others to use one's room in his/her absence.
- xviii. Entry of lady guests/ visitors into the gent's hostel is strictly prohibited.

1.5 RULES ABOUT HOSTEL MESS

- I. All hostels have mess of their own where dining is compulsory for boarders as per the norms.
- II. Use of heaters and other electric appliances are not permitted inside the hostel. If reported disciplinary proceedings (include fine) will be initiated.
- III. No individual choice shall be entertained relating to menu of food except for academic assignments.
- IV. Boarders who will remain absent from hostels for departmental study tour/ project work / Seminars/ workshops. Annual Day/ other Department celebrations have to take prior permission from the superintendent by producing a certificate from the concerned Head. During these period of absence mess rebate will be given by the Superintendent / Asst. Superintendent of the concerned hostel.
- v. The mess is to be run by a mess committee under the supervision & control of the Superintendent. The day-to-day management of the mess will be looked after by the Asst. Superintendent, 5 representatives of the students & 2 nominees of the superintendent.
- vi. All the mess dues of the previous month are to be paid by the 7th of current month failing which their meals will be stopped forth with. Late payment of dues after 7th will be charged at Rs. 5/- per day.

1.6 FEE STRUCTURE FOR P.G. HOSTELS (GH-I,II,III,IV, LH-I, LH-II, LH-III, LH-VII)

Sl. No	Category	Seat Rent	Electricity	Water	Total
1	a) Single Occupancy	Rs. 240 PA	Rs. 600 PA	Rs. 240 PA	Rs. 1080
	b) Joint Occupancy	Rs. 120 PA	Rs. 360 PA	Rs. 240 PA	Rs. 720
2	a) Admission Fee				Rs. 200
	b) Establishment Charges	I) Single Occupancy PA			Rs. 600
		II) Joint Occupancy PA			Rs. 550
3	Hostel Development Fee	ANNUAL			Rs. 600
4	Identity Card Charges	2 YEARS			Rs. 40
5	Common Room Fee	ANNUAL			Rs. 120
6	Newspaper and Magazine fee	ANNUAL			Rs. 60
7	Hostel Caution Money (Refundable after deduction of general breakage- Rs 50)	ANNUAL			Rs. 200
8	Miscellaneous	ANNUAL			Rs. 500
					Rs. 4670
	MESS				

PART –IX
EXAMINERS, CONDUCT OF EXAMINATIONS AND FEES
CHAPTER I
Examiners

- Examiners how appointed. 202. Examiner ship cannot be claimed as a matter of right. Subject to the provisions of the Act and these Statutes all appointments of examiners shall be made by the Syndicate which shall have the power to cancel or terminate any appointment as examiner made in accordance with these Statutes without assigning any reasons thereof, at any time as and when necessary.
- Classes of Examiners. 203. Examiners may be of any of the following three classes, namely:-
a) Examiners to be designated as question paper Setters who will set the question papers required for the Examinations of the University.
b) Chief, Additional, and Assistant Examiners to value the answer papers, dissertations, thesis etc., or conduct vive voce and practical examinations and shall include special Examiners appointed for special papers and/or special occasions;
c) Examiners to be designated as conducting examiners.
- Questions paper setters. 204. (1) As far as may be possible Question paper Setters shall be appointed from such teachers and other competent person as are unconnected with the teaching and instruction work in the Post-Graduate departments of the University or in colleges admitted to the privileges of or affiliated to the University:

Provided, however, that teacher of the affiliated colleges and the Post-Graduate Departments of the University may be appointed to prepare questions to be included in the Question Bank, if any, set up by the University:

(2) 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 does not exceed an aggregate of three years in respect of any end examination.

(3) Question paper Setters 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. Question paper Setter for Post-Graduate examinations shall be selected from institutions of higher research/deem Universities/Universities or colleges affiliated to such Universities outside the State.
- Chief, Additional, special and Assistant Examiners. 205. (1) Chief, Additional, Special and Assistant Examiner from within the University and its affiliated colleges shall be selected from among the register University teachers/registered college teachers with a minimum experience of three years in respect of under-Graduate examinations and five years in respect of post-Graduate examinations. The appointment in each case shall be for one year subject to renewal for further periods of one

year each time provided that the total period of appointment does not exceed three consecutive years in respect of any one examination. Assistant Examiners shall function under the general supervision and guidance of the Chief Examiners.

(2) It shall be the duty of the Registrar or of any other officer authorized in this behalf to maintain an up-to-date list of all registered college teachers and all registered University teachers. The list shall be arranged in order of subjects and shall be compiled from the registration documents and/or returns submitted by the colleges/post-graduate departments of the University setting forth the following, namely:-

- (i) The name of the teacher;
- (ii) Registration number as college teacher/University teacher;
- (iii) The college and post-graduate department of the University in which he is employed;
- (iv) His age;
- (v) Specialization;
- (vi) Qualifications, with class and date of same;
- (vii) Present grade and date of appointment to it;
- (viii) The class or subject which he teaches;
- (ix) The number of teaching experience in a college/University; and
- (x) Previous appointment, if any, as examiner with particulars of year and nature of appointment.

(3) The Controller of Examinations shall maintain an up-to-date list of suitable teachers from outside the University including teachers from institutions of higher learning and research and deemed Universities. This shall be a comprehensive list maintained subject-wise so as to afford a wide choice of teachers for appointment as examiners in all the examinations.

Principles
Governing
appointment
of
examiners.

206. (1) At least half the number of Chief, Additional, Special and Assistant Examiners for the hours theory papers of under-graduate examinations shall be selected from post-graduate or college teachers of outside the University.

(2) At least half the number of Chief, Additional, Special and Assistant Examiners for the post-graduate theory papers shall be selected from University teachers or college teachers outside the State and as regards the remaining theory papers, the examiners may be selected from within as well as outside the concerned University.

(3) The Principle of single Examiner ship shall be followed in respect of theory papers of all University examinations.

(4) In case of practical and *vive voce* examinations, the principle of having one internal examiner and one external examiner shall be followed;

Provided, however, that in case of honors and post-graduate examinations, at least half the number of external examiners shall be from outside the University.

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

(6) In case of examinations which are held twice a year, examiners, appointed for the first examination shall as far as possible be reappointed in the second examination of that year.

(7) Where there is more than one Professor in a post-graduate department of a college or a post-graduate department of the University, the

Professors shall be appointed as examiners on rotation basis;

(8) Tutors and demonstrators without possessing the qualifications prescribed for a lecturer shall not be appointed as examiners,

(9) No person shall ordinarily be appointed as examiner in more than one theory paper in one examination.

Conducting
Examiners.

207. There shall be a Board of Conducting Examiners in each subject of each examination consisting of three examiners (other than Assistant Examiner) appointed to ensure proper conduct of the Examinations and for forwarding the results to the Controller of Examinations for approval and publication by the Syndicate. The following shall be the duties of the Board of Conducting Examiners, namely:-

- (i) To lay down the standard of valuation required in the subject/paper period to the start of the valuation of papers after considering representations, if any, received from candidates regarding the question paper;
- (ii) To value answer papers, dissertations, these, etc., relating to their subject or branch of subjects, as the case may be;
- (iii) To supervise the work of Chief, Additional, Special and Assistant Examiners connected therewith;
- (iv) To set the papers for the Practical examinations in such subjects and papers wherever necessary;
- (v) To make a report on the works of all examiners;
- (vi) To make a report on the performance of the candidates;
- (vii) To make a report on the cases of unfair means adopted by candidates specifically on the extent of use of unauthorized or incriminating materials recovered from them;
- (viii) To pass results of the examination concerned; and
- (ix) To perform such other duties, as may be assigned to them by the Syndicate or Vice-Chancellor.

Preparation
of lists of
Examiners.

208. (1) To facilitate the selection of suitable examiners the Controller of Examinations 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 teachers and registered University teachers.

(2) The list of registered college and University teachers compiled by the Registrar under sub-statute (2) of Statute 205 as well as the lists prepared by the Controller of Examinations under sub-statute (3) of Statute 205 and sub-statute (1) above 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.

(3) The Controller of Examinations 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 of Examiner does not exceed the total period prescribed under these Statutes;
- (ii) No teacher has incurred any disqualification under Statutes 202;
- (iii) The teacher is not subjected to an investigation or prosecution in a case under the Orissa Conduct of Examinations Act, 1988 within the knowledge of the Controller of Examinations.

Examination Committee. 209. (1) There shall be an Examination Committee which shall perform the following functions, namely:-

- (i) To recommend to the Syndicate, names of suitable persons for appointment as Examiners;
 - (ii) To consider the reports of the Centre Superintendents of Examination Centres and Supervisors of Valuation Centres and Observers deputed to Examination Centres and make recommendations thereon to the Syndicate;
 - (iii) To consider the reports of Boards of Conducting Examiners on the work of Chief, Additional, Special and Assistant Examiners;
 - (iv) To consider all cases of unfair practices in examinations and make suitable recommendations to the Syndicate;
 - (v) To perform such other functions related to examinations as may be assigned to them by the Syndicate and the Vice-Chancellor.
- (2) The following shall be the composition of the Examination Committee, namely:-
- a) The Vice-Chancellor;
 - b) Two members of the Syndicate from among those specified in clause (c), (d), (e), (f), (g) and (h) of sub-section (1) of section 10 of the Act to be nominated by the Vice-Chancellor for a term of not more than one year or for a particular examination to examination basis;
 - c) The Controller of Examinations shall be the Secretary of the Committee.

Any two of the three members shall form the quorum of the Committee.

(3) The Vice-Chancellor shall, when present, preside at all meetings of the Committee and in his absence one of the two Syndicate members as agreed between them shall preside at such meeting.

(4) Ordinarily the committee shall meet at least twice a year. The first meeting shall be covered in the first week of January each year at which the committee will consider the list of Question paper Setters, Examiner, etc., prepared by the Boards of Studies and vetted by the Controller of Examinations.

(5) After due scrutiny of the list, the committee may recommend the list to the Syndicate with or without modifications provided, however that there shall be a choice of three names to be considered for the appointment of every Question Paper Setter and Examiner in respect of all the papers of all the examinations.

Power of
Syndicate.

210. (1) The list of examiners vested by the Committee shall be placed before the Syndicate for ratification and approval. Thereafter it shall be competent for the Vice-Chancellor to appoint specific examiners for specific papers from out of the said list;

Provide that in urgent cases it shall be competent for the Vice-Chancellor to appoint the examiners outside the panel approved by the Syndicate.

(2) It shall be competent for the Syndicate to frame from time to time such rules and issue such directions and instructions as it may deem fit for the guidance of all Question Paper Setters, Examiners and Boards of Examiners appointed under the provisions of these Statutes and such directions and instructions issued in all matters relating to the conduct of examinations shall be final.

CHAPTER II

Conduct of Examinations

Place where
examination
held.

211. (1) all examinations shall be held at such places as the Syndicate may decide from time to time. It shall be the responsibility of the affiliated colleges to make all arrangements for conducting the University examination in respect of the candidates both send up by the colleges for appearing in the University examinations and those order by the Syndicate to take the examination at that college centre. The centre Superintendent and invigilators for the University examinations should be provided by the concerned affiliated colleges ordinarily 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.

(2) A list of centres at which examinations will be held during the academic year shall be published in the Gazette annually well before the dates of the examinations;

Provided that the Syndicate may withdraw any centre from the said list or add any new center to it;

Provided further that Syndicate may in its discretion direct any examinee or group of examinees to appear at any centre which the University may decide without assigning any reason.

(3) At all examination centres question papers shall be given out to all candidates for the same examination on the same date and at same hour except for practical and oral examinations.

(4) The different University examinations shall commence according to the Schedule of these Statutes. Keeping within this Schedule, the Controller of Examinations shall prepare a calendar of examinations specifying the actual date of the commencement of the examination as well as a detailed time table for each individual examination as provided under clauses (a) and (c) of sub-statute (1) of Statute 14. Should any day indicated

in the calendar of the examinations of detailed programme of examinations happen to be a holiday, the examinations scheduled for that day shall take place on the following working day. Examinations not listed in the Schedule and such other examinations as may be decided upon by the University from time to time may commence on such dates as may be fixed by the Syndicate or under the appropriate Regulations of the University.

Provided that it shall be competent for the Syndicate not to hold any such examination for which the minimum number of candidates, if any, fixed by it for holding examination has not been registered;

Provided further that such restriction shall not apply in respect of the candidates appearing through any affiliated or constituent college or a teaching department of the University.

(5) The Chancellor may alter the Schedule in respect of any or all examinations in the event of extensive disturbance or calamities.

(6) Ordinarily the results shall be published within two months from the date of completion of the Examination;

Provided that for special reasons the Syndicate may relax this provision;

Provided further that the Syndicate may alter or cancel the results within a period of three months of the publication for reasons to be recorded.

(7) Results withheld no account of the defaults of candidates in furnishing Migration Certificates, Registration Numbers, or other relevant documents or particulars within the time allotted for the purpose are liable to be cancelled after a period of two years from the completion of the examination.

Standard
question
Papers.

212. (1) The question papers set in any subject shall be such as a candidate of decide ability well prepared in the subject can reasonably be expected to answer within the time allotted.

Questions
not to affect
religious
belief or
political
Views.

(2) No question shall be put at any examination of the University calling for declaration of religious belief, or political views on the part of the candidate and no answer given by any candidate shall be objected to on the ground of its giving expression to any particular form of religious belief, or profession, or political views.

Question
Papers to be
in English
unless
otherwise
stated.

(3) All examinations, except practical and vive-voice 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;

Provided that papers in Modern Indian Languages shall be set and answered in the respective languages and papers in classical languages shall be set in respective classical languages and shall be answered in the

classical or Modern Indian Languages or in both, as offered by the candidate:

Provided further that candidate for B.A., B.Sc. and B.Com. examinations may be permitted to answer all papers other than English in Oriya language.

Boards of
Question
paper
setters.

213. (1) The Vice-Chancellor may constitute Boards of Question paper-setters for each subject (or group of subjects) for all the examinations. The Board shall ordinarily consist of three Examiners who have set questions for the paper in that subject or group of subjects of whom one shall be the Chairman.

(2) It shall be the duty of the Board to scrutinize the question papers and if necessary, to moderate them so as to make sure that the questions as well as the distribution of marks conform to the norms and the pattern prescribed by the University Grants Commission and/or the University for such examinations and are within the course of studies and the syllabus.

(3) The Board shall also set question papers in the subject (or group of subjects) if so required by the Vice-Chancellor.

Unfair
Means in
examination

214. (1) All instances of unfair means in examinations whether reported by the Centre Superintendents/ Invigilators/ Supervisors/ Observers/ Examiners or otherwise shall be placed before the appropriate Board of conducting Examiners by the Controller of Examinations as soon as practicable but preferably before the results of the relevant examination are passed for publication. The Board of conducting Examiners shall consider the reports and other materials, if any, and make a report of the scope and extent of the unfair means resorted to and specifically whether use has been made of unauthorized or incriminating material referred to in the reports or produced before the Board.

(2) In case the Board is satisfied that there is *prima facie* evidence of resort to unfair means in the examination, the Controller of Examinations shall forthwith issue notices to the candidate concerned precisely specifying the nature of the charge and calling upon the candidate to furnish his written reply to the charges within a period of twenty one clear days. The notice shall also inform the candidate that he shall have the right to a personal hearing on a specified date which shall be after the last date for receipt of the written reply from the candidate.

(3) The written reply of the candidate along with the report of the Board of Conducting Examiners and other reports and material pertaining to the matter shall be placed before the Examination Committee.

(4) The Committee shall give a personal hearing to the candidate as indicated in the notice issued to the candidate by the Controller of Examinations and shall also consider the report of Board of conducting Examiners, and other reports and material relevant to the case, if any:

Provided, however, that in case no reply has been received from the

candidate within the stipulated time and/or in the event the candidate failing to appear before the Committee at the appointed time, the Committee shall be competent to consider the other reports and other relevant material placed before them by the Controller of Examinations.

(5) If the Committee comes to the conclusion that there has been resort to unfair means, the Committee may recommend to the Syndicate that any of the following penalties may be imposed on the candidate commensurate with the gravity of the unfair means resorted to by him, namely:-

- | | |
|--|--|
| (i) For writing the roll number or leaving any identification mark anywhere in the answer script except in the place provided for the purpose- | Cancellation of the result of the Examination. |
| (ii) For possession (but not use) of unauthorized or incriminating materials | Cancellation of the result of that examination; |
| (iii) For misbehavior with the Centre Superintendent/Invigilators/Supervisors/others connected with the conduct of the examination- | Cancellation of the result of that examination; |
| (iv) For use of unauthorized or incriminating material- | Cancellation of the result of that examination and debaring the candidate from appearing at the next examination; |
| (v) For use of unauthorized or incriminating material combined with misbehavior with the Centre Superintendent/Invigilators/Observers/Supervisors or others connected with the conduct of the examination- | Cancellation of the result of that examination and debaring the candidate from appearing at the next two examinations. |

(6) The Syndicate may consider the recommendations of the Examination Committee and decide on the penalties to be imposed. All such order imposing penalties shall be published in the University Notice Board and the Gazette.

215. (1) A certificate signed by the Registrar shall be given to each successful candidate at any examination other than an examination for a degree. The certificate shall set forth the date of the examination, the subjects in which the candidate was examined, the class or division in which he was placed and the subject, if any, in which he gained distinction in accordance with the Regulations.

candidate within the stipulated time and/or in the event the candidate failing to appear before the Committee at the appointed time, the Committee shall be competent to consider the other reports and other relevant material placed before them by the Controller of Examinations.

(5) If the Committee comes to the conclusion that there has been resort to unfair means, the Committee may recommend to the Syndicate that any of the following penalties may be imposed on the candidate commensurate with the gravity of the unfair means resorted to by him, namely:-

- | | |
|--|---|
| (i) For writing the roll number or leaving any identification mark anywhere in the answer script except in the place provided for the purpose- | Cancellation of the result of the Examination. |
| (ii) For possession (but not use) of unauthorized or incriminating materials | Cancellation of the result of that examination; |
| (iii) For misbehavior with the Centre Superintendent/Invigilators/Supervisors/others connected with the conduct of the examination- | Cancellation of the result of that examination; |
| (iv) For use of unauthorized or incriminating material- | Cancellation of the result of that examination and debarring the candidate from appearing at the next examination; |
| (v) For use of unauthorized or incriminating material combined with misbehavior with the Centre Superintendent/Invigilators/Observers/Supervisors or others connected with the conduct of the examination- | Cancellation of the result of that examination and debarring the candidate from appearing at the next two examinations. |

(6) The Syndicate may consider the recommendations of the Examination Committee and decide on the penalties to be imposed. All such order imposing penalties shall be published in the University Notice Board and the Gazette.

Pass
certificates.

215. (1) A certificate signed by the Registrar shall be given to each successful candidate at any examination other than an examination for a degree. The certificate shall set forth the date of the examination, the subjects in which the candidate was examined, the class or division in which he was placed and the subject, if any, in which he gained distinction in accordance with the Regulations.

Diplomas

(2) A diploma, under the seal of the University, and signed by the Vice-Chancellor shall be presented to each successful candidate at an examination for a degree. The diploma shall set forth the date of the examination, the subjects in which the candidate was examined, the class in which he was placed and the subjects, if any, in which he gained distinction in accordance with the Regulations.

(3) Pending issue of certificates and Diplomas as provided in sub-statutes (1) and (2) above, the University may issue provisional Certificates:

Provided, however, that the Syndicate may alter or cancel such Provisional Certificates for reasons to be recorded.

CHAPTER III

Examination Fees and other Fees

216. (1) The Syndicate shall prescribe the fees for recognition of examinations, for registration and migration of students, for admission of colleges to the privileges of the University, for various examinations and for other purposes connected with examinations and other affairs of the University with the approval of the Chancellor.

(2) the fees shall not be changed more frequently than once in three years, provided, however, that the University may recover the actual postal expenses involved in mailing certificates, Mark lists, Diplomas and other documents from the recipients of such documents in addition to the fees;

(3) The existing fees shall continue till they are revised with the approval of the Chancellor.

**UNDERTAKING GIVEN BY THE STUDENT AT THE TIME OF ADMISSION INTO
A PROGRAMME AND HOSTEL**

Annexure 1



**CENTRAL OFFICE
POST-GRADUATE DEPARTMENTS
UTKAL UNIVERSITY VANI VIHAR,
BHUBANESWAR-751004**

FORM OF UNDERTAKING TO BE GIVEN BY THE STUDENT

I do agree to abide by the rules of the Post-Graduate Departments of the University and if admitted to a Hostel abide by rules of the Hostel and that I shall withdraw myself from the University Post-Graduate Department or Hostel should the appropriate authority decide that such withdrawal is necessary in the interest of the University.

Date.....

Signature of the Applicant (In full)

Department.....

Signature of Natural or Legal Guardian (In Full)

Address:
.....
.....

ANNEXURE 2

FORMAT OF AFFIDAVIT FOR POST GRADUATE COURSE

I.....

Aged Son/Daughter/Ward of

..... House/Plot No..... Village.....

P.S..... PO.....

District..... PIN.....ODISHA

do hereby solemnly affirm/made oath and state as follows

1. That prior to the Academic Session 2017-18 of Utkal University, I have not been admitted in to any Post Graduate Course or Professional Post Graduate Course either under Utkal University or under any other recognized Universities.
2. That I have read carefully the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009, (hereinafter called the "Regulations") and have fully understood the provisions contained in the said Regulations.
3. That I have, in particular, perused clause 3 of the Regulations and I am aware as to what constitutes ragging.
4. That I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
5. That I hereby solemnly aver and undertake that
 - a) I will not indulge in any behaviour or act that may be constituted as ragging under clause 3 of the Regulations.
 - b) I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
6. That I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1. of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
7. That I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of committing, or abetting or being part of a conspiracy to promote, ragging.
8. That I hereby affirm that, I will not indulge in any behaviour or act that may be constituted as "Sexual Harassment" as per the directives of the Hon'ble Supreme Court of India and will not

participate in or abet or propagate through any act of commission or omission that may be constituted as "Sexual Harassment".

9. That I hereby declare that I have not been expelled or debarred from admission in any institution in the country on account of being found guilty of committing or abetting or being part of a conspiracy to promote, "Sexual Harassment".
10. That I aver that if admitted in to any Hostels of the Utkal University I shall not accommodate any unauthorized person in my room and shall not allow any person to use my occupancy rights in any manner without written permission of the concerned Hostel Superintendent.
11. That I hereby affirm that neither I have been convicted by any Criminal Court nor there any criminal case pending against my name in any Police Station or Court.
12. That I further affirm and aware that in case any one of the above declaration is found to be untrue and false, the Appropriate authorities reserve the right to cancel my admission into the Course or Hostel as the case may be.

Declared this _____ day of _____ month of _____ year.

Signature of deponent

Name.....

VERIFICATION

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Verified at -----(place) on this the -----(day) of June 2017.

Signature of deponent

Solemnly affirmed and signed in my presence identified by.....
..... Advocate on this the (day) of June 2017
after reading the contents of this affidavit.

SEAL

Notary/Magistrate/Oath Commissioner



UTKAL UNIVERSITY

VANI VIHAR, BHUBANESWAR-751004

FORM OF UNDERTAKING AGAINST RAGGING

I, Shri/Smt..... Son/Daughter of
Shri/Smt.....
Vill./P.O..... P.S.....
District..... a student of course in the Department of
.....

Utkal University do hereby undertake that I shall not resort to any kind of ragging activities or any other acts of misbehaviour inn the Department/Hostel premises/Campus of the University or outside. In case it is found that I am involved in such activities, I shall accept any punishment; even to the extent of rustication; as to be decided by the University authorities, as per the decision of the Honourable Supreme Court.

I agree.

Signature of the Applicant with date

Signature of Parent/Guardian with date

**PROFESSIONAL ETHICS PROGRAMMES FOR STUDENTS, TEACHERS,
ADMINISTRATORS AND OTHER STAFF**

Ethics in Curricula: Ethics is part of curricula of several post graduate subjects to nurture ethical values in the student life.

Professional Ethics in Ph.D. course work: As per UGC Letter, published on 26/12/2019, regarding two Credit Courses for awareness about Publication Ethics and Publication Misconduct, the University has introduced research ethics as part of Ph.D. course work syllabus in each subject. Beside that checking plagiarism is mandatory for all kind of publications and thesis submission.

A few of programmes related to professional ethics has been conducted for different stakeholders of the University during 2020-21.

Duration/ Date	Type/Topic of Event	Objectives	Remarks
24.02.2021 to 09.03.2021	Online Refresher Course in “Research Methodology” in Social Science, Utkal University	To train the participants on various aspects of research methodology including research ethics	
26.10.21 to 3.11.2021	Vigilance awareness week was observed in Utkal University between Oct.26 – Nov.3, 2021 with the participation of students, faculty and staff.	To motivate all the stakeholders in the prevention and fight against Corruption Administered the pledge. Chief speaker stressed upon the importance of integrity in character in building a healthy society and cautioned the students against unfair practices in their career.	Mr. Dilip K. Chhotray, Deputy Director (Training and Academics), State Vigilance Academy was the Chief Speaker.
20-30 Nov, 2017	10 days Training Programme on Research Methodology for SC/ST PhD students of Utkal University by Department of A & A Economics, UU	To train the participants on various aspects of research methodology including research ethics (participants – 30)	
15-17 February, 2018	National Workshop on “Research Methodology in Social Science” in Collaboration with AnSI, Govt. of India by Department of Anthropology, UU	To train the participants on various aspects of research methodology including research ethics (Participants – 45)	

NSS Bureau, different departments, centres and centres of excellence of Utkal University have also conducted different programmes related to code of conduct, ethics at workplace,



UTKAL UNIVERSITY
VANI VIHAR, BHUBANESWAR-751004.

GRAM UTKALVIHAR
FAX: (0674)2581850
EPABX: (0674)2580737
2580650

No.Estt-II / 1453 / 41971 / 2021 Dated: 18.12.21

From

Dr. Avaya Kumar Nayak, OAS (SS),
Registrar,
Utkal University,
Vani Vihar, Bhubaneswar-751004

To

The Director,
Madhusudan Das Regional Academy of Financial Management,
Chandrasekharapur,
Bhubaneswar.

Sub: Regarding Training Programme of Ministerial Staff of Utkal University from 22.12.2021 to 28.12.2021.

Ref: Your Letter No.2296/M., Bhubaneswar dated 01.12.2021.

Sir,

Pursuant to the orders the Vice-Chancellor, the following Junior Assistants who have recently joined in the Utkal University through State Selection Board re selected to undergo training at "Madhusudan Das Regional Academy of Financial Management" from 22.12.2021 to 28.12.2021

Sl No.	Name	Designation	Section
1.	Tushar Kanta Bisoi	Jr. Asst.	Estt-II
2.	Armita Pattanayak	Jr. Asst.	EC-VI
3.	Madhusmita Sahoo	Jr. Asst.	Compilation
4.	Deepak Kumar Naik	Jr. Asst.	Dev-III
5.	Manas Ranjan Parida	Jr. Asst.	Salary
6.	Sagar Sundar Patra	Jr. Asst.	Syndicate Section
7.	Sudhansu Sekhar Bisoi	Jr. Asst.	Payment
8.	Itismita Behera	Jr. Asst.	V.C.'s Estt
9.	Chintamani Nayak	Jr. Asst.	Estt-III
10.	Sudam Hembram	Jr. Asst.	EC-I
11.	Sunita Soren	Jr. Asst.	Parija Library
12.	Sambita Dalal	Jr. Asst.	Parija Library
13.	Sabnam Kandulna	Jr. Asst.	Budget
14.	Subrat Kumar Prusty	Jr. Asst.	Exams-II & III(A)
15.	Subhasmita Sahoo	Jr. Asst.	Legal Cell
16.	Kalpana Behera	Jr. Asst.	P.G. Central Office

Sl No.	Name	Designation	Section
17.	Sucheta Priyadarshini Subudhi	Jr. Asst.	Bills
18.	Jyoti Ranjan Sahoo	Jr. Asst.	EC-IV
19.	Vivek Xess	Jr. Asst.	Parija Library
20.	Hiran Soren	Jr. Asst.	Exams-IV (OC)
21.	Jyostnamayee Behera	Jr. Asst.	Student's Welfare
22.	Biswakalyan Senapati	Jr. Asst.	Pension
23.	Susila Mallick	Jr. Asst.	P.G. Central Office

This is for your kind information & necessary action.

Yours faithfully,

REGISTRAR

ANNUAL AWARENESS PROGRAMMES CONDUCTED ON CODE OF CONDUCT

The University as well as all departments organise induction programmes every year to aware the newly admitted students on code of conduct of the University to be followed during their period of stay. Due to Covid-19 pandemic annual awareness programme at University level could not be conducted during 2020-21. However, induction programmes have been conducted at different departments inviting distinguished personnel. Some of these induction programme are mentioned below.

Duration/ Date	Type of Event	Participants/Speakers
22-23 February. 2021	Induction Programme was organised for 2021-2022 batch of students by Department of Political Science	Participants: 146 <ul style="list-style-type: none"> • Prof. Prakash C. Sarangi, Former VC, Ravenshaw Univ. • Prof. Madhimita Das, VC, F.M. University • Dr. Debasish Panigrahi, IPS • Prof. Surya Narayan Misra • Mr. Bijay K. Patnaik, IAS • Mr. Rabi Narayan Das
01.03.21	Induction Programme was organised for 2021-2022 batch of students by Department of Sanskrit	<ul style="list-style-type: none"> • Dr. Dushasan Ojha, Retd. Asst. Commissioner, KV Sangathan • Prof. Gopal Krishna Dash, Retd. Professor of Sanskrit, UU
02.03.21	Induction Programme was organised for 2020-2021 batch of students by Department of Philosophy	Prof. Prafulla K. Mohapatra
07.12. 2021	Induction Programme was organised for 2020-2021 batch of students by Department of Mathematics	Prof. Nalinikanta Choudhry, Retd. Professor of Mathematics, IGIT, Saranga
11 - 13 February, 2021	Three day Induction Programme for 2020-22 batch students by Department of PMIR	<ul style="list-style-type: none"> ▪ Prof. B. B. Mohanty- Former Prof.& Head, Dept. of PM & IR, U. U. ▪ Prof. B. N. Mishra- Former Prof.& Head, PM & IR, U. U. ▪ Mr. R. N. Misra- Sr. Consultant & Former Head (HR, IR & Legal), TATA Steel ▪ Mrs. S. Patnaik- Dy Chief Labour Commissioner (Central), Bhubaneswar ▪ Dr. P. C. Panigrahi- Consultant, NLC India Ltd. & Former Director (HR), Coal India ▪ Mr. P. K. Panda- ED (HR), OSL Group ▪ Mr. H. K. Pradhan- DGM (HR) NALCO ▪ Mr. B. P. Panda- Sr. Manager (HR), GAIL India

		<ul style="list-style-type: none"> ▪ Mr. A. Mohapatra- Manager (HR), OHPC
23/11/21	Induction Programme for 2021 admission batch students by Department of Psychology	<ul style="list-style-type: none"> ▪ Mrs Rajalaxmi Panda , Deputy Director, KIIT & KISS University, Bhubaneswar
16.12.21	Induction Programme for 2021 admission batch students by Department of Sociology	<ul style="list-style-type: none"> • Prof. Binaya Kumar Patnaik, Dept. of Humanities & Social Sci., , IIT Kanpur. • Col. Devjyoti Brahma, Retd. Army Officer • Dr. Bira Kishore Dash, Assistant Director, MGAPCS, Bhubaneswar
01.12.21	Induction Programme for 2021 admission batch students by Department of Pub. Admn.	<ul style="list-style-type: none"> • Prof. S. N. Mishra, Dean, School of Management, KIIT, Bhubaneswar
22.12.21	Induction Programme for 2021 admission batch students by Department of Chemistry	<ul style="list-style-type: none"> • Prof. A. C. dash, Retd. Professor of Chemistry, UU • Dr. B. C. Tripathy, Sr. Principal Scientist, CSIR-IMMT, Bhubaneswar
30.11.21	Induction Programme for 2021 admission batch students by Department of Chemistry	<ul style="list-style-type: none"> • Faculty of the English Department

PHOTOGRAPHS OF INDUCTION PROGRAMMES CONDUCTED BY DIFFERENT DEPARTMENTS



OBSEVATION OF VIGILANCE AWARENESS WEEK

The Vigilance Awareness Week was celebrated in Utkal University between Oct.26 – Nov.3, 2021, under the active interest and guidance of Vice-Chancellor. A seminar session was organized by Director, Students' Welfare of Utkal University with the Chairman, P.G. Council as the Chief Guest and Mr. Dilip K. Chhotray, Deputy Director (Training and Academics), State Vigilance Academy was the Chief Speaker. The event was attended by both students and faculty members across the departments. Vigilance week was also celebrated in the affiliated colleges of Utkal University.

The Chief Speaker administered the pledge. He stressed upon the importance of integrity in character in building a healthy society and cautioned the students against unfair practices in their career.

Beside this several other department also observed the vigilance week and organized meeting involving students and faculty members of respective department.

