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## **BYE - LAWS**

**Relating to Recruitment of Staff, Travel Expenses  
of the Board Members, and Powers and Functions  
of the Authorities of the College (1973)**

**OF THE**

**REGIONAL ENGINEERING COLLEGE  
(ROURKELA) SOCIETY**



**Bye-Laws of the Regional Engineering College,  
( Rourkela) Society, relating to Recruitment of Staff,  
Travel Expenses of the Board Members, and Powers  
and Functions of the Authorities of the College**

**( Approved by the Board of Governors in their 35th meeting held on  
8-4-1973 vide resolution D-5-1 )**

**1. Definitions :**

- a) "Authorities", "Officers", "Professors" respectively mean the Authorities, Officers and Professors of the College.
- b) "Board" means the Board of Governors of the College.
- c) "Bye-Laws" means the Bye-Laws ( 1973 ) of the Regional Engineering College ( Rourkela ) Society.
- d) "Chairman" means the Chairman of the Board.
- e) "Principal" means the Principal of the College.
- f) "College" means the College, known as the Regional Engineering College, ( Rourkela ) Society.
- g) "Registrar" means the Registrar of the College.
- h) "Rules" means the Rules of the Regional Engineering College (Rourkela) Society.
- i) "Society" means the Regional Engineering College ( Rourkela ) Society.
- j) "State Government" means the Government of Orissa.
- k) "Warden" means the Warden of the Hostels of the College.
- l) "University" means University to which the College is affiliated
- m) "Superintendent" means the Superintendent of each Hostel of the College.
- n) "Assistant Superintendent" means the Assistant Superintendent of each Hostel of the College.

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

- b) **Administrative Staff** means Officers or administration including Principal, Registrar, Deputy Registrar, Accounts Officer, Assistant Registrar, Medical Officer, Maintenance Engineer - cum - Estate Manager, Assistant Proctor and such other staff as may be declared by the Board as Administrative Staff from time to time.
- c) **Ministerial Staff** means a College employee of Sub ordinate service, whose duties are entirely clerical and any other class of service specially defined as such, by general or special order of the Board. They will include Office Superintendent, Stores Superintendent, Accountant, Stenographers, Cashier, Clerks of all categories, Diarist, Despatcher, Assistant Cashier, Record Supplier, Treasury Sircar and such other staff also with less starting pay as may be included in this category of staff by Board from time to time.
- d) **Technical Staff** means College employees whose duties are of technical nature and will include Technical Assistants, Mechanics, Foreman, Asstt. Foreman, Supervisors, and any other technical staff in the time scale pay with a minimum starting of Rs. 110/- and above, Ferro Printer, Laboratory Attendant etc. and such other staff also with less starting pay, as may be declared by Board as Technical Staff from time to time.
- e) **Sub-ordinate Staff** means College employees other than those mentioned above and include, Peons, Bearers, Malis, Watchman, Sweepers etc.

### 3. Appointments :

- a) Appointment to posts carrying time scale pay with a minimum varying between Rs. 375.00 to 399.00 and above but with a maximum of not less than Rs. 650.00 shall be made by the Board and appointment to all other posts by the Principal.
- b) Appointment to all posts at the College, other than adhoc appointments, shall be made by selection on the basis of open advertisement provided that selection for posts carrying time scale pay with a minimum of Rs. 110/- and posts carrying a scale of Rs. 85.00 to Rs. 110.00 either under the category of Ministerial or Technical as the case may be shall be confined to the College by a specific resolution passed by the Board in this regard if suitable candidates are available, upto a specific proportion of the concerned cadre strength.

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( Binder, Head Mali Ferro Printer, Laboratory Attendants, Library Attendants, Record Supplier and Treasury Sircar have been declared as Class-III vide resolution 17 (J) of 32nd meeting of the Board. Resolution 52-78-15 redefined Class III and Class-IV employees. Also delegation of powers have been amended according to above resolution. )

- c) All appointments shall be made on the recommendations of Selection Committees, constituted by the appointing authority and in accordance with the Bye-Laws of the Society and procedure laid down by the appointing authority in this behalf, provided that in exceptional cases appointments may be made by the Board by negotiation in case it has not been possible to fill up the post by advertisement.
- d) While making appointment to post under the College, the appointing authority shall take into consideration the claims of the candidates of the scheduled castes and scheduled tribes in accordance with the orders of the State Government, as may be in force from time to time.
- e) Medical certificate on first appointment :- No person shall be allowed to join his first appointment without producing a certificate of Medical fitness, in the form prescribed below from the College Medical Officer and this certificate shall have to be affixed to the first pay bill of the appointee. In case of absence of the College Medical Officer, and/or in other circumstances, when so decided, by the appointing authority, the appointee may be required to produce medical certificate from any other competent Medical Officer, designated by the Board for the purpose.

**Medical Certificate of Staff for Appointment :**

I certify that I have examined Shri/Smt.....  
a candidate for employment in the Regional Engineering College, Rourkela in the post of.....and cannot discover that he/she has any disease, constitutional weakness or bodily infirmity, except... I do /donot consider this a disqualification for the said employment.

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

Station : Rourkela

Dt. the ..... 19 ..

Medical Officer  
Regional Engineering College  
Rourkela-769008 (Orissa)

Signature/Thumb imprssion of the candidate taken in presence of the Medical Officer with date.

Signature of the Medical Officer with date

( 4 )

I do hereby declare that I have been examined by the Medical Officer, Regional Engineering College, Rourkela, I also hereby declare that (i) I have apprised the Medical Officer at the time of examination about all disease, constitutional weakness or bodily infirmity of which I suffered in the past (ii) I have never been declared medically unfit in the past for any service by any Medical authority in India or elsewhere and (iii) My age is.....years according to the HSCE/School Leaving Certificate.

( Signature of the candidate with date )

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

- i) post varying a scale of pay, the initial salary of which is less than Rs. 210/- per mensem  
Rs 1.00
- ii) post carrying a scale of pay, the initial salary of which is Rs 210/- or over but less than Rs. 400/- p. m.  
Rs. 3,00
- iii) post carrying a scale of pay, the initial salary of which is Rs. 400/- p. m. or over.  
Rs 7.50

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

- g) Candidates called for interview for a post under the College may be paid such travelling allowances as may be determined by the Board from time to time.
- h) All post carrying time scale with a minimum of Rs. 400/- and above and 50% of posts carrying time scale pay of minimum varying between Rs. 375,00 to Rs 399,00 p. m and with a maximum of not less than Rs. 650/- shall be filled by open Advertisement. But in case of a post not below the rank of Professor, the Board may offer it to a candidate of outstanding qualifications by negotiation in case it has not been possible to fill it up by advertisement

#### 4. Composition of Selection Committees for Recruitment of College Staff

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

**i) Post of Principal**

The Board shall appoint the Principal of the College, provided that the first Principal shall be appointed by the State Government with the approval of the Central Government,

- \*\*1. Chairman or in his absence, the Chief Secretary, Orissa.
- \*2. Educational Adviser (T), Ministry of Education and Culture, Government of India New Delhi or his nominee.
- \*3. Secretary to Government of Orissa, Industries Department, Bhubaneswar.

**ii) Post of Professor :**

- 1. Chairman, Board of Governors or any other member of the Board, nominated by the Chairman of the Committee, Ex. Officio.
- \*2. Deputy Educational Adviser (T), Incharge of the College in the Ministry of Education and Culture, Government of India, New Delhi or in his absence the concerned Regional Officer of Government of India on the Board
- \*3. Secretary to Government of Orissa, Industries Department, Bhubaneswar.
- 4. Three experts in the specialisation, at least one of whom will be from outside the State.
- 5. Principal.

**iii) Post of Assistant Professor and Workshop Superintendent/Assistant Professor Workshop.**

- 1. Chairman of the Board of Governors or any other member of the Board nominated by him (Chairman of the Committee, Ex-Officio).
- \*2. The Regional Officer concerned of Government of India on the Board.
- \*3. Secretary to Government of Orissa, Industries Department, Bhubaneswar.
- 4. Three experts in the specialisation at least one of whom will be from outside the State,

\*\* Letter No. A. 11013/46/84-T. 4 Dt. 18.11.1982 of Government of India, Ministry of Education and Culture, New Delhi.

\* Resolution 58-80-F-3 (a)

5. Head of the Department, provided he is holding substantively a post higher than that of an Assistant Professor.
6. Principal.

**iv) Post of Lecturers (Senior and Junior) and Librarian**

1. Chairman of Board of Governors or any other member of the Board, nominated by him (Chairman of the Committee, Ex-Officio),
- \*2 The Regional Officer concerned of Government of India on the Board).
- \*3. Director of Technical Education and Training, Orissa, Cuttack
4. Two experts in the specialisation at least one of whom will be from outside the State.
5. Head of the Department.
6. Principal.

**v) Post of Administrative Staff, such as Registrar, Deputy Registrar, Assistant Registrars, Maintenance Engineer-cum-Estate Officer, Asstt. Proctor, Medical Officer and Accounts Officer.**

1. Chairman of Board of Governors or any other member of the Board, nominated by him (Chairman of the Committee Ex-Officio).
2. The Regional Officer concerned of Government of India on the Board.
3. Two experts of whom at least one will be from outside the State.
4. Registrar, in case of all posts other than Registrar's Post.
5. Principal

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



post higher

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

ominated

1. The Principal or his nominee ( Chairman of the Committee Ex. Officio ).

2. One member holding post carrying time scale of pay with a minimum of Rs. 400/- p. m.

outside the

3. Two experts of whom at least one will be from outside the College ( outside member may not be required for post carrying time scale pay of Rs. 70/- to Rs. 85/- and some posts with time scale pay of Rs. 85/- — 110/- not included either under the category Ministerial or technical as the case may be.

4. Head of the Department.

registrar,  
r, Asstt.

NOTE :- The Selection Committee's proceedings shall not be invalidated because of the absence of one or more members of the Committee for the posts of Professor & Assistant Professor provided that at least 4 members, will be present, of whom at least 2 shall be expert members, for the others at least 3 will be present of whom at least one will be an expert member.

ominated

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

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

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5. Appointments stated below cannot be made :

a) Two or more College employees cannot be appointed substantively to the same permanent post at the same time.

b) A College employee cannot be appointed substantively except as a temporary measure to two or more permanent posts at the same time.

d) A College employee cannot be appointed substantively to a post on which another College employee holds a lien.

**6. Qualification and Age :**

- a) Qualifications and age required for the various posts at the College shall be laid down by the Board from time to time, provided that the minimum age of entry in the College service shall be 18 years.
- \*b) Fresh recruits to class III & IV categories to the College are to possess knowledge of Oriya upto class VII and class IV respectively.

**7. Promotion :**

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

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

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

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

- \*\*\* For Technical posts the existing procedure of promotion namely internal advertisement in the first instance, assesment including trade test, due weightage being given to Seniority-cum-Merit, will continue to be adopted.

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

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

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- \* Resolution 86-85 F-3
  - \*\* Resolution 53-78-27 (e)
  - \*\*\* Resolution 56-79-36

10. Vacation and non - vacation staff shall be as may be declared by the Board, from time to time.
11. Medical benefits admissible to the College employees shall be as may be laid down by the Board from time to time.

**12. Appointment on Contract :**

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

**13. Tribunal of Arbitration :**

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

- \*14. Contributory Provident Fund Rules shall be as may be laid down by the Board from time to time.

- 15 Travelling Allowance Rules for College employes shall be as per state Government Rules.

16. C. P. F - cum - Gratuity Rules shall be as may be laid down by the Board from time to time.

**\*\*17. Travelling Allowance for Members of the Board of Governors.**

- a) Milage ( Kilometre ) allowance :

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

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\* Deleted vide Resolution 68-85-F-4

\*\* TA, DA rates inside the State enhanced vide resolution 67-84-C-8

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

i) **In respect of journey by air :**

Actual fare paid plus one - sixth of the standard fare for single journey for each such journey performed.

ii) **In respect of journey by rail :**

Actual railway fare paid plus 35 paise per every 10 Kilometre or part thereof, if it exceeds 5 Km.

iii) **In respect of journey by road :**

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

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

\*c) Not - withstanding the provisions contained in Rule 17 (a) the College employees and University employees who are members of the Board of Governors may be allowed mileage as specified in sub-clause 17 (a) in respect of their journeys inside and out side the State in connection with work of the Board of Governors.

\*d) Daily allowance for each day of halt of the Board member for attending either the meeting of the Board or Society or any of its Committees.

Members and other invitees may be treated as College Guests. If, however, suitable arrangement cannot be made to treat them as College Guests, they may be paid daily allowance of Rs 20/- per day within the State and Rs. 30/- per day outside the State, or such other amount as the Board may sanction. The daily allowance will be paid for each day of the meeting and for one day previous to the commencement of the meeting if the member arrives on the fore-noon of that day, & for half a day if the member arrives on the after-noon of that day. If the member leaves the place of meeting on the fore-noon of the day following the end of the meeting, he shall be entitled to receive half D. A. for that day.

**A) Authorities of the College :**

The following shall be the authorities of the College :

- a) The Board of Governors
- b) The Chairman
- c) The Principal

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

**a) Board of Governors :**

- i) To prepare and execute detailed plans and programmes for the establishment of the College and to be responsible for its administration and management after such an establishment.
- ii) To authorise receipt of grants and contributions, to have custody of the funds of the College and to manage the properties of the College.
- iii) To approve the annual budget estimates of the College on the recommendation of the Finance Committee.
- iv) To institute courses of study, training and research in different branches of Engineering and Technology, in Science & Applied Arts, for the Advancement of learning and dissemination of knowledge in such branches.
- v) To prescribe rules and regulations for the admission of students in the various courses of study in conformity with the policy approved in this behalf by the State and Central Government.
- vi) To prescribe rules and regulations for and to hold examination and declare results and give awards for courses other than those for the University Degrees, and in respect of the latter, to make all such arrangements as may be required by the Statutes, Ordinances and Regulations of the University, to which the College is affiliated.
- vii) To institute and award fellowships, scholarships, prizes and Medals
- viii) To provide for and to supervise the residence, health discipline and welfare of the students of the College.

- ix) To create academic, administrative, technical, ministerial and subordinate posts under the College and to make or to arrange to make appointments there to for the efficient management of the affairs of the College and to regulate their recruitment and conditions of service.
- x) To co-operate with any other organisation in the matter of education and training.
- xi) To enter into agreement for and on behalf of the College.
- xii) To sue and defend all legal proceedings on behalf of the College.
- xiii) To appoint Committees for the disposal of any business of the College or for tendering advice in any matter pertaining to the College.
- xiv) To approve delegation of powers, to such extent, as it may deem necessary to any Officer or Officers of the College or to any Committee of the Board.
- ✓ xv) To consider and pass resolutions on the annual report, the annual accounts and the financial estimate of the Society of the College, as it thinks fit.
- xvi) To make adopt, amend, vary or rescind, from time to time, subject to the rules framed by the Society, by-laws for the regulation of, and for any purposes connected with the management and administration of the affairs of the College and for the furtherance of its objects.
- xvii) To make, adopt, amend, vary or rescind, from time to time bye-laws relating to the conduct or the business of the Board, the Committee to be appointed by it, delegation of its powers, fixing the quorum of meeting and the co-option of members to the Board.
- xviii) The Board shall pass orders to write off finally the irrecoverable (a) value of consumable stores, lost or worn out by use (b) value of unserviceable articles of dead stock including library books.
- xix) The Board shall consider and approve recommendations of the Selection Committees for recruitment to posts for which Board is the appointing authority.
- xx) The Board shall waive recovery of over payment to a member of the staff not detected within 24 months of overpayment.

- xxi) The Board shall sanction remission or reduction of rent for building rendered wholly or partially unsuitable.
- xxii) To perform such additional functions and to carry out such additional duties as may, from time to time, be assigned to it, by the State Government in consultation with the Central Government.

**b) The Chairman**

- i) It shall be the duty of the Chairman to see that the decision taken by the Board are implemented.
- \*ii) The leave vacancies of teachers for less than a year be filled up on adhoc basis on recommendation of the Selection Committee from amongst the existing eligible internal teachers of the College, and the service will not bestow upon the incumbent and claim for regular appointment to the post for which regular recruitment will be made through duly constituted Selection Committee at a later date. If the leave vacancy initially for a period less than a year is subsequently extended, then the internal candidate's adhoc appointment may be correspondingly extended under the same terms and conditions. Consequential leave vacancies may be similarly filled up under the same terms and conditions.
- \*\*iii) Leave vacancy temporary posts of the rank of Professor and Asstt. Professor may be filled up on the recommendation of the Selection Committees with approval of Chairman which may be communicated to the Board of Governors in due course.
- \*\*\*iv) Sanction of instalments of Dearness Allowance and Additional Dearness Allowance to the employees of the College as per State Government rules and rates, as announced by State Government from time to time, be automatically implemented under intimation to the Board and sanction or alterations of any other allowances such as Leave Travel Concession etc as per State Government announcement be made with approval of the Chairman to be notified to the Board of Governors from time to time.
- v) The Chairman shall be competent to order implementation of any decision of the State Government which involves financial matters and is normally applicable to the College employees,

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\*\* Resolution 64-83-H-2 ( li)

\* Resolution 62-82-F-3

\*\*\* Resolution 65-83 C-2

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

c) **The Principal**

- i) The Principal shall be the Chief Academic and Executive Officer of the College and shall be responsible for the proper day to day administration of the College and for the imparting of instructions and maintenance of discipline therein. All other staff of the College shall be sub-ordinate to the Principal. He shall be the custodian of the records, the funds of the College and such other property of the College as the Board may commit to his charge from time to time.
- ii) The Principal shall operate the bank account of the College which will be maintained at the State Bank of India, Regional Engineering College, Rourkela Branch.
- iii) The Principal may delegate any of his powers to any of his subordinates with the approval of the Board.
- iv) The Principal shall act as the Secretary to the Society, the Board, and such other Committees of the Society or of the Board as may be constituted from time to time.
- v) Subject to the Budget provision, the Principal shall be competent to incur expenditure in accordance with the procedure as may be laid down by the Board from time to time.
- vi) The Principal shall be competent to take disciplinary measures, against students which may include imposition of fines in accordance with the rules to be framed by the Board in this behalf, provided that the fines, so imposed, may be remitted wholly or in part at the discretion of the Principal.
- vii) The Principal shall be competent to fix, on the recommendations of the Selection Committee, the initial pay of an incumbent at a stage higher than the minimum of the scale but not involving more than five increments, in respect of posts to which appointment can be made by him under the powers vested in him by these bye-laws, provided that no such advance increments shall be admissible to internal candidates.



- \*viii) The Principal shall be competent to employ, on casual basis, technicians and workmen paid from maintenance grant carrying wage not exceeding Rs. 10/- per head per day.
- ix) The Principal shall be competent to send members of the staff for training or for a course of instruction inside India subject to such terms and conditions as may be laid by the Board from time to time.
- x) The Principal shall be competent to sanction temporary allocation for a period not exceeding 3 months of any building for a purpose other than that for which it was constructed and the fact reported to the Board at its next meeting.
- xi) In case of vacant posts, the Principal may make appointment to the posts of lecturers on adhoc basis with the permission of the Chairman for a period not exceeding 6 months.
- xii) The Principal shall be competent to exercise the power of a Head of the Department in the Government for purposes of rules in the Accounts Code, and other rules of the Government in so far as they are applicable or may be made applicable to the conduct of the business of the College.
- xiii) The Principal may, at his discretion, constitute such Committees as he may consider necessary in the interest of efficient administration and management of the College.
- xiv) The Principal shall be competent to grant suitable honorarium to a College employee or a group of College employees as remuneration for work performed which is occasional or intermittent in character, and merits consideration for a special reward, provided that such honorarium shall not exceed 20% of the monthly emoluments of each such employees.
- xv) The Principal shall be competent to sanction expenditure on :
  - a) On occasions like College Day, Independence Day etc to limit of Rs. 100/- on each such occasion.
  - \*\*b) entertainment of guests of the College, members of the Board and Committees constituted by competent authority, and distinguished visitors to the College at a rate not exceeding Rs. 2.50 per head on any one occasion necessitating such entertainment. \*\*For serving tea, snacks etc., for Teachers' Council meetings and for meetings where outside experts, guests are invited shall be limited to Rs. 2-50 per head. For ordinary meetings the charges per head be limited to Re. 0-75 P.

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\* Rates enhanced vide resolution ( urgent Item 8 of 70th Board meeting )

\*\* Resolution on 53-78-9

- c) On the hospitality to be extended to the members of the Board, Selection Committees, and other special invitees at a uniform rate not exceeding Rs. 40/- per member per day excluding the cost of College transport and accommodation.
- \*xvi) The Principal may sanction officiating temporary appointment for leave vacancy period.
- xvii) The Principal shall be competent to perform such other functions and exercise such other powers as may be assigned or delegated to him by the Board from time to time.
19. a) Each Department of the College shall be placed incharge of a head who shall be selected from among the Professors, Associate Professors and Assistant Professors in the Department.
- b) The Head of the Department shall be responsible for the entire working of the Department subject to the general control of the Principal.
- c) It shall be the duty of a Head of the Department to see that the decisions of the authorities of the College are faithfully carried out. He shall perform such other duties as may be assigned to him by the Principal.
- d) Head of the Department shall be responsible for the day to day administration and management of the Department within the frame-work of the rules and regulations laid down in this regard and subject to the powers delegated for the purpose.
- e) The Head of the Department shall be responsible for the development programme relating to the academic activities in the Department.
- f) The Head of the Department shall be responsible for the supervision of the work of the staff in his department.

**Standing Committees of the Board :**

The Board shall have Standing Committees, namely, (A) Finance Committee (B) Building and Works Committee (C) Administrative Advisory Committee, with their compositions and functions as stated herein.

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\* Resolution on 53-78-27-(c)

**A) Finance Committee :**

The Committee will consist of :-

- 1) Chairman of the Board ( Chairman of the Committee, Ex-Officio )
- 2) Secretary, Government of Orissa in the Finance Department,
- 3) Secretary, Government of Orissa in the Department concerned with Technical Education.
- 4) The Regional Officer concerned of Government of India, on the Board of Governors.
- 5) Principal ( Member-Secretary to the Committee )

The Committee will perform the following functions :-

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

**\*B) Building and Works Committee :**

The Committee will consist of :-

- |    |   |                  |
|----|---|------------------|
| 1  | A nominee of the Board of Governors<br>( A Technical member )   | Chairman         |
| 2. | A representative of the State Public Works<br>Department in the Circle not below the rank<br>of Executive Engineer    | Member           |
| 3. | A representative of the Central Public Works<br>Department in the Circle not below the rank<br>of Executive Engineer. | Member           |
| 4. | The Regional Officer concerned of Govt. of India<br>in the board of Governors   | Member           |
| .5 | Principal of the College  | Member-Secretary |

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\* Letter No F. 20016/16/76-T.4 dt. 26-11-1979 of Government of India, Ministry of Education, New Delhi.

6. Chairman, Planning & Design Cell Regional Engineering College, Rourkela

Co-opted Member

The Committee shall perform the following functions and exercise the following powers :-

- i) To consider designs and plans of buildings, roads, P. H. Works, electrical Installations etc. in the College Campus and to make suitable recommendations in this behalf to the Board.
- ii) To advise the Board in matters of finance relating to the above.
- iii) To advise the Board for reappropriation of funds for capital works subject to any limitation laid down by the State and Central Governments in this regard.
- iv) To help the Board in exercising control over capital costs of construction works and also on the standards of concerned construction & installation.
- v) To meet at least once a year & send a copy of the minutes of its proceedings to the Board.

**\* \*C) Administrative Advisory Committee :**

1. Secretary to Government of Orissa Industries Department or his nominee not below the rank of Deputy Secretary Member  
( Ex-Officio )
2. Secretary to Government of Orissa Finance Department or his nominee not below the rank of Deputy Secretary Member  
( Ex-Officio )
3. Regional Officer concerned of Government of India on the Board of Governors. Member  
( Ex-Officio )
4. & 5. Two Members of the Board (Excepting Teacher Member from the College) Members
6. Principal of the College Member Convenor (Ex Officio)

The Committee may look into routine administrative matters such as service benefits and problems including promotions seniorities, deputation etc. This will enable the Board of Governors to devote time and energy more for the academic and professional issues, to ensure speedy growth of the College to achieve its objectives.

\* Resolution 58-80-F-3

\* Resolution 62 - 82 - E - 4 of Board of Governors and subsequently constituted by Chairman vide letter No. P. A. 1 (iv) 82 dated 15/18-5-1982.