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**DEPARTMENT OF HIGHER EDUCATION
ORDER**

The 21st November 1994

S.R.O. No. 1111/94—In exercise of powers conferred by sub-section (4) of section 7-C of the Orissa Education Act, 1969 the State Government do hereby make the following Order to regulate payment of grant-in-aid to private educational institutions or for any post or to any person employed in such institution being a Non-Government College, Junior College or Higher Secondary School as specified hereunder, namely :—

(1) (1) This Order may be called the Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order, 1994.

(2) It shall apply to the Non-Government Colleges, Junior Colleges and Higher Secondary Schools.

(3) This Order shall come into force with effect from the date of its publication in the Official Gazette.

(2) (1) In this Order, unless the context otherwise requires,—

- (a) "Act" means the Orissa Education Act, 1969, (Orissa Act 15 of 1969) ;
- (b) "Amendment Act" means the Orissa Education (Amendment) Act, 1994 (Orissa Act 13 of 1994) ;
- (c) "Council" means the Council of Higher Secondary Education, Orissa, constituted under the Orissa Council of Higher Secondary Education Act, 1982 ;
- (d) "Category" means the category of Non-Government Educational Institutions as made in paragraph-4 of this Order ;
- (e) "Director" means the Director, Higher Education, Orissa and includes any officer not below the rank of Deputy Director who may be authorised by the State Government in that behalf from time to time by a general or a special order to perform all or any of the functions and exercise all or any of the powers of the Director under this Order ;
- (f) "Educationally Backward District" means as district where percentage of literacy is less than 50 per cent of the total population of the district as per the latest Census ;
- (g) "Government" means the Government in the Department of Higher Education ;
- (h) "Governing Body" means a Governing Body constituted in accordance with the Act and the Orissa Education (Establishment, Recognition and Management of Private Colleges) Rules, 1991 or the Orissa Education (Establishment, Recognition and Management of Private Junior Colleges/Higher Secondary Schools) Rules, 1991, as the case may be ;
- (i) "Non-Government Educational Institution" means any educational institution which is not established and/or managed by Government of Orissa, the Union Government or the Government of any other State and does not include for purposes of this Order, any educational institution established or managed by any Corporation, Municipality or Notified Area Council, Zilla Parishad, Panchayat Samiti or any Grama Panchayat or any Public Sector Undertaking or Company or Statutory Body ; and

- (j) "University" means the Utkal University, the Berhampur University or the Sambalpur University, as the case may be.
- (2) All other words and expressions used but not defined in this Order, unless the context otherwise requires shall have the same meaning as respectively assigned to them in the Act.

- (3) The following categories of Non-Government Educational Institutions shall only be eligible for consideration for being notified as Aided Educational Institution:—

- (1) Higher Secondary Schools or Junior Colleges recognised by Government and affiliated to the Council imparting instructions and presenting regular candidates for Higher Secondary Examinations in Arts, Science or Commerce streams conducted by the said Council.
- (2) Colleges recognised by Government and affiliated to any of the Universities imparting instructions and presenting regular candidates for the B. A., B. Sc. or B. Com. Degree Examinations of the Utkal, Berhampur and Sambalpur Universities, with or without Honours.

NOTE—"Sanskrit Tols, by whatever name called, conducting Upasastri, Sastri or Acharya Courses of Shree Jagannath Sanskrit University shall not be covered by this Order".

- (3) No Non-Government Educational Institution imparting any courses of study other than those specified in Sub-Paras. (1) and (2) of this Para. shall be eligible to be notified as an Aided Educational Institution or to receive grant-in-aid from Government for any post in such institution.
- (4) Notwithstanding anything contained in Sub-Paras. (1) and (2) of this Para. no educational institution established or managed by any Corporation, Municipality or Notified Area Council, Zilla Parishad, Panchayat Samiti or any Grama Panchayat, any Public Sector Undertaking or Company or Statutory Body, the Union Government or the Government of any other State shall be deemed to be a Non-Government Educational Institution for the purposes of this Order and no such educational institution shall be eligible to be notified as an Aided Educational Institution or to receive grant-in-aid for any post from the State Government under this Order.
- (5) No order according permission or approval or recognition either temporary or otherwise under the relevant provisions of the Act, or under any Rule applicable to it, and no order of any University or the Council according affiliation, whether such permission, approval, recognition or affiliation was accorded prior to the commencement of the Amendment Act, or thereafter shall entitle any Non-Government Educational Institution to be notified as an Aided Educational Institution or to receive grant-in-aid for any post.

- (4) For the purposes of this Order, Non-Government Educational Institutions specified in Sub-Paras. (1) and (2) of Para. 3 and the posts in such institutions shall be classified into the following categories namely:—

A—Category I (i) Non-Government Educational Institutions and approved posts in such institution which have received grant-in-aid from Government or in respect of which grant-in-aid has been sanctioned by Government prior to the commencement of the Amendment Act,

(ii) Other posts in Non-Government Educational Institutions covered under Category-I (i) which were admissible on the basis of workload and prevalent yardstick and had been filled up prior to commencement of the Amendment Act, but in respect of which no grant-in-aid had been sanctioned.

NOTE—If a question arises whether a post was admissible on the basis of workload prevalent yardstick, the decision of the Director shall be final.

B—Category II (i) Colleges imparting instructions in and presenting regular candidates for the B. B. Sc. or B. Com. Examinations with or without Honours of any of the Universities have been functioning regularly for five years or more by the 1st June 1994 obtaining Government concurrence or recognition and affiliation of any University or for three years or more if such institution is located in an educationally backward district, which has not been notified as an Aided Educational Institution and has received grant-in-aid from Government for any post.

(ii) Higher Secondary Schools and Junior Colleges conducting courses in Arts, Science and Commerce which have been functioning regularly for 5 years or more by the 1st June 1994 after obtaining Government concurrence or recognition and affiliation of the Council, or for 3 years or more if such an institution is located in any educationally backward district, but which have not been notified as Aided Educational Institution and have not received grant-in-aid from Government for any post.

C—Category III Non-Government Educational Institutions of the categories specified in Sub-Paras. (1) and (2) of Para. 3 which have already been established and have received recognition of Government and affiliation prior to the commencement of the Amendment Act but do not come within Categories I or II of this paragraph, and such institutions which may be established and granted recognition by Government under the Act or the provisions made thereunder and affiliation by the University or the Council, as the case may be, after the commencement of this Order.

5.(1) All Non-Government Educational Institutions included in Category I (i) of Para. 4 shall be deemed to be Aided Educational Institutions for purposes of this Order.

(2) No Non-Government Educational Institution falling within Category II or Category III of Para. 4 shall be eligible to be notified as an Aided Educational Institution under this Order unless it has fulfilled the following conditions, namely :—

(A) (i) An institution being a Non-Government Educational Institution falling within Category II, has been functioning on a regular basis after receiving recognition from Government and affiliation from the concerned University or the Council, as the case may be, for 5 years or more, or for 3 years or more if such educational institution is located in an educationally backward district, prior to 1st day of June, 1994.

(ii) An institution being a Non-Government Educational Institution falling within Category III, has been established and has been functioning on regular basis after receipt of recognition and affiliation for a qualifying period of five years:

Provided that the qualifying period shall mutatis mutandis be three years if such an institution is located in an educationally backward district or is a women's educational institution imparting education exclusively to women.

NOTE : For the purposes of this Order, no educational institution shall be deemed to be a women's educational institution unless it has received recognition and affiliation as such and any such institution shall cease to be a women's educational institution if subsequently it is converted into a co-educational institution. In the event of such conversion, the notification declaring it to be an Aided Educational Institution, if any, shall be modified.

(iii) Notwithstanding anything contained in this Order, no Junior College or Higher Secondary School or College, as the case may be, falling under Category III shall be eligible to be notified as an Aided Educational Institution if,—

(a) in the case of a Junior College or a Higher Secondary School, there are already two aided Junior Colleges/Higher Secondary Schools in that Block or if the institution is located within an urban area, there are more Aided Higher Secondary Schools/Junior Colleges than one for every 50,000 population subject to a minimum of one.

(b) in case of a College, there is already one aided Degree College in that Block or if the Institution is located in an urban area, there is one Aided College for every one lakh population subject to a minimum of one.

NOTE—An educational institution conducting B. A., B. Sc. or B. Com. Degree Courses and Junior College or Higher Secondary Courses shall, for the purposes of this Para., be treated as two separate institutions.

Illustrations :—

(1) A Non-Government Junior College falling under Category III named 'X' otherwise eligible to be notified as an Aided Educational Institution completes the qualifying period of 5 years on 31-5-1995. One Junior College and one Higher Secondary School situated in the same Block have been notified as Aided Educational Institution with effect from 1-6-1994. Junior College 'X' cannot be notified as an Aided Educational Institution as there are already 2 Aided Junior College/Higher Secondary Schools in that Block.

(2) A Block already has one aided Degree College duly notified with effect from 1-6-1994. One Degree College and one Higher Secondary School otherwise eligible for being notified as Aided Educational Institution complete the qualifying period of eligibility on 1-6-1995. Since the Block already has one Aided Degree College no other Degree College would be eligible to be notified as Aided Educational Institution. But since there is no Aided Junior College in that Block, the Junior College will be eligible to be notified as such from 1-6-1995.

(3) A Block has two Junior Colleges which are deemed to have been notified as Aided Educational Institutions prior to 1-6-1994. Subsequently a College called 'X' which conducts both Higher Secondary Course and Degree Course is Established and completes the qualifying period of 5 years on 1-6-1995. Since there are already two Junior Colleges in that Block, the Higher Secondary Wing of the College 'X' will not be eligible to be notified as Aided Educational Institution but since the Block has no Aided Degree College, the Degree College Wing of College 'X' will be eligible to be notified as Aided Educational Institution.

(4) A College in a Block conducts both Higher Secondary Course as also Degree Course. Both the Higher Secondary and the Degree Wings have been separately notified as Aided Educational Institutions. Another College with both Higher Secondary and Degree Wings has been established and completes the qualifying period of 5 years. The Higher Secondary Wing of the latter college alone will be eligible to be notified as an Aided Educational Institution.

(5) An urban area having a population of 51,000 has already one Aided Junior College. No further Junior College would be eligible to be notified as Aided Educational Institution till the population of that urban area exceeds one lakh.

(6) An urban area with a population of two lakhs fifty thousand already has 3 Aided Degree Colleges prior to commencement of this Order. No more Degree College would be eligible to be notified as Aided Educational Institution in that urban area till the population exceeds 4 lakhs.

(7) An urban area has a population of 27,000. One Junior College/Higher Secondary School and one Degree College would be eligible for being notified as Aided Educational Institution if there is no Aided Junior College/Higher Secondary School and no Aided Degree College in that urban area.

(iv) Notwithstanding anything contained in this Order, if no Women's Junior College/Higher Secondary School or no Women's College has been notified as an Aided Educational Institution or no such institution is eligible to be notified as such within a revenue Sub division and the State Government are satisfied that adequate facilities for Woman's education do not exist in that Sub-division, the State Government may notify not more than one Women's Junior College/Higher Secondary School and one Women's College as the case may be, as an Aided Educational Institution in addition to the number of institutions eligible under Sub-Para. (2) (A) (iii) of this Para. subject to such institution being otherwise qualified to be notified as such.

W. college
Rev. Sub-Div

Illustrations—

(1) A Revenue Sub division has three Blocks and each Block has one Aided Degree College and two Aided Junior Colleges/Higher Secondary Schools. None of these Aided Educational Institutions is a Women's College or a Women's Junior College/Higher Secondary School. One Women's Degree College and one Women's Junior College/Higher Secondary School may be notified as Aided Educational Institutions in this Sub division subject to it being otherwise eligible even though the limit on the number of Aided Educational Institutions may be exceeded.

(2) A Revenue Sub division has three Blocks and each Block has one Aided Degree College and two Aided Junior Colleges/Higher Secondary School. One of these aided institution is a Women's Junior College. Since the Sub division has no Aided Women's Degree College one Woman's Degree College may be notified as an Aided Educational Institution subject to its eligibility even though the limit on the number of Aided Degree College may be exceeded.

(v) Where the number of Non-Government Institutions eligible to be considered during an academic year for being notified as Aided Educational Institution is more than the number of such institutions that may be notified under this Order, the Director shall select the educational institution/institutions which serve the educational needs of that area the best for being so notified and for doing so shall have regard to the following, namely :—

- Average enrolment during the three preceding years;
- Average number of students presented for examinations conducted by the University Council during the preceding three years;
- Performance of the institution in the examinations conducted by the Council/University;
- Availability of infrastructural facilities including Library and Laboratory facilities;
- Maintenance of discipline and academic standards in the educational institution;
- Availability of Government or Aided Educational Institution nearby;

(B) The educational institution has maintained throughout the qualifying period the required student strength as provided under Section 11 of the Act.

(C) The educational institution has admitted students regularly during each academic year within the qualifying period for eligibility and such admissions have been made on merit :

Explanation—In determining merit, weightage given for admission to Government Colleges may be taken into account. Merit of students belonging to a reserved category shall mean *inter se* merit within that reserved category.

(D) The educational institution has been imparting instruction regularly in accordance with the regulations of the University or the Council, as the case may be, and has maintained proper standard of teaching and discipline.

(E) The Educational Institution has appointed adequate number of teachers and no person who is not qualified to be so appointed has been appointed as a teacher or against any non-teaching post.

(F) Teachers and non-teaching employees have been recruited and appointed in accordance with the procedure applicable.

(G) Percentage of students passing the Annual and Supplementary Examinations conducted by the Council or the concerned University, as the case may be, from the College or Junior College/ Higher Secondary School does not fall short of half of the percentage of students passing such examination for the entire Council or the University, as the case may be, for three consecutive years immediately preceding the date of eligibility :

Provided that where a College or Junior College or Higher Secondary School has not been able to present three consecutive batches of students in the Annual and Supplementary Examinations conducted by the Council or the concerned University may be provisionally notified as an Aided Education Institution, if the results during the years that candidates were presented did not fall short half of the percentage of students passing such examination of the entire Council or University, as the case may be, the provisional notification shall either be withdrawn or made final after the Institution presents three consecutive batches of students for such examination. When any Educational Institution has been provisionally notified as an Aided Educational Institution, the eligibility of admissible posts in such institution to receive grant-in-aid shall also be provisional.

(H) The Educational Institution has not refused to conduct any examination or examinations of the Council, the University and of any other examining body of the State.

(I) The Principal, teachers and non-teaching employees of the Educational Institution have performed their examination duties in respect of examinations conducted by the Council, the University and any other examining body of the State fairly and properly and no employee of the Governing Body of that institution has been found to have assisted or abetted in adoption of malpractices or to have failed in preventing malpractices in such examination at any time.

(J) The Governing Body of the Educational Institution has not adopted unethical personnel policies or practices.

Illustrations—

(1) A College appointed 'X' a duly qualified candidate as a Lecturer after due selection and in accordance with the prevalent rules and instruction. His services are terminated without valid or lawful reasons just before the post held by him acquires eligibility for receiving grant-in-aid. Such an action of the Governing Body would be treated as an unethical practice.

(2) 'A' is appointed as a Lecturer in a College after due process of selection. Two years later 'B' is appointed as Lecturer in the same subject. On assessment of workload, it is found that only one post is admissible in that subject. The College does not recommend the name of 'A' but recommends the name of 'B' for receiving grant-in-aid against the admissible and eligible post. Such a practice would be treated as unethical.

(K) The educational institution has received recognition and affiliation for each course, streams and subject taught in that institution for each academic year within the qualifying period without any break or discontinuity.

(L) The Educational Institution has maintained correct records of admissions, attendance of students accounts of receipts and expenditure and acquittance rolls of salary and other allowances paid to teaching and non-teaching employees of the institution.

(M) The educational institution has a Governing Body duly constituted and approved in accordance with the relevant rules.

(N) The Governing Body of the educational institution has submitted an application in the prescribed form complete in all respects within the period specified and in accordance with the procedure laid down in this Order:

(O) The educational institution has fulfilled all the criteria and the Director has recommended notification of such institution as an Aided Educational Institution.

6. A Non-Government Educational Institution found eligible under Para. 5 shall be notified to be Aided Educational Institutions by Government. No. education institution which has not been notified by the State Government as an Aided Educational Institution under the Act and no post in any such institution shall either be eligible to receive or receive grant-in-aid from Government.

7. (1) A Non-Government Educational Institution eligible to be and desirous of being notified as an Aided Educational Institution shall make an application to the Director in the Form 'A' appended to this Order as Annexure-I together with copies of documents specified therein within such period as specified hereinafter. The application shall be made and signed jointly by the President and the Secretary of the Governing Body and shall *inter alia* be accompanied by:—

(i) an affidavit attesting to the correctness of the facts and statements made in the application and authenticity of copies of documents attached thereto;

(ii) an undertaking supported by a Resolution of the Governing Body to the effect that the Governing Body agrees to the grant-in-aid as may be admissible and sanctioned for the purpose of meeting any part of the salary cost of the employees of that Institution being disbursed directly to the employees concerned by the Director or any agency authorised by Government agreeing to adjustment by the Director if any excess or in-admissible grant-in-aid payments that may have been made at any time from subsequent grant-in-aid payments and agreeing to refund to Government any amount that cannot be adjusted within three months of receipt of information regarding refund ; and

(iii) a resolution of the Governing Body requesting Government to notify the applicant institution as an Aided Educational Institution and agreeing to abide by the provisions of this Order and also to such conditions as may be specified for sanction and utilisation of grant-in-aid.

(2) An application under Sub-Para. (1) shall be made within three months from the date of completion of the qualifying period of eligibility. The Director may for good and sufficient reasons extend the period within which the application may be made by such period as he deems fit but not exceeding six months in the aggregate. No application received thereafter shall be taken into consideration :

Provided that any Non-Government Educational Institution which has completed the qualifying period of eligibility prior to commencement of this Order may submit the application under sub-para (1) within two months from the date of publication of this Order in the Official Gazette.

(3) On receipt of an application, the Director shall inspect or cause the Applicant Educational Institution to be inspected and take such measures as may be necessary to satisfy himself about the eligibility or ineligibility of that Educational Institution for being notified as an Aided Educational Institution. The Director may cause the accounts of the Applicant Institution to be audited and call for such further records, documents and evidences as in his opinion are required for establishing the eligibility of the Applicant Institution for being notified as an Aided Educational Institution.

(4) After completion of his enquiry, the Director shall report to the State Government the facts and circumstances in which the applicant institution has been found eligible or not eligible and shall also make recommendation in respect of each applicant.

(5) If on receipt of the recommendation of the Director and in consideration of the facts and circumstances reported, the State Government are satisfied that the applicant educational institution is eligible to be notified as an Aided Educational Institution they shall issue a notification to that effect specifying the date from which the institution shall be treated as an Aided Educational Institution. The State Government may also call for such further information, records and documents and order further inspection or audit of the accounts of the institution as may be required for satisfying themselves about the eligibility of the applicant.

8. A Non-Government Educational Institution which has been notified as an Aided Educational Institution shall not *ipso facto* be eligible to receive grant-in-aid. Such an institution will only be eligible to receive grant-in-aid towards salary cost of teaching and non-teaching posts in that institution which are eligible to receive grant-in-aid in accordance with the provisions of this order.

9. (1) A teaching or a non-teaching post in a Non-Government Educational Institution coming under Category-I in respect of which grant-in-aid has been sanctioned at any time prior to the commencement of the Amendment Act shall be deemed to be an approved posts for the purpose of this Order.

(2) A teaching or a non-teaching post not covered by Sub-Para. (1) of this Para. shall be treated as admissible and shall be eligible for approval subject to satisfying the following conditions:—

(A) The post in respect of which approval is sought is a post in an educational institution which has been notified as an Aided Educational Institution.

(B) (i) A post in a Non-Government Educational Institution coming under Category-I for which no grant-in-aid has been sanctioned prior to commencement of the Amendment Act, if—

(a) the post was admissible as per work-load and yardstick prevalent prior to commencement of the Amendment Act;

(b) has been filled up prior to that date, and,

(c) it has completed the qualifying period of five-years or more, or of 3 years or more in case the institution is situated in backward area.

(ii) A post in a Non-Government Educational Institution coming under Category II, if—

(a) the post was admissible as per work-load and yardstick prescribed in this order vide Annexure III,

(b) has been filled up prior to commencement of the Amendment Act, and

(c) it has completed qualifying period of 5 years or more, or of 3 years or more in case that institution is situated in an educationally backward district.

(iii) A post in an educational institution coming under Category III, or a post in institutions coming under Categories I and II which do not come within clauses (B) (i) and (B) (ii) of Sub-Para. (2) of this Para. if—

(a) the post is admissible as per work-load and yardstick prescribed in this order, and

(b) it has completed qualifying period of 5 years or more from the date of its admissibility or of 3 years or more in the case of an educational institution situated in an educationally backward district or is a Women's Educational Institution.

(C) The work-load for determining admissibility of a post shall be computed by taking into account the total work-load on account of Degree course and Higher Secondary course in all streams conducted in that institution. If a question arises as to whether a post is admissible on the basis of work-load and/or yardstick, the decision of the Director thereon shall be final.

(D) The work-load shall be determined with reference to the actual enrolment during the academic year in which the post is admissible, limited to the strength of students for which recognition and affiliation has been received and the number of candidates presented at the Higher Secondary or the Degree examination, as the case may be, from the same batch of students.

(E) A post shall not be deemed to have completed the qualifying period unless—

(i) the post has been filled up on full time basis during the entire qualifying period;

(ii) the post has not been filled up on honorary or part-time basis at any time during the entire qualifying period;

(iii) the post has been filled up by a person recruited in accordance with the procedure laid down in the Act, Rules and instructions as applicable at the relevant time;

(iv) the post has been filled up at all times during the qualifying period by a person duly qualified to hold such a post.

NOTE—'Duly qualified' means a person possessing the minimum qualification and experience prescribed for the post at the time when the post was admissible or on the date recruitment was made whichever is later.

(E) If any post admissible on the basis of work-load and yardstick has not been filled up in the manner indicated in clause (E), the period during which the post was not filled up in such manner shall not count towards computation of the qualifying period.

Illustration—A post of a Lecturer is admissible on the 1st June 1985. Since the college is not situated in an educationally backward district it would ordinarily have completed the qualifying period on the 31st May 1990. It is found that this post was not filled up by the management for 6 months, was filled up by an under qualified person for 4 months and was filled up by a Lecturer on part-time basis for 2 months. This period of 12 months shall not count towards qualifying period. The post would now be eligible for approval with effect from the 1st June 1986 and for grant-in-aid with effect from the 1st June 1991.

(G) An application has been made for approval of the post in the manner laid down

(3) Application for approval of posts which are eligible for approval by that date and application for notification of that educational institution as an Aided Educational Institution shall be made simultaneously in Form 'A'. Application for approval of any post which becomes eligible for approval thereafter shall be made in Form 'B' prescribed in Annexure II within three months from the date of its eligibility for approval. An application received in Form 'B' shall be dealt with in the manner laid down in para. 7. Where the Director is satisfied that a post is eligible for approval, he shall issue an order to that effect with prior concurrence of State Government indicating the date from which the post has been approved and the date of eligibility of that post to receive grant-in-aid.

(4) (i) The date of eligibility of a post in respect of which grant-in-aid has been sanctioned Prior to commencement of the Amendment Act shall be the date on which the posts were admitted to the fold of grant-in-aid for the first time.

(ii) The date of eligibility of a post for which grant-in-aid has not been sanctioned shall be the first day of the academic year following the date on which an approved post completes the qualifying period as applicable to the post:

Provided that the date of eligibility in respect of a post in an educational institution coming within category II or III shall in no case be a date prior to 1-6-1994.

10 (1) Grant-in-aid payable to an Aided Educational Institution shall be the sum total of grant-in-aid admissible towards salary cost at rates specified below for each admissible and approved post from and after the date of eligibility and the grant-in-aid so payable shall be disbursed directly to the incumbents validly appointed and holding the post eligible for grant-in-aid, either by the Director or through any other agency so authorised by Government. Government may from time to time determine the mode and form of disbursement :

Provided that Government may require that any part of the grant-in-aid payable as arrears shall be deposited in the provident fund or that it may be paid in some other form.

(2) Grant-in-aid for a post in a Non-Government Educational Institution coming under Category I in respect of which grant-in-aid has been sanctioned at any time prior to the commencement of the Amendment Act shall continue to be paid at the rate at which grant-in-aid was admissible on the date of commencement of the Amendment Act and such a post shall also be eligible to get grant-in-aid at the rate of 2/3rd of the approved salary cost 2 years after the date of receipt of grant at the rate of 1/3rd and at the rate of full admissible salary cost 2 years thereafter, if not already paid at such rates :

(3) A post in an Aided Educational Institution coming under Category-I for which no grant-in-aid has been sanctioned prior to commencement of the Amendment Act shall be eligible to receive grant-in-aid at the rate of 1/3rd of the admissible salary cost from the date of eligibility, at the rate of 2/3rd of the admissible salary cost 2 years after receipt of grant-in-aid at the rate of 1/3rd and at the rate of full admissible salary cost 2 years thereafter.

(4) (i) A post in an Aided Educational Institution belonging to Category II and the date of approval of which falls on any date prior to the 1st June 1994 shall receive grant-in-aid at the following rate:—

(a) A post which has completed five years by the 1st June 1994 but has not completed seven years from the date of its approval shall receive grant-in-aid at the rate of $\frac{1}{3}$ rd of the salary cost at the initial of the scale applicable to the post with effect from the 1st June 1994.

(b) A post which has completed seven years by the 1st June 1994 but has not completed nine years from the date of its approval shall receive grant-in-aid at the rate of 2/3rd of the salary cost at the initial of the scale with effect from the 1st June 1994.

(c) A post which has completed nine years by the 1st June 1994 from the date of its approval shall receive grant-in-aid at the rate of full salary cost at the initial of the scale with effect from the 1st June 1994:

Provided that a post in an Aided Educational Institution under Category II which is located in an Educationally Backward District shall irrespective of the date of its approval receive grant-in-aid from the 1st June 1994 at the rate of $\frac{1}{3}$ rd of the salary cost at the initial of the scale applicable to the post if it has completed three years but has not completed five years, at the rate of $\frac{2}{3}$ rd of the salary cost at the initial of the scale applicable to the post if it has completed five years but has not completed seven years at the rate of full salary cost at the initial of the scale applicable to the post if it has completed seven years or by the 1st June 1994 from the date of its approval.

(ii) No grant-in-aid shall be payable for any admissible post in an Aided Educational Institution included in Category II irrespective of the date of its approval for any period prior to 1-6-1994.

(iii) A post in an Aided Educational Institution included in Category II which receives grant-in-aid at the rate $\frac{1}{3}$ rd or $\frac{2}{3}$ rd as the case may be of the salary cost from 1-6-1994 shall be eligible to receive grant-in-aid at the rate of $\frac{2}{3}$ rd of the admissible salary cost two years after receipt of the grant-in-aid at the rate of $\frac{1}{3}$ rd and at the rate of full admissible salary cost two years after receipt of grant-in-aid at the rate of $\frac{2}{3}$ rd.

(5) A post in an Aided Educational Institution included in Category III shall be eligible to receive grant-in-aid at the rate of $\frac{1}{3}$ rd of the rate of $\frac{1}{3}$ rd of the admissible salary cost from the date of eligibility at the rate of $\frac{2}{3}$ rd of the admissible salary cost 2 years thereafter and at the rate of full salary cost 2 years after receipt of grant-in-aid at the rate of $\frac{2}{3}$ rd.

11. (1) Admissible salary cost for the purpose of computation of grant-in-aid payable against any post shall mean pay at the lowest stage in the scale of pay with one increment for each completed year of service after the date of commencement of payment of grant-in-aid and shall include D. A. at the rates made applicable by the State Government from time to time. The scale of pay for the purpose of computation of grant-in-aid shall mean a scale of pay prescribed by the State Government for Non-Government Institutions for that post. Provisions of the Orissa Service Code relating to grant of increment shall *mutatis mutandis* apply for determining eligibility for earning increments subsequent to the first date of admission of a post into the fold of grant-in-aid. Provisions of the Orissa Service Code relating to payment of subsistence allowance shall *mutatis mutandis* apply to an employee holding an aided post who is placed under suspension by the competent authority provided that approval of Director has been obtained within the period stipulated in the relevant Rules.

Illustration:

(a) An approved post in an educational institution notified as an Aided Educational Institution coming within Category II completes the qualifying period on 1-5-1993. The date of eligibility of this post will therefore be 1-6-1994. The scale of pay of the post as prescribed by the State Government is, say, Rs. 2,000—50—2,500—100—3,500. The admissible salary cost on 1-6-1994 shall be Rs. 2,000 plus D. A. at the rates made applicable by the State Government. The post will be entitled to receive grant-in-aid at the rate of $\frac{1}{3}$ rd of this amount. Ordinarily the post will be eligible to earn two increments of Rs. 50.00 each on 1-6-1995 and 1-6-1996. With effect from 1-6-1996, the admissible salary cost shall be Rs. 2,100.00 plus D. A. as admissible and the post will be eligible to receive grant-in-aid at the rate of $\frac{2}{3}$ rd of this amount.

(b) An approved post admissible on the basis of workload and yardstick was first filled up on 1-1-1983. The post completes nine years on 31-12-1991. The college in which this post has been continuing received concurrence and affiliation from the session 1981-82. This post will be eligible to receive grant-in-aid from 1-6-1994 but at the rate of full salary cost at the initial stage of the scale of pay applicable plus D. A. as admissible on that pay.

(2) The State Government's liability for payment of grant-in-aid towards salary cost of any admissible post in an Aided Educational Institution shall be limited to such amount as is admissible under the provisions of this order and if the entitlement of such an employee exceeds the amount payable as grant-in-aid for that post under the Order, it shall be the responsibility of the management of that Aided Educational Institution to pay the balance amount.

(3) A teacher of an Aided Educational Institution who is borne in a common cadre shall on transfer be entitled to protection of grant-in-aid admissible for the post which he was holding and which he was entitled to receive prior to his transfer.

12 Irrespective of the date of eligibility, no grant-in-aid shall be payable to Aided Educational Institutions falling within Category II and III for any period prior to 1-6-1994. Arrear payments towards grant-in-aid admissible for posts in educational institutions falling within Category I, may subject to funds being available in the Budget for this purpose be made in such manner and such form as the State Government may determine from time to time.

13 When more than one scale of pay are admissible for a post based on qualifications and/or experience, the higher scale of pay shall not be taken into account for computing the grant-in-aid if the grant-in-aid is payable to a person who does not possess the qualifications and/or experience required for the higher scale of pay and has not been selected for the post carrying the higher scale in accordance with procedures and selection process applicable.

14 (1) No grant-in-aid shall be admissible nor any grant-in-aid shall be paid for an approved post if it is held by a person on promotion unless the promotion of the person for which grant-in-aid is claimed against that post has been approved by the Director or the Government, as the case may be. For purposes of this order, appointment of any person in a post carrying a scale of pay higher than the scale of pay of the post which he was holding shall be deemed to be a promotion.

(2) For the purpose of this Order, any promotion to or from a teaching post shall require the approval of the State Government and any promotion to or from a non-teaching post another non-teaching post shall require the approval of the Director.

(3) No approval to a promotion from a teaching post to another teaching post or placement under career advancement scheme shall be accorded after commencement of the Amendment Act except in accordance with the Government of Orissa, Education Department Resolution No. 9491-EYS., dated the 19th March 1990 :

Provided that any person who was validly receiving grant-in-aid on the basis of a scale admissible to a promotional post prior to commencement of the Amendment Act shall continue to receive grant-in-aid on the same scale unless otherwise ineligible for the same.

15 The Governing Body of a Non-Government Educational Institution notified or which applies for notification as an Aided Educational Institution shall furnish proposals in regard to the person or persons who is/are eligible to receive grant-in-aid against approved posts or posts eligible to be approved from time to time indicating the full justification for the proposal. The Governing Body shall *inter alia* furnish information on the following :—

- (a) The full name and permanent address of the person/persons considered eligible to receive grant-in-aid against each approved post or post eligible for approval ;
- (b) Full particulars of the post against which he/she is eligible to receive grant-in-aid including particulars relating to approval of the post ;
- (c) Whether the person belongs to S.C. or S.T. ;
- (d) Date of birth as recorded in the Matriculation Certificate or School Leaving Certificate in case of persons who are not Matriculates ;
- (e) Educational qualification(s) indicating the year of passing of each examination, name of the School/College attended the Board/Council/University which conducted the examination, Division or Class obtained, percentage of marks/grade obtained (attested true copies of all certificates and mark sheets shall be appended) ;
- (f) Date of appointment ;
- (g) How selected with full particulars (copies of the advertisement issued inviting applications proceedings of meeting of the Selection Committee/Screening Committee etc. shall be furnished) ;
- (h) Whether any other person was appointed against that post at any time in the past with detailed reasons for their non-continuance in the post. In case of termination of services by the Management or resignation, full particulars along with copies of documents in support may be furnished ;
- (i) Whether any other person as or may have a claim for receiving grant-in-aid against the post if so, full particulars may be furnished.

16. (1) On receipt of a proposal from the Governing Body under Para. 15, the Director shall examine each case and if he is satisfied that the person proposed by the Governing Body is eligible to receive grant-in-aid against an aided post, he shall make an order to that effect. Where the Director is satisfied that a person proposed by the Governing Body is not eligible to receive grant-in-aid, his decision shall be communicated to the Governing Body. For the purpose of satisfying himself as to eligibility of a person to receive grant-in-aid, the Director may call for any information, clarification or document that he considers necessary for the purpose.

(2) No person shall be eligible to receive grant-in-aid against an aided post unless—

(i) he has been lawfully and validly appointed to that post by the competent authority in accordance with the law, rules and instructions in force at the time of his appointment and has been continuing to hold that post on and beyond the date of eligibility of the post to receive grant-in-aid; and

(ii) he possessed educational qualifications and experience required for holding that post at the time of his recruitment or on the date the post was admissible to grant-in-aid, whichever is later.

17. The liability of the State Government to provide grant-in-aid shall be limited to payment of grant-in-aid to one person against one eligible post at any time.

Illustration—

'A', a Lecturer in English has received grant-in-aid against one eligible post of Lecturer in that subject from 1-6-1994.

'B', a Lecturer in English who was holding that post prior to appointment of 'A' was dismissed or removed from service illegally.

Following the reinstatement of 'B' the State Government will only be liable to disburse the grant-in-aid to 'B' prospectively from the date of his resumption of duty following his reinstatement and shall not be liable for payment of any grant-in-aid for the period prior to his resumption of duty if grant-in-aid has already been paid to 'A' for that period. Nor will Government be liable to continue payment of grant-in-aid to 'A'. The liability for payment of arrears to 'B', if any, shall be met by the Governing Body from the other funds of the Educational Institution concerned,

18. In regard to teaching posts in an Aided Educational Institution coming under Category-II or III, the maximum number of subjects in respect of which grant-in-aid may be admissible shall be limited to the number of subjects as per yardstick prescribed in Annexure III. No grant-in-aid would be admissible for any teaching or non-teaching post which is not justified on the basis of conditions specified in Annexure III with regard to admissibility of teaching and non-teaching posts as per yardstick shall be deemed to be conditions imposed by this order.

19. When any person holding an aided non-teaching post is promoted to a non-teaching post in the same line in the same educational institution carrying a higher scale of pay and the promotional post has not qualified for being declared as an aided post or is receiving aid at a lower rate than the post from which promotion is proposed to be given, as a special case, the person holding the lower post will be allowed grant-in-aid against the higher post at the same rate at which he was receiving grant-in-aid in the lower post and the lower post shall qualify for grant-in-aid at different rates the date higher post at the same rate at which he was receiving grant-in-aid in the lower post and the lower post shall qualify for grant-in-aid at different rates from the date that the promotional post would have otherwise qualified for grant-in-aid but for this arrangement.

Promotion
Case

Explanation:—

Posts of Junior Clerk-cum-Typist, Senior Clerk and Head Clerk are posts in the same line.

Post of Assistant Librarian and Librarian are posts in the same line.

Illustration:—

'A', a Junior Clerk holds an aided post and is receiving grant-in-aid at the rate of 2/3rd of the admissible salary cost. A post of Senior Clerk which is in the same line admissible for promotion to the rank of Senior Clerk will receive grant-in-aid. 'A', on promotion to the rank of Senior Clerk will receive grant-in-aid at the rate of 2/3rd of the admissible salary cost as Senior Clerk and post of Junior Clerk which he was holding will be treated as an unaided post. The post of Jr. Clerk would qualify for grant-in-aid as and when the post of Senior Clerk would have otherwise qualified for grant-in-aid.

20. Whenever any Aided Educational Institution makes any new appointment including appointment by way of promotion, it shall report the fact to the Director within 15 days of making such appointment. The report to the Director shall indicate the name or names of persons appointed to the post against which such appointment has been made, whether such appointment has been made by direct recruitment or by way of promotion, the educational qualification and experience of the person so appointed and the reasons of occasion for such appointment. The Director may prescribe the *Pro forma* in which such report be made.

21. Where an order has been made by the Government or the Director irrespective of whether such order relates to notification of a Non-Government Educational Institution as an Aided Educational Institution, approval of any post, eligibility of any post to receive grant-in-aid, determination of the person who is eligible to receive grant-in-aid against an eligible post or any other matter on the basis of incorrect, false or concealed information, such order shall be liable to be cancelled or modified and any unwarranted payments already made shall be liable to be recovered from the Governing Body out of the funds of the concerned educational Institution.

22. Notwithstanding anything contained in this order, where any person has been declared to be entitled to receive grant-in-aid or to receive grant-in-aid at a particular rate in pursuance of any Judgement pronounced or Order made by any Court prior to the date of commencement of the Amendment Act, such person shall be eligible to receive grant-in-aid in accordance with such Judgement or Order for the period prior to commencement of the said Act and payment of grant-in-aid for any period thereafter shall be regulated by this Order.

23. If any question arises relating to the interpretation of any provision of this Order, it shall be referred to Government for decision which shall be final.

24. For removal of difficulties, the State Government may issue such general or special orders, not inconsistent with the provisions of the Act or of this Order, as may be necessary from time to time.

ANNEXURE I

FORM A

Index No.—

Application for Notification as an Aided Educational Institution

Instructions—1. Applicants are advised to go through and fully familiarise themselves with the Orissa Education Act, 1969, rules made thereunder and the Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order, 1994 before filling in the application form.

2. Application together with all enclosures must be submitted in duplicate

3. Separate applications shall be made for notification of—

(i) Junior College/Higher Secondary School,

(ii) Degree College as Aided Educational Institutions.

4. Any application form found to be incomplete in any respect or not filled in the manner provided is liable to be summarily rejected.

5. Any application not submitted within the period specified in the Order would be liable to be summarily rejected unless orders of the Director have been obtained extending the period within which the application may be filed. Copy of such order, if any, should be appended to the application form.

6. Applicants are advised to obtain acknowledgement in token of receipt of the application form from a competent officer of the Directorate of Higher Education. The acknowledgement form should also be filled in by the applicant and submitted along with the application.

7. Application form should be filled in type and application filled by hand shall not be accepted.

8. All corrections should be duly attested by both the applicants

9. Documents appended to the application form should be duly attested, serially numbered at the top and shown as "Enclosure, I,II,III" and firmly tagged to the application form.

10. Where any column or any item is not applicable or is not relevant to the purpose of application write "NA".

11. Where the space provided in the application form is not adequate, separate sheets may be added with proper identification mark.

12. Each page of the application form as well as the enclosures should be signed by the applicants.

To

The Director, Higher Education, Orissa, Bhubaneswar

Sir,

We the undersigned having read the provisions of Orissa Education Act, 1969, the rules made thereunder and the Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order, 1994 and having been duly authorised by the Governing Body of (name and address of the institution).....

do hereby, on behalf of the said Governing Body make this application for notification of the said educational institution as an Aided Degree College/Junior College/Higher Secondary School (strike out portions not applicable) and for approval of admissible posts in the said educational institution for purposes of sanction of grant-in-aid against those posts and for release of grant-in-aid in favour of persons holding such posts.

We furnish below the required information for consideration of the appropriate authorities.

1. Name of the Educational Institution with full postal address:

2. Has the educational institution been known by any other name at any time?

If yes furnish full particulars; along with reasons for and proof of change in name.

3. Is the name given in column—1, the name in which the educational institution been registered?

If not, please explain the reason for change.

4. Location of the educational institution:

Plot No. ..

Khata No. ..

Mouza ..

Police-Station ..

* Name of the Block ..

* Name of NAC/Municipality/Corporation ..

Tahsil ..

Subdivision ..

District ..

(* Strike out portions not applicable)

5. Whether the educational institution has functioned at all times at the location indicated above?

If not, please furnish full particulars of the location of the institution covering the entire period from the date of its establishment and reasons for change;

6. Is the applicant's educational institution a composite educational institution conducting both Higher Secondary and Degree courses?

Please indicate if any wing of the institution has been notified or is deemed to be notified as an Aided Educational Institution.

If yes, please furnish particulars of the order notifying the institution as an Aided Educational Institution and full particulars of posts approved for purposes of payment of grant-in-aid.

(For an educational institution deemed to be an Aided Educational Institution, mention "deemed to be an Aided Educational Institution" and furnish particulars of posts created/approved for purposes of sanction of grant-in-aid. Copy of all orders and notifications to be appended).

7. Particulars of courses for which recognition and affiliation have been received and are being taught at present in the institution. (Information should be furnished in respect of courses being conducted in the institution irrespective of eligibility for notification as an Aided Educational Institution).

Course (1)	Number of sanctioned seats (2)	Optional subjects/ combination sanctioned with seats (3)	Honours subjects sanctioned with seats (4)
Higher Secondary Arts.			
Higher Secondary Science			
Higher Secondary Commerce			
B. A.			
B. Sc.			
B. Com.			

8. With reference to information given in column 7, please indicate whether the application is for notification of the applicant institution as an Aided Higher Secondary School/Junior College or as an Aided Degree College.

9. (1) (a) The first academic year for which concurrence/recognition of Government was received for the applicant institution ;

(b) Academic year in which students were first admitted to the said institution ?

(c) Was there any academic year during which no student was admitted or no instructions provided: If so, please indicate the year (s) and furnish full particulars and reasons ;

(d) Status of recognition accorded by Government in favour of the applicant institution as on date of application.

Courses (1)	Permanent (Indicate number of seats) (2)	Temporary (Indicate number of seats) (3)	Whether subject to any condition (4)
H. S. Arts			
Science			
Commerce			
B. A.			
B. Sc.			
B. Com.			

(e) Whether there was any academic year for which the educational institution has not received Government recognition ; if so, indicate the academic year (s).

(f) Whether permanent or temporary recognition granted by Government for any academic year was subject to any condition ; if so indicate the year, conditions imposed and state whether the conditions were complied with.

(2) (a) The first academic year for which affiliation was received by the applicant institution from—

(i) C. H. S. E.

(ii) University

(b) Present status of affiliation as on date of application

Course (1)	Temporary (Indicate number of seats) (2)	Permanent (Indicate number of seats) (3)	Whether subject to any condition (4)
H. S. Arts			
Science			
Commerce			
B. A.			
B. Sc.			
B. Com.			

(c) Whether during any year after establishment of the institution affiliation was not granted or was suspended or was withheld; if so, indicate the year and reasons :

10. Whether Governing Body has been approved by the
D. H. E. ?

Yes/No

(1) If yes, please furnish :

(a) Name of the President

(b) Name of the Secretary

(c) Number and date of the approval order

(attested true copy of the approval order should be
enclosed)

(d) When does the term of Governing Body expire :

Date

(2) If no, the reasons for not having an approved Governing Body :

(3) Whether undertakings and resolutions of Governing Body as specified
in Paragraph 7 (i) (ii) (iii) are furnished.

Yes/No

11. (a) Whether the account of the institution has been audited Yes/No

If yes, who audited the accounts and for which financial years :

(attested copies of audited statement of accounts of the institution of preceding three financial years should be enclosed).

(b) Name (s) of the Banks or Post Office (s) where accounts of the institution are maintained along with account numbers :—

NAME AND ADDRESS OF

ACCOUNT NUMBER

(a) Bank (s)

(Post Office (s)

(c) Statement of receipts and expenditure for last three financial years :

(Audited figures should be furnished if audit has been completed, if not, figures should be furnished on the basis of accounts maintained on a regular course by the institution which would be treated as provisional).

Source of receipts (Names and addresses of donors, if any, and full particulars of other sources should be indicated.

Receipts during the financial years
19 — 19 19 — 19 19 — 19

(i) Fees and fines collected from students

(ii) Hostel fees

(iii)

(iv)

(v)

Total receipts

Heads of expenditure

Amount spent during the financial years
19 — 19 19 — 19 19 — 19

(i) Salary of teaching staff

(ii) Salary of non-teaching staff

(iii) Library books

(iv) Equipments/Chemicals

(v) Building projects (specify buildings)

(vi) Electricity charges

(vii) Water charges

(viii)

(ix)

(x)

Total expenditure

in Closing Balance at the end of the financial year

(d) Whether acquittance roll of salaries paid have been maintained for all years ?

If not, the reasons.

12. NATURE OF RECOGNITION RECEIVED FROM GOVERNMENT FROM TIME TO TIME FOR DIFFERENT COURSE/STREAMS/ SUBJECTS/SEATS FROM THE DATE OF ESTABLISHMENT OF THE INSTITUTION

Academic year (from the date of establishment up-to-date)	Recognition/concurrence received for: (Opening of a course/subjects/Hons./ increase of seats in any stream/subject should be mentioned in details)	Course (e. g. Higher Secondary or Degree in Arts/Science/ Commerce)	Detailed particulars of subjects, courses etc. for which recognition/concurrence received	Nature of recognition/concurrence (Whether temporary, permanent or solely for purpose of examination or subject to any condition which must be specified)	Order No. and date (Attested copies of the orders should be enclosed and numbered)	Enclosure Number
					(1)	(2)

13. NATURE OF AFFILIATION RECEIVED FROM COUNCIL/UNIVERSITIES FROM TIME TO TIME FROM THE DATE OF ESTABLISHMENT OF THE INSTITUTION.

Academic year (from the date of establishment up-to-date)	Affiliation received for : Course (e. g. Higher Secondary or Degree in Arts/Science/ Commerce)	Detailed particulars of subjects, courses, seats etc. for which affiliation was received	Name of University/ Council to which affiliated	Nature of affiliation (Whether temporary or permanent or subject to any condition which must be specified)	Affiliation order No. and date (Attested copies of order should be enclosed and numbered)	Enclosure Number
					(1)	(2)

14. CLASSWISE ACTUAL STUDENT STRENGTH AS ON THE 31ST DECEMBER OF EACH YEAR FROM THE DATE OF ESTABLISHMENT OF THE INSTITUTION

Academic year	Actual number of students on roll as on the 31st December												Total			
	1st Year H. S.			2nd Year H. S.			1st Year Degree			2nd Year Degree			3rd Year Degree			
	Arts	Sc.	Com.	Arts	Sc.	Com.	Arts	Sc.	Com.	Arts	Sc.	Com.	Arts	Sc.	Com.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

15. SUBJECTWISE ACTUAL STUDENT STRENGTH AS ON THE 31ST DECEMBER OF EACH YEAR FROM THE DATE OF ESTABLISHMENT OF THE INSTITUTION

Subject	Class	Actual number of students on roll as on the 31st December of											
		19-19	19-19	19-19	19-19	19-19	19-19	19-19	19-19	19-19	19-19		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

16. SUBJECTWISE PRESENTATION OF REGULAR STUDENTS AT ANNUAL H. S./FINAL DEGREE EXAMINATION
FROM THE DATE OF ESTABLISHMENT OF THE INSTITUTION

Year of Examination	Name of examination	Subject (including compulsory subject)	Number of regular students presented
(1)	(2)	(3)	(4)

**17. RESULTS OF THE INSTITUTION IN ANNUAL & SUPPLEMENTARY H. S./FINAL DEGREE EXAMINATIONS DURING
PRECEDING THREE CONSECUTIVE YEARS FROM THE DATE OF ELIGIBILITY**

18. PARTICULARS OF EACH PERSON APPOINTED IN THE INSTITUTION FROM ITS ESTABLISHMENT

Name of the incum- bent of birth	Post held	No. & date of app- ointment order	Nature of appointment(part- time, Honorary, <i>ad hoc</i> or regular)	Brief account of selec- tion procedure	Qualification (Attested copies of certificates & mark sheets should be enclosed)			Date of joining	Resoluti on No. & date of approval of appointment	Date of realief, if any, reasons for relief			
					Examina- tion with year	Board/ College attended	Class/ Council/ Division University						
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

21. List of documents enclosed.

Enclosure Number

- (a) Attested copy of undertaking of Governing Body
- (b) Attested copy of Governing Body approval Order.
- (c) Attested copy of audited statement of accounts
- (d) Attested copies of recognition/concurrence Orders.
- (e) Attested copies of affiliation Orders
- (f)
- (g)
- (h)
- (i)
- (j)

22. Additional information, if any.

23. We have fully acquainted ourselves with the provisions of the Orissa Education Act, 1959, relevant rules made thereunder and Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-Aid Order, 1994, agree on behalf of the Governing Body to abide by the aforesaid statutory provisions, and do hereby certify that the educational institution in respect of which this application is being made fulfils all conditions for being notified as an Aided Educational institution, that the posts for which approval is being sought and persons for whom grant-in-aid is being claimed do not suffer from any ineligibility under the aforesaid provisions.

We further certify that no material document or factual information having a bearing on eligibility or ineligibility of the educational institution or of any of the posts or any of the employees of the institution has been omitted from the application.

We also certify that the information and particulars furnished in this application are based on records and are correct and are true to the best of our knowledge and belief.

We hereby undertake that grant-in-aid sanctioned for the purpose of meeting part or whole of the salary costs shall be disbursed directly to employees concerned and to refund any excess or inadmissible payments that may have been made, if any.

We understand that if any information or document furnished with this application is subsequently found to be incorrect or any material information has been omitted, any order that may have been issued notifying the institution as an Aided Educational Institution or approving any post or releasing grant-in-aid in favour of any person would be cancelled and the Governing Body shall be liable to refund to Government the entire amount that may have been received as grant-in-aid from the inception.

We also understand that if on scrutiny the application is found to be incomplete in any respect, it is liable to be rejected outright.

Signature of the President

.. Signature of the secretary seal.

Full Name in Block Letters

.. Full Name in Block Letters

Address

.. Address.

Date

Date

AFFIDAVIT

I Shri..... aged about..... years, son of Shri.....
 resident of P. O.
 P. S. district do hereby solemnly affirm
 and state as follows:

- That I am the President/Secretary of the Governing Body of and that I have been duly authorised by the Governing Body to file this affidavit.
- That I am fully acquainted with the records of the said educational institution and its functioning.
- That the facts stated in the application form and in the documents enclosed are true to the best of my knowledge and belief.

Place

Deponent

Date

OFFICE OF THE DIRECTOR, HIGHER EDUCATION, ORISSA, BHUBANESWAR

ACKNOWLEDGEMENT

Received the application of (Name and address of the institution) in Form A for notification of the institution as an aided Degree/Junior College Higher Secondary Schools (strike out whichever is not applicable) in duplicate with following enclosure dated at AM/PM. and has been assigned Index No.....

- Original affidavit as required under Para. 7 (1) (i) of the Orissa (N. G. C. J. C. H. S. S.) Grant-in-aid Order, 1994.
- Attested copy of the undertaking of the Governing Body in the form of a resolution as required under Para. 7 (1) (ii) of the Order.

Enclosure No.

- Attested copy of the resolution of the Governing Body as required under Para. 7 (1) (iii) of the Order.

Enclosure No.

- Attested copy of the approval order of constitution of the Governing Body.

Enclosure No.

5. number of other enclosure numbered as

6. number of additional sheets marked as

Total pages including all enclosed sheets) in each application form.....

Signature of the Receiving Officer

Date

Seal

ANNEXURE II

FORM 8

Application for approval of additional posts in an Aided Educational Institution

INSTRUCTIONS :

1. Applicants are advised to go through and fully familiarise themselves with the Orissa Education Act, 1969, rules made thereunder and the Orissa (Non-Government Colleges Junior Colleges and Higher Secondary Schools) Grant-in-aid Order, 1994 before filling, in the application form.
2. Application together with all enclosures must be submitted in duplicate.
3. Any application form found to be incomplete in any respect or not filled in the manner provided is liable to be summarily rejected.
4. Any application not submitted within the period specified in the Order would be liable to be summarily rejected unless orders of the Director have been obtained extending the period within which the application may be filed. Copy of such order, if any, should be appended to the application form.
5. Applicants are advised to obtain acknowledgement in token of receipt of the application form from a competent officer of the Directorate of Higher Education. The acknowledgement form should also be filled in by the applicant and submitted along with the application.
6. Application form should be filled in type and application filled by hand shall not be accepted.
7. All corrections should be duly attested by both the applicants.
8. Document appended to the application form should be duly attested, serially numbered at the top and shown as "Enclosure I, II, III" and firmly tagged to the application form.
9. Where any column or any item is not applicable or is not relevant to the purpose of application write "N. A."
10. Where the space provided in the application form is not adequate, separate sheets may be added with proper identification mark.
11. Each page of the application form as well as the enclosures should be signed by the applicant.

To

The Director, Higher Education, Orissa, Bhubaneswar

Sir,

We, the undersigned having read the provisions of Orissa Education Act, 1969, the rules made thereunder and the Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order, 1994 and having been duly authorised by the Governing Body of (Name and Address of the Institution).....

do hereby, on behalf of the said Governing Body make this application for approval of admissible posts in the said educational institution for purposes of sanction of grant-in-aid against those posts and for release of grant-in-aid in favour of persons holding such posts.

We furnish below the required information for consideration of the appropriate authorities:—

1. Name of the Educational Institution with full Postal Address :

2. (a) Notification No. and date in which the Institution has been notified as Aided Educational Institution: (Attested copy should be enclosed). In case the Institution is deemed to be an Aided Educational Institution please mention "Deemed to be Aided Educational Institution":

(b) Whether notified as Aided Junior College/Higher Secondary School or as Aided Degree College or as both.

3. Whether Governing Body has been approved by Director, Higher Education; if yes, .. Yes/No

(a) Name of President ..

(b) Name of Principal-cum-Secretary ..

(c) Number & date of approval order (Attested copy is to be enclosed) ..

(d) When does the term of the Governing Body expire ? ..

(e) Whether undertaking and resolution of the Governing Body as required in Para. 7 (i) (ii) & (iii) of the Order have been furnished ? ..

Yes/No

4. Name of the posts for which approval is sought—

(a) Teaching Posts ..

(b) Non-Teaching Posts ..

5. Work load for admissibility of the teaching posts, as per yardstick

Academic year for which the post admissible	Subject	Class	Sanctioned strength	Recognition Order No. & date	Affiliation Order No. & date	Actual No. of students of general/lecture/rail/practical classes	Number of tuto-rial on roll on 31st Decem-ber	Total number of classes in the subject (per week)	Number of posts warranted	Number of posts already approved	Number of posts additional posts required	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

6. Actual student strength in the Institution as on 31st December during qualifying period

Academic year	Actual student strength as on 31st December												Total			
	1st Year Higher Secondary				2nd Year Degree				3rd Year Degree							
	Arts	Sc.	Com.	Arts	Sc.	Com.	Arts	Sc.	Com.	Arts	Sc.	Com.				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

7. Subjectwise presentation of regular students at Annual Higher Secondary/Final Degree Examinations during qualifying period

Year of Examination	Name of Examination	Subject (including compulsory subjects)	Number of students presented
(1)	(2)	(3)	(4)

8. Results of the Institution in Annual & Supplementary Higher Secondary/Final Degree Examination during preceding three consecutive years

Year of Examination	Name of Examination	Stream (Arts/ Science/Commerce)	Number of regular students presented in the stream	Number of regular students passed in the stream	Percentage of pass in the stream	Overall percentage of pass for the Council/University in the stream
(1)	(2)	(3)	(4)	(5)	(6)	(7)

9. Existing aided posts in the Institution :

(a) Teaching Posts :

Subject	Name of the post	Date from which admitted to grant-in-aid fold	Name of the employee holding the post at present	Remarks
(1)	(2)	(3)	(4)	(5)

(b) Non-Teaching posts :

Name of the post	Date from which admitted to grant-in-aid fold	Name of the incumbent holding the post at present	Whether on yardstick or non-yardstick basis	Remarks
(1)	(2)	(3)	(4)	(5)

10. Particulars of persons who were/are holding the posts mentioned at Sl. No. 4 of the application form

Post	Name (s) of incumbent holding the post and date of birth	No. & date of appointment order	Nature of account (Part time, honorary, <i>ad hoc</i> or regular)	Brief procedure	Qualification (attested copies of certificates and mark sheets should be enclosed)	Exam. with year attended	School/ College	Board/ Council/ University	Class/ Division	Percentage of marks/ grade	Date of joining	Resolution No. and date of approval of appointment	Date of relief if, any, and reason for relief
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

11. Name (s) of person(s) who according to the applicant institution is/are eligible to receive grant-in-aid against posts eligible to be approved

Name of the person with his permanent address	Post against which he/she is eligible to receive grant-in-aid	Whether belongs to S.C. or S.T.	Date of birth	Mode of selection (attested copy of proceeding of selection/screening committee for appointment should be attached)	Date from which eligible to receive grant-in-aid & rate of grant-in-aid	Reason for non-continuance of the post	Name of other person, if any, who has holding this post	Period for which he was holding the post	Has any other person a claim for receiving grant-in-aid against the post ? Give details including name and period	Predecessors, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	

12. List of documents enclosed: Enclosure No.

- (a) Attested copy of Governing Body approval order.
- (b) .
- (c) .
- (d) .
- (e) .
- (f) .
- (g) .
- (h) .
- (i) .
- (j) .

13. Additional information, if any.

14. We have fully acquainted ourselves with the provisions of the Orissa Education Act, 1969 relevant rules made thereunder and the Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order, 1994 and do hereby certify that the posts for which approval is being sought and persons for whom grant-in-aid is being claimed do not suffer from any ineligibility under the aforesaid provisions.

We further certify that no material document or factual information having a bearing on eligibility or ineligibility of the Educational Institution or of any of the posts or any of the employees of the institution has been omitted from the application.

We also certify that the information and particulars furnished in this application are based on records and are correct and true to the best of our knowledge and belief.

We understand that if any information or document furnished with this application is subsequently found to be incorrect or any material information has been omitted, any order that may have been issued approving any post or releasing grant-in-aid in favour of any person would be cancelled and the Governing Body shall be liable to refund to Government the entire amount that may have been received as grant-in-aid from the inception.

We also understand that if on scrutiny the application is found to be incomplete in any respect, it is liable to be rejected outright.

Signature of the President
(Full name in block letters)

Address

Date

Seal

Signature of the Secretary
(Full name in block letters)

Address

Date

Seal

AFFIDAVIT

I, Shri

aged about..... years, son of Shri.....

..... resident of

P. O. P. S.

Dist..... do hereby solemnly affirm and state as follows—

1. That I am the President/Secretary of the Governing Body of..... and that I have been duly authorised by the Governing Body to file this affidavit.
2. That I am fully acquainted with the records of the said educational institution and its functioning.
3. That the facts stated in the application form and in the documents enclosed are true to the best of my knowledge and belief.

Place.....

DEPONENT

Date.....

OFFICE OF THE DIRECTOR, HIGHER EDUCATION, ORISSA, BHUBANESWAR

ACKNOWLEDGEMENT

Received application of
 (Name and address of the institution) in Form B for approval of additional admissible posts
 in the institution in duplicate with following enclosures, today the
 at AM/PM and has been assigned Index No.....

1. Original affidavit
2. Attested copy of the undertaking and resolution of G. B. as required under Para. 7(i)
(ii) & (iii). Enclosure No.
3. Attested copy of the Order of the Government notifying the institution as Aided
Educational Institution. Enclosure No.
4. Attested copy of the approval order of constitution of the Governing Body.
Enclosure No.

5. number of other enclosures numbered as

6. number of additional sheets marked as

Total pages (including all enclosed sheets) in each application form.....

Signature of the Receiving Officer

Date

Seal

ANNEXURE III

YARDSTICK FOR APPROVAL OF POSTS IN AIDED EDUCATIONAL INSTITUTIONS
FOR PURPOSES OF GRANT-IN-AID

1. Maximum number of subjects other than compulsory subjects in which admissible post of teachers will be eligible for approval for purposes of grant-in-aid shall be as indicated in the Table below.

Type of Institutions (1)	Stream (2)	Actual enrolment (subject to maximum of the recognised and affiliated strength of students) (3)	Maximum number of subjects other than compulsory subjects permissible (4)
Junior College/Higher Secondary Arts School.		64	4
		128	6
		256	8
		384	11
	Science	128	4
		256	6
	Commerce	256	3
Degree College	Arts	64	3
		128	4
		256	7
	Science	128	5
		256	7
	Commerce	256	4

2. One post of Lecturer for each compulsory subject will be admissible unless more posts are justified on the basis of work-load and on the basis of yardstick hereinafter provided. When the same compulsory subject is taught as a compulsory subject or optional subject in any other stream or course, number of teachers will be determined on the basis of the total work-load in that subject for all courses and streams taken together in the same educational institution.

3. Where an Aided Educational Institution has received recognition and affiliation for more optional subjects as admissible on the basis of column 4 of the Table in Para 1 the number of optional subjects for which teachers will be admissible shall be limited to the number indicated in column 4 and teachers in remaining subjects shall not be eligible for approval. In these circumstances the subjects in which posts of teachers shall be approved shall be based on the number of students presented at the final Degree Examination conducted by the University or the Higher Secondary Examination conducted by the Council on the average during the three consecutive years preceding the date of eligibility of the institution to be notified as an Aided Educational Institution.

Illustration : A college has received recognition and affiliation for 128 students and 6 optional subjects. The actual enrolment in the College is 64. It would therefore be eligible for approval of teachers in four subjects and not in six subjects. The average enrolment in each of the six subjects during the 3 years preceding the date of its eligibility in notification as an Aided Educational Institution was as follows :—

Subject	Enrolment of students
A	16
B	66
C	48
D	64
E	32
F	30

In this example subjects like B, C, D, and E having the highest enrolment will be selected as the 4 optional subjects in which teaching posts will be eligible for approval. No post of teacher for subjects like A, F, will be eligible for approval.

Composite work load to be taken into account
4. Additional post of Lecturers for optional subjects will be admissible on the basis of work-load assessed with reference to the yardstick indicated hereinafter and for purposes of determination of the total work-load. The workload on account of the Higher Secondary Course and Degree Course in all streams in that subject shall be taken together provided that the Higher Secondary wing and the Degree wing of that institution have both been notified as Aided Educational Institution.

Illustration : A general college has received recognition and affiliation for subject 'A' it Subject 'A' is a compulsory subject for all students and is also an optional subject for some students. The total number of classes for the compulsory subject is 25 per week and the total number of classes in this subject as optional subject is 12 per week. Since the total work-load is 37 per week, two teachers would be eligible for approval. Two years later the same institution receives recognition and affiliation for opening of Degree Course in Arts where this subject is taught as one of the optional subjects. The total number of classes in this subject as an optional subject in the Degree Course comes to 12 classes per week. The total work-load in that subject in that educational institution after notification of the Degree wing as an Aided Educational Institution, therefore comes to 49. No more post of Lecturer would be admissible on the basis of work-load.

5.p One post of Lecturer would be admissible for 25 periods per week in that subject in the Aided Educational Institution but no post of additional Lecturer shall be admissible if the total period does not exceed 25 or multiple of 25 by 20 per cent.

Illustration : Total number of periods to be taken in a subject whether as a compulsory subject or as an optional subject is 80. Three posts of Lecturer will be admissible.

Fourth post will be admissible only when the total number of periods to be taken exceeds 90 i.e. 75 plus 20 per cent of 75:

Provided that if the number of students admitted to the Honours Course in any subject is less than 8 or the number of students offering any optional subject is less than 16 in any year the work-load on account of such subject shall not be taken into account for computing the work-load in that subject for that year.

6. In a subject having practicals one post of Demonstrator shall be admissible for every 36 periods of practical in a week. No additional post of Demonstrator shall be admissible if the total number of practical periods does not exceed 36 or multiples thereof by 10 per cent.

NOTE : A practical period for this shall be counted as one period irrespective of the number of students in the group. When 32 students in a practical group meet in one practical class of 3 periods, it shall be counted as 3 periods, but not as 6 periods by assuming 16 students in each group:

Provided that not more than one post of Demonstrator shall be admissible for approval for subject like Geography, Geology, Anthropology, Psychology and Home Science irrespective of the number of periods of practical per week and no post of Demonstrator will be admissible for the subject 'Education'.

7. The number of post of Laboratory Attendants that would be eligible for approval shall be the same as the number of Demonstrator eligible for approval in the same subject.

*8. No post of Demonstrator, Laboratory Attendant or any post connected with Laboratory work of any subject shall be admissible under the yardstick or be eligible for approval from any date prior to the date of approval of a post of Lecturer in that subject.

9. One post of P. E. T. shall be eligible for approval for every Aided Educational Institution. Where a Junior College or Higher Secondary School and a Degree College have been separately notifications as an Aided Educational Institution, but functioning as two wings of the same institution, one post of P. E. T. would be eligible for approval for both the Higher Secondary wing and the Degree wing of that institution.

10. The maximum number of posts other than the post of teachers, Demonstrators, P. E. T. and Laboratory Attendants that would be admissible for approval shall be as indicated in the table below.—

Number of admissible students strength	Non-teaching posts admissible for purposes of grant-in-aid.
(1)	(2)
Up to 350	One Junior Clerk-cum-Typist, one Assistant Librarian, two peons
More than 350 and up to 750	One Senior Clerk, one Junior Clerk-cum-Typist, one Assistant Librarian, one Library Attendant, three Peons.
More than 750 and up to 1,500	One Senior Clerk, two Junior clerks-cum-typist, one Assistant Librarian, one Library attendant, four Peons.
More than 1,500 and up to 2,500	One Head Clerk, one Senior Clerk, two Junior Clerks-cum-Typist, one Librarian (if number of books exceeds 10,000), one Assistant Librarian, one Library Attendant, Four Peons.

More than 2500.

One Head Clerk

Two Senior Clerks

Three Junior Clerks-cum-Typist

One Librarian (if number of books exceeds 10,000)

Two Assistant Librarians

Two Library Attendants

Five Peons

NOTE—In an Educational Institution which has both Higher Secondary Course and Degree Course notified as aided the admissible student strength for the institution shall be calculated taking into account the admissible student strength for both the Courses together.

11. If any teaching or non-teaching post is required in an Aided Educational Institution beyond what is admissible on the basis of yardstick laid down in Annexure-III the salary and the non-salary costs of such posts shall be borne by the Governing Body and the State Government shall bear no liability for the same.

[No. 62608-H. E.]

By order of the Governor

S. M. PATNAIK

Principal Secretary to Government
Department of Higher Education