

# The Orissa Gazette

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## DEPARTMENT OF HIGHER EDUCATION

### NOTIFICATION

The 7th January 2009

**S.R.O. No. 30/2009**— In exercise of the 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 the payment of Grant-in-aid in shape of Block Grant 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. Short Title, Application and Commencement—(1) This Order may be called the Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order, 2008.

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

(3) It shall come into force on the date of its publication in the *Orissa Gazettee*.

2. Definitions. —(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) “Annexure” means the annexure appended to this order;
- (d) “Block Grant” means a fixed sum of Grant-in-aid payable in accordance with the provisions of Para.16 (1);
- (e) “Council” means the Council of Higher Secondary Education, Orissa, constituted under the Orissa Council of Higher Secondary Education Act, 1982;
- (f) “Director” means the Director Higher Education, Orissa and includes any Officer not below the rank of Deputy Director who may be authorized by the State Government on 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 on behalf of the Director under this order;

- (g) “Educationally Backward District” means a district where rate of literacy is less than 50 per cent of the total population of the district as per the census of 1991;
- (h) “Government” means the Government in the Department of Higher Education;
- (i) “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;
- (j) “Non-Government Education 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;
- (k) “University” means the Utkal University, the Berhampur University, the Sambalpur University, the Fakir Mohan University, the North Orissa University or the Ravenshaw Unitary University as the case may be; and
- (l) “Women’s Educational Institution” means a Women’s Junior College or Degree College which is imparting education exclusively to women students.

(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. Eligible Educational Institutions—The following Non-Government Educational institutions shall only be eligible for consideration for Block grant for being notified as Aided Educational Institutions under Clause (b) of Section 3 of the Act, namely :—

- (1) Higher Secondary Schools or Junior Colleges recognized 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 recognized by Government and affiliated to any of the Universities imparting instruction and presenting regular candidates for the +3 Arts, +3 Science and +3 Commerce Degree Examinations of the Utkal, Berhampur, Sambalpur, Fakir Mohan, North Orissa Universities and Ravenshaw Unitary University with or without Honours.

4. Eligibility criteria for consideration for Block Grant— (1) The educational institutions described in Para. 3 which have been established with recognition of Government and affiliation of the Council or the Universities as the case may be on or before the 1st June 1998 in respect of Educationally Advanced Districts, on or before the 1st June 2000 in respect of Educationally Backward Districts and Women’s Educational Institutions established with such recognition and affiliation on or before the 1st June 2000 in both Educationally Advanced Districts and Educationally Backward Districts are eligible for Block Grant to be determined in the manner specified in Paragraph-16.

(2) The educational institution to be considered for Block Grant in accordance with this order shall have received recognition and affiliation for each course, stream and subject taught in that institution for each academic year for a continuous period of minimum 5 years in respect of

Educationally Advanced District and 3 years in respect of Educationally Backward District and a Women's Educational Institution without any break or discontinuity from the date of establishment subject to the provisions of sub-Para. (1) :

Provided that in case of break or discontinuity, to acquire eligibility, the said qualifying period shall be computed from the date of revival.

5. Non application of this order to certain Educational Institutions—Notwithstanding anything contained in Para. 3 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 Block Grant for any post from the State Government under this order.

6. Conditions for consideration for Block Grant— In order to receive Block Grant the eligible Educational Institutions must also fulfil the following conditions :—

- (1) The Educational Institution has maintained correct record 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.
- (2) The Educational Institution has a Governing Body duly constituted and approved in accordance with the prescribed rules.
- (3) 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.
- (4) The educational institution has fulfilled all the criteria and the Director has recommended such institution to be notified as an Aided Educational Institution.

7. Notification conferring aided status—(1) A Non-Government Educational Institution found eligible under Para. 4 shall be notified to be an Aided Educational Institution by the Government. No Educational 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 Block Grant from the Government under this order.

(2) 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 commencement of the Amendment Act, or thereafter shall *ipso facto* entitle any Non-Government Educational Institution to be notified as an Aided Educational Institution or to receive Block Grant for any post.

8. Application from the eligible Institutions—(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' as at 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 ,—

- (a) an affidavit attesting to the correctness of the facts and statements made in the application and authenticity of copies of documents attached thereto;
- (b) a resolution of the Governing Body requesting Government to notify the applicant's 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 utilization of Grant-in-aid.

(2) An application in the prescribed format as at Annexure-I shall be made within one month from the date of notification of this order in *Orissa Gazette*. 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 three months in total. No application received thereafter shall be taken into consideration.

(3) On receipt of an application the Director shall inspect or cause the applicant's 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's 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's 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 separately in respect of each applicant who are found eligible.

9. The rate of Block Grant and management's liability.— A Non-Government Educational Institution, which will be notified as an Aided Educational institution, in accordance with this order shall not *ipso facto* be eligible to receive Grant-in-aid. Such an institution will only be eligible to receive Grant-in-aid in shape of Block Grant towards 40% of salary cost of the approved teaching and non-teaching posts in that institution, which are eligible to receive Grant-in-aid in accordance with the provisions of this order. The balance salary cost of these posts shall be borne by the Governing Body of the institutions.

10. Eligibility of posts for Block Grant—(1) A post in a Non-Government Educational Institution for which no Grant-in-aid has been sanctioned prior to commencement of this order shall be eligible for Grant-in-aid in shape of Block Grant if, —

- (a) the post is admissible as per workload and yardstick prescribed in this Order as at Annexure-II; 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.

(2) The workload for determining admissibility of a post shall be computed by taking into account the total workload 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 workload or yardstick, the decision of the Director thereon shall be final.

(3) The workload 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.

- (4) (i) A post shall not be deemed to have completed the qualifying period unless,—
- (a) the post has been filled up on full time basis during the entire qualifying period;
  - (b) the post has not been filled up on Honorary or Part-time basis at any time during the entire qualifying period;
  - (c) the post has been filled up by a person/persons recruited in accordance with the procedure laid down in the Act, Rules and instructions as applicable at the relevant time;
  - (d) the post has been filled up at all times during the qualifying period by a person duly qualified to hold such a post.

(ii) If any post admissible on the basis of workload and yardstick has not been filled up in the manner indicated in Clause (i), the period during which the post was not filled up in such manner shall not count towards computation of the qualifying period.

(5) Application for approval of posts, which are eligible for approval, and application for notification of that educational institution as an Aided Educational institution shall be made simultaneously in the prescribed Form-A as at Annexure-I. Where the Director is satisfied that a post is eligible for approval he shall issue an order to that effect with prior concurrence of the State Government indicating the date from which the post has been approved.

(6) The date of eligibility of a post for which Grant-in-aid in shape of Block Grant 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 shall in no case be a date prior to the 1st June 2003.

11. Disbursement of Block Grant.— Block Grant payable to an Aided Educational Institution shall be the sum total of Grant-in-aid admissible towards salary cost at the rate specified in this order for each admissible and approved post from and after the date of eligibility and the Block Grant 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 authorized by Government, Government may from time to time determine the mode and form of disbursement.

12. Proposal from the Governing Body in respect of eligible persons.—The Governing Body of a Non-Government Educational Institution notified or which applies for notification of such institution as an Aided Educational Institution shall furnish proposals in regard to the person or persons who is/are eligible to receive Block Grant 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 Block Grant against each approved post or post eligible for approval;
- (b) Full particulars of the post against which a person is eligible to receive Block Grant including particulars relating to approval of the post;
- (c) Whether the person belongs to S.C. or S.T. ;
- (d) Date of birth of the person as recorded in the Matriculation Certificate or School Leaving Certificate in case of the person who is not a Matriculate;

- (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 and percentage of marks/grade obtained (attested true copies of all certificates and mark sheets shall be appended);
- (f) Date of appointment;
- (g) The mode of selection 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 the post at any time in the past with detailed reasons for his/her 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 of them shall be furnished;
- (i) Whether any other person has or may have a claim for receiving Block Grant against the post, if so, full particulars shall be furnished.

13. Scrutiny of the proposal by the Director—(1) On receipt of a proposal from the Governing Body, the Director or any official authorized by the State Government shall examine each case and if they are satisfied that the person proposed by the Governing Body is eligible to receive Block Grant against an approved 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 Block Grant against an aided post unless,—

- (a) he has been lawfully and validly appointed to that post by the competent authority in accordance with the Act, 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 Block Grant; and
- (b) he has 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.

14. Liability of the State Government—The liability of the State Government to provide Grant-in-aid in shape of Block Grant shall be limited to payment to one person appointed lawfully and validly against one eligible post at any time.

15. Recovery of payment made on the basis of incorrect, false or concealed information.—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 Block Grant, 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.

16. Components and admissibility of Block Grant—(1) The Block Grant payable to the Non-Government Educational Institution under paragraph 9 shall be a fixed sum of Grant-in-aid, which shall be determined at the rate of 40% of the emoluments calculated at the initial of the existing time scale of pay applicable to the employees including existing. Dearness Pay and existing Dearness Allowance as admissible prospectively from the date of Notification of the Grant-in-Aid Order, 2008 in favour of the teaching and non-teaching employees of the educational institution who have become eligible to receive Grant-in-aid by 1st day of June, 2003.

(2) The balance emoluments including Dearness Pay and Dearness Allowance after payment under sub-Para. (1) shall be borne by the concerned Governing Body of the Aided Education Institution.

17. Appointments in the Aided Educational Institutions.—Whenever any Aided Educational Institution makes any new appointment in accordance with law 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 in the post against which such appointment has been made, the educational qualification and experience of the person so appointed and the reasons that; occasioned for such appointment. The Director may prescribe the *Pro forma* in which such report be made.

18. Interpretation—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.

19. Removal of doubts and difficulties—For removal of doubts and difficulties, the Government may issue such general or special instructions, not inconsistent with the provisions of the Act or of this order, as may be considered necessary.

20. Repeal and Saving—(1) The Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-aid Order, 2004 here in after referred to as the Grant-in-aid order is hereby repealed, save for the purposes of such private educational institution being a non-Government College, Junior College or Higher Secondary School which has become eligible under the said order to be notified as Aided Educational Institution to be entitled to receive Grant-in-aid by way of Block Grant determined in the manner provided in the sub-Para. (2) of Paragraph 3 of the Grant-in-aid Order, 2004.

(2) Notwithstanding the repeal under sub-Para. (1), the private educational institutions which are in receipt of any Grant-in-aid or Block Grant from Government under the orders so repealed immediately before the date of commencement of this Order, shall continue to receive such Grant-in-aid or Block Grant as the case may be as if the Orissa (Non-Government Colleges, Junior Colleges and Higher Secondary Schools) Grant-in-Aid Order, 1994 and the Grant-in-Aid Order, 2004 had not been repealed.

[ No. 732—IV-HE-G-107/2008-HE. ]

By order of the Governor

M. S. PADHI

Commissioner-cum-Secretary to Government

**FORM A**  
( See Para. 8)

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, 2008 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.

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 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 College, Junior Colleges and Higher Secondary Schools) Grant-in-Aid Order, 2008 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 Block Grant against those posts and for release of Block Grant 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 N.A.C./Municipality/Corporation . .

Tahasil . .

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	Number of sanctioned seats	Optional subjects/ combination sanctioned with seats	Honours subjects sanctioned with seats
(1)	(2)	(3)	(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 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	Permanent (Indicate number of seats)	Temporary (Indicate number of seats)	Whether subject to any condition
(1)	(2)	(3)	(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	Temporary (Indicate number of seats)	Permanent (Indicate number of seats)	Whether subject to any condition
(1)	(2)	(3)	(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 8(a)(b) 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
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(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		
	2000-2001	2001-2002	2002-2003
(i) Fees and fines collected from students			
(ii) Hostel fees			
(iii)			
(iv)			
(v)			
Total receipts			
Heads of expenditure	Amount spent during the financial years		
	2000-2001	2001-2002	2002-2003
(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/subject/Hons./ increase of seats in any stream/subject should be mentioned in details)	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) <u>Course (e.g. Higher Secondary or Degree in Arts/Science/ Commerce)</u> Detailed particulars of subjects, courses, etc. for which recognition/ concurrence received	(3)	(4)	(5)	(6)

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 : <u>Course (e.g. Higher Secondary or Degree in Arts/Science/ Commerce)</u> 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)	(3)	(4)	(5)	(6)	(7)

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		
(1)	Arts	Sc.	Com.	Arts	Sc.	Com.	Arts	Sc.	Com.	Arts	Sc.	Com.	Arts	Sc.	Com.	(17)
	(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													
		(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**

Year (in which examination was held)	Name of Examination (e.g. H.S./B.A./ B.Sc./B.Com./ in Arts, Sc., Commerce)	Stream (Arts, Science Commerce)	No. of regular students presented in each stream (i.e. Arts, Sc. & Commerce)	No. of regular students passed in each stream	Percentage of pass	Over all percentage of pass for the Council/University in the stream
(1)	(2)	(3)	(4)	(5)	(6)	(7)

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

Name of the incumbent of birth	Post held	No. & date of appointment order	Nature of appointment (part-time, Honorary, ad hoc or regular)	Brief account of selection procedure with year	Qualification (Attested copies of certificates and mark sheets should be enclosed)	Date of joining	Resolution No. & date of approval of appointment	Date of relief, if any, reasons for relief	REMARKS				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)

19. POST WHICH ACCORDING TO THE APPLICANT INSTITUTION ARE ELIGIBLE FOR APPROVAL

Name of the Post	Date from which admissible as per yard stick & workload (Workload statement should be enclosed and numbered)	Enclosure number marked on the workload statement	Date on which the post has completed/ completes qualifying period	Name of the incumbent holding the post at present	Date from which Grant-in-aid is to be paid and rate of Grant-in-aid
(1)	(2)	(3)	(4)	(5)	(6)

20. NAME(S) OF PERSON(S) WHO ACCORDING TO THE APPLICANT INSTITUTION ARE ELIGIBLE TO RECEIVE BLOCK GRANT 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./S.T.	Date of birth	Mode of selection (Attested copy of Selection/Screening Committee for appointment should be attested)	Date from which eligible to receive grant & the rate of Grant-in-aid	Predecessors, if any Name(s) of other person(s) if any who was/ were holding the post	Reasons for non-continuance in the post (supporting documents should be enclosed)	Has any other person a claim for receiving Grant-in-aid against the post? Give details including name & period	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)



## 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, 2008 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 person 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 in records and are correct and are true to the best of our knowledge and belief.

We hereby undertake that Block Grant sanctioned for the purpose of meeting per or whole of the salary costs shall be disbursed directly to employees concerned and to refund any excess or admissible 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 Block Grant 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 :

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 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 day the..... at .....A.M./P.M. and has been assigned Index No.....

1. Original affidavit as required under Para. 8(1)(a) of the Orissa (N.G.C.J.C.H.S.S.) Grant-in-aid Order, 2008.

2. Attested copy of the undertaking of the Governing Body in the form of a resolution as required under Para. 8(1)(b) of the Order.

ENCLOSURE No.

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

ENCLOSURE No.

4. ....number of other enclosure numbered as.....

5. ....number of additional sheets marked as.....

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

Signature of the Receiving Officer

Date

Seal

**YARDSTICK FOR APPROVAL OF POSTS IN AIDED EDUCATIONAL  
INSTITUTIONS FOR PURPOSES OF BLOCK GRANT**

( See Para. 10)

1. (i) 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 in shape of Block grant shall be as indicated in the Table below. :—

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

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

(iii) 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 5 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 subject like A, F, will be eligible for approval.

(iv) Additional post of Lecturers for optional subjects will be admissible on the basis of workload assessed with reference to the yardstick indicated hereinafter and for purposes of determination of the total workload. 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 subjects 'A', if 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 workload 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 workload 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 workload.

(v) One post of Lecturer would be admissible for 25 periods per week in that subject in that 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 workload on account of such subject shall not be taken into account for computing the workload in that subject for that year.

2. The maximum number of non-teaching posts that would be admissible for approval shall be as follows: :—

Number of admissible students (1)	Non-teaching posts admissible for purposes of Block grant (2)
Upto 350	One ministerial post One Assistant Librarian, Two Peons.
More than 350 and upto 750	Two ministerial posts, one Asst. Librarian, three Peons.
More than 750 and upto 1500	Two ministerial posts one Asst. Librarian, four Peons.
More than 1500	Three ministerial posts one Asst. Librarian, four Peons.

3. In a subject having practical one post of Demonstrator/Laboratory Assistant shall be admissible for every 36 periods of practical in a week. No additional post of Demonstrator/Laboratory Assistant shall be admissible if the total number of practical periods does not exceed 36 or multiples there of 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/Laboratory Assistant shall be admissible for approval for subject like Geography, Geology. Anthropology, Psychology, Home Science and Education irrespective of the number of periods of practical per week.

4. 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 notification 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.

If any teaching or non-teaching post is required in an Aided Educational institution beyond what is admissible as mentioned above the salary and non-salary costs of such posts shall be borne by the Governing Body and the State Government shall bear no liability for the same.