

Statutory Declaration
Under
Section 4(1) (b) of
RIGHT TO INFORMATION ACT, 2005



DRIEMS POLYTECHNIC
TANGI, CUTTACK ODISHA

INTRODUCTION

The Right to Information Act(RTI Act) intends to set out the practical regime of Right to Information for citizens to enable them to access the information under the control of public authority in order to promote transparency and accountability in the working of such authority.

Section 2(h) of the Act defines “public authority” as any authority or body or institution of self-governance established or constituted by or under the constitution or by law made by the Parliament or any state legislature or by notification issued by the appropriate government. It includes body owned, controlled or substantially financial by the government.

In accordance with the provisions contained in section 2(j) of the Act, Right to Information means right to information accessible under this Act which is held by or under control of public authority.

This Information Brochure will enable the citizens to obtain information as to the provisions contained in various rules and regulations governing the DRIEMS POLYTECHNIC, TANGI, CUTTACK, ODISHA and related information.

This Information Brochure is divided into 9 clauses as per requirement of Section (4) of the RTI Act, 2005.

CLAUSE – 1

Section 4(1) (b) (i)

Particulars of organization, functions and duties

DRIEMS POLYTECHNIC, which was established in the year 2003 in a rural belt adjacent to Cuttack, the Silver City of Odisha. It is spread over 21.40 acres of land, to impart quality technical education primarily to the students of rural background. DRIEMS Polytechnic has maintained its distinct identity through rigorous effort, meticulous planning and a missionary zeal for education.

It has been our constant endeavour to excel and achieve new heights in terms of Teaching Learning, Education, Research and Development, Career Planning, Training & Placement. The Management believes and extends its full support to adopt time-to-time changes required for modern technological advancement in the Institution.

Powers/Functions of DRIEMS Polytechnic

The powers of the Institution are as stipulated in Institution Rules, ORISSA, which is as under:-

- a. To provide facilities and promote studies and research in emerging areas of higher education, including new frontiers of technology and also to achieve excellence in these and connected fields.
- b. To hold examinations and grant degrees, diplomas and other academic distinctions or titles to persons in the existing and emerging areas of higher education, engineering and technology, as laid down in the Regulations.
- c. To institute prizes, medals, research studentships to deserving students and to hold workshops, seminars, exhibition related to practice and promotion of knowledge
- d. To receive gifts, donations or benefactions from the Government and to receive gifts, donations and transfers of movable or immovable property from transfers, donors, testators, as the case may be; and to create such corpus fund with the donations so received for the welfare of the Institution.
- e. To induct principalships, professorships, readerships, lecturerships, and to create other posts of any description required by the Institution and to appoint persons to such posts.
- f. To cooperate with educational and other institutions in India and abroad having objectives similar to those of the Institution in such manner as may be conducive to the common goals.
- g. To provide instruction, to such persons as are not members of the Institution, as it may determine.

- h. To supervise, control and regulate the residence, conduct and discipline of the students of the Institution within the jurisdiction of the Institution.
- i. To deal with any property belonging to, or vested in the Institution, in such manner as the Institution may deem fit for advancing the objectives of the Institution;
- j. To assess the needs of the State and the country in terms of subjects, fields of specialization, levels of education and training of technical manpower both on short and long term basis and to initiate necessary programmes to meet those needs;
- k. To organize advanced studies and research programmes based on a deep understanding of the trends in engineering, technology for knowledge creation, employment generation and updated lead-centric environment.
- l. To promote research, design and development activities that have a relevance to social needs and the development programmes of the state and country;
- m. To arrange for progressive introduction of continuous evaluation and re-orientation of the subjects in educational measurement;
- n. To further entrepreneurial ability among the students;
- o. To educate the public with regard to the requirement of, and opportunities, in the profession of engineering, technology and its responsibilities and services to society.

Territorial exercise of Powers

The limits of the area within which the Institution shall exercise its powers, shall be such as the Government may, from time to time, by notification, specify.

CLAUSE – 2

Section 4 (1) (b) (ii)

Powers and duties of its officers and employees;

Power and duties of the Board of Governors (Statute-1)

- i. Principal is the principal academic and executive officer of the Institution. The Principal shall be entitled to be present at, and to address, any meeting of any authority or other body of the Institution, but shall not be entitled to vote, unless he is a member of such authority or body.
- ii. It shall be the duty of the Board of Governors to see that the provisions of the Act, the Statutes, the Ordinances and the Regulations are duly observed and shall take all necessary steps to ensure such observance.
- iii. The Board of Governors shall have the power to convene or cause to be convened meetings of the Institute, the Academic Council and the Finance Committee and any other authority or body of the Institution.
- iv. The Board of Governors, with the help of PRINCIPAL shall exercise general control over the affairs of the Institute and shall give effect to the decisions of the authorities of the Institute.
- v. The decision of the Board of Governors regarding seniority for nomination to the various authorities or bodies of the Institute shall be final.

Powers and duties of the Registrar / Deputy Registrar (Statute-2)

The Registrar shall be ex officio Secretary of the Institution and Faculties but shall not be deemed to be a member of any of these authorities, and shall be ex officio Member Secretary of the BoG and the Academic Council.

When the Office of the Registrar is vacant or when the Registrar is by reason of illness, or any other cause unable to perform the duties of his/her office, the duties of the office shall be performed by such person as the Institute may appoint temporary for the purpose till regular appointment is made by the PRINCIPAL on the advice of the BoG.

It shall be the duty of the Registrar / Deputy Registrar-

to be the custodian of the records, common seal and such other property of the Institute as the BoG shall commit to his/her charge;

To issue all notices convening meetings of the BoG, the Principal, the Academic Council, the Faculty members and any Committee appointed by any authority of the Institution.

To keep the minutes of all meetings of the BoG, the principal, the Academic Council, the Faculty members and any Committee appointed by the authority of the Institution.

To conduct the official correspondence of the BoG, the HoDs, the Academic Council and the Faculty members.

To supply to the BoG copies of the agenda, the minutes of the meetings of the authority of the Institution as soon as they are issued ;

To perform such other duties as may, from time to time as assigned to him by the BoG.

The Registrar shall have power to administer warning or to impose the penalty of censure or withholding of increments upon such of the employee, excluding teachers of the Institute and academic staff, as may be specified in the orders of the Principal and to suspend them pending enquiry;

Provided that no such penalty shall be imposed unless the person concerned has been given a reasonable opportunity of showing cause against the action proposed to be taken against him.

An appeal shall be made to the BoG against any order of the Registrar imposing any of the penalties specified in clause (V)

In case the inquiry discloses that a punishment, beyond the powers of the Registrar is called for, the Registrar shall, upon conclusion of the inquiry make a report to the BoG along with his recommendations:

Powers and duties of other officers of the Institution:

The following persons in the service of the Institution are also declared to be the officers of the Institution, namely :-

Dean Academic Affairs;

Dean Research & Development

Dean of Students Welfare;

Controller of Examinations.

Powers of Dean of Students Welfare, The Dean Academic Affairs, Examination Head shall be appointed by the, BoG, on the recommendations of the Principal, from amongst the teachers of the Institution, not below the rank of HoDs /Sr. Lecturer, on the terms and conditions to be determined by the BoG, on the recommendations of the Principal.

The Examination Head shall be whole-time salaried officer of the Institute and shall be appointed by the BoG, on the recommendations of the Selection Committee, on such terms and conditions as may be prescribed by the BoG.

It shall be the duty of the Controller of Examinations-

- a. To conduct examinations in a disciplined and efficient manner;
- b. To arrange for the setting of papers with strict regard to secrecy;
- c. To arrange for the evaluation of answer sheets in accordance with the planned time schedule for results;
- d. To constantly review the system of examinations in order to enhance the level of the impartiality and objectivity with a view to make it a better mechanism for assessing the

- attainments of students;
- e. Any other matter connected to the system of examinations which may, from time to time, be assigned to him by the PRINCIPAL.

CLAUSE – 3

Section 4(1)(b)(iii)

Procedure followed in the decision making process including channels of supervision and accountability;

Decisions in various matters are taken by the appropriate authorities of DRIEMS POLYTECHNIC as per the procedures laid down under various Ordinances, rules and regulations of the Institution.

The administration of the Institution consists of various Sections which are headed by Director Administration, followed by Deputy Registrar, Administrative Officer. The staff posted teaching and non-teaching in the Departments report to the concerned Head of the Department.

CLAUSE – 4

Section 4 (1) (b) (iv)

Norms set by the Institution for discharge of its functions:

Authority of the Institution.

The following shall be the authorities of the Institution, namely:-

- (i) the BoG;
- (ii) Principal
- (v) the Faculty Members; and such other authorities as may be declared by the Statutes to be the authorities of Institution.

The BoG

(1) The constitution & the term of office of its members shall be prescribed by the regulations.

Subject to the provisions of this Act, the Court shall have the following powers and functions, namely:-

- (a) to review, from time to time, the broad policies and programmes of the Institution and to suggest measures for the improvement and development of the Institution ;
- (b) to consider and pass resolution on the annual report, annual budget and the annual accounts of the Institution and on the audit report of such accounts;
- (c) to advise the Principal in respect of any matter which may be referred to it for advice; and
- (d) to perform such other functions as may be prescribed by the Statutes.

The Principal

The Principal shall be the principal executive body of the Institution.

Planning Board

The constitution and functions of the Planning Board shall be such as may be prescribed by the Statutes.

Status and their scope

Subject to the provisions of this Act, the Statutes may provide for all or any of the following matters, namely :-

- (a) the constitution, powers and functions of the authorities and other bodies of the Institution as may be constituted from time to time;
- (b) the classification, mode of appointment, powers and duties of the teachers and the officers of the Institution.
- (c) the conditions of service for the benefit of the employees of DRIEMS POLYTECHNIC;
- (d) the conferment of honorary degrees;
- (e) the establishment and abolition of departments;
- (f) the institution of fellowships, scholarships, studentships, exhibitions, medals and prizes;
- (g) the maintenance of discipline among the students;
- (h) the delegation of powers vested in the authorities or officers of the Institution;

Statutes how made.

1. On the commencement of this Act, the Statutes of DRIEMS POLYTECHNIC shall be those as set out in the

Schedule:

Provided that the authorities of the Institution constituted under the Statutes framed before the commencement of this Act shall continue to exercise all the powers and perform all the functions under this Act till such authorities are constituted in terms of the Statutes set out in the Schedule referred to above.

2. The BoG may, from time to time, make new or additional Statutes or may amend or repeal the Statutes in the manner hereafter provided in this section:

Provided that the Executive Council shall not make, amend or repeal any Statute, affecting the status, power or constitution of any authority of the Institution until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed shall be considered by the BoG.

3. The Academic Council may propose to the Executive Council a draft of any Statute relating to academic matters for consideration by the principal.
4. Every new Statute or addition to the Statute or any amendment or repeal of a Statute shall require the approval of the BoG who may approve, disapprove or remit it for further consideration. A Statute passed by the Principal shall have no validity until it has been assented to by the BoG.

Ordinances and their scope

Subject to the provisions of this Act and the Statutes, the Ordinances may provide for all or any of the following matters namely :

- (a) the admission of students to the Institution and their enrolment as such ;
- (b) the courses of study to be laid down for all diplomas and certificates of the Institution;
- (c) the conditions under which students shall be admitted to the diploma courses and to the examination of the Institution and shall be eligible for diploma ;
- (d) the fees to be charged for courses of study in the Institution and for admission to the examinations, diploma of the Institution; and further to make progressively the fee structure so flexible that the courses could become self-financing to the extent possible ;
- (e) the conditions of the award of fellowships, studentships, exhibition, medals and prizes;
- (f) the conduct of examinations, including the term of office and manner of appointment and the duties of examiners and moderators;
- (g) the conditions of residence of students of the Institution;

Ordinances how made

The Ordinances shall be made, amended, repealed or added to by the BoG.

Provided that no Ordinance shall be made-affecting the admission or enrolment of students or prescribing examinations to be recognized as equivalent to the Institution examinations; and affecting the conditions, mode of appointment or duties of examiners or the conduct or standard of examination or any course of study; unless the draft of such an Ordinance has been proposed by the Academic Council.

The Executive Council may return to the Academic Council for reconsideration, either in whole or in part, any draft proposed by the Academic Council under sub-section (i) along with its suggestions: Provided that the BoG shall not amend the draft proposed by the Academic Council itself. It may, however, reject such draft when submitted to it by the Academic Council for the Second time; All Ordinances made by the BoG shall have effect from such date as it may direct and every Ordinance made shall be communicated, to the principal.

Regulations

The authorities of DRIEMS POLYTECHNIC may make Regulations Consistent with this Act, the Statutes and the

Ordinances-

Laying down the procedure to be observed at their meetings; and

Providing for all matters which by this Act, the Statutes or the Ordinances are prescribed by Regulations.

Every authority of DRIEMS POLYTECHNIC shall make Regulations provided for giving of notice to the members of such authority of the dates of meetings and of the business to be considered at meetings and for the keeping of a record of the proceedings of the meetings.

CLAUSE – 5

Section 4 (1) (b) (v)

Rules, regulations and instructions used:

Statutes of DRIEMS POLYTECHNIC.

Reservation policies of the State Govt. as applicable to DRIEMS POLYTECHNIC in recruitment as well as admission related matters.

DRIEMS POLYTECHNIC Non-teaching Employees (Terms & Conditions of Service).

Recruitment Rules (Non Teaching Employees).

CLAUSE – 6

Section 4(1) (b) (vi)

Official documents and their availability:

Minutes of the BoG and Academic Council in printed and published form are available from time to time.

The Institution Prospectus for admissions to various courses in the Institution is available in print form in the respective Departments. Many of them are also available on the website of the Institution.

Institution Academic Calendar

List of holidays observed by the Institution is available in print form.

Request for obtaining information.—

A person, who desires to obtain any information under this Act, shall make a request in writing or through electronic means in English or Hindi or in the official language of the area in which the application is being made, accompanying such fee as may be prescribed, to—

- a. The Administrative Officer as the case may be, of DRIEMS POLYTECHNIC. Specifying the particulars of the information sought by him or her:
- b. Provided that where such request cannot be made in writing, the Central Public Information Officer or State Public Information Officer, as the case may be, shall render all reasonable assistance to the person making the request orally to reduce the same in writing.

An applicant making request for information shall not be required to give any reason for requesting the information or any other personal details except those that may be necessary to contact him.

CLAUSE -7

Section 4(1) (b) (xiii)

Concessions granted by the Institution:

Tuition fee waiver scheme is applicable as per Govt. norms. In some cases the Institution provides scholarship to meritorious students.

CLAUSE -8

Section 4(1) (b) (xiv)

Information available in electronic form

Institution Calender containing the Act, Statutes, and Ordinances are available on the Institution website: [www. driempolytechnic.org](http://www.driempolytechnic.org) which is updated from time to time on a regular basis.

Information about the admissions, syllabus, examinations, courses, results are available on the website of the Institution.

Information regarding various faculties/department, Library, Amenities and Services are available on the website of the Institution and at relevant places within the Institution.

Prospectus, notifications issued from time to time, latest advertisement, career opportunities, various kinds of forms are also available on the website of the Institution with the link on the Home Page.

Some of the information available in the electronic form has already been elaborated under relevant head of the manual.

CLAUSE --9

Section 4(1) (b) (xv)

Means, methods and facilities available to citizens for obtaining information:

Information can be obtained by the citizens through various means which includes

Website of the Institution – www.driempolytechnic.org

Notice boards at the Departments and various Offices of the Institution.

Prospectus of various courses runs by the Institution.

Office of the Dean, Students Welfare in the Institution.

200 computers with latest configuration Servers. This is open for teachers and students of the Institution

Institution has also a big Library with about 13424 text/reference books. The library also subscribes to 15 Indian journals. The library is open to its readers from 8.00 a.m to 5.00 p.m. on all working days and 9.00 a.m. to 5.00 p.m. on holidays.

The Institution has also established a Health Centre which provides health facilities to the students, teachers and their families and non teaching staff and their families.

Information for the general public is disseminated occasionally through press releases, advertisements etc. These are also available on the Institution website www.driempolytechnic.org

Institution has established a Institution Computer & Informatics Centre which is having High Speed Internet connection to cater to the need of its members.

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