



OFFICE OF THE PRINCIPAL
BHUBANANANDA ORISSA SCHOOL OF ENGINEERING, CUTTACK

At. - SCB Medical College Road, Pin-753007, Dist. - Cuttack,
E-mail: principalbose@rediffmail.com, Website: www.bosecuttack.in

File No.-Estt.-II/02/2021-22/ No. 2851 /Date: 7/12/2021

ORDER

Sub: Maintenance of proper discipline and decorum while discharging academic activities such as attending the theory classes, practical/workshop-regarding.

Some of the incidents were brought to the notice of the undersigned that many of the students are coming to the Institute beyond class time and some of them are loitering in the main entrance near the Xerox centre as well as Tiffin Centre. As if they are coming to the classes according to their sweet-will which violates the rules and regulation of a academic Institution. Some of the students are habituated in coming to the Institute late. It was also observed that some of the staffs are not attending the class in time either they are coming 15 minutes late or intentionally going to the class lately. It was viewed seriously. In order to maintain proper decorum of the academic activities, the following guidelines are required to be strictly implemented for strengthening the teaching and learning process:

1. All the boarders are required to vacate the hostel during class time and accordingly the gate will be closed at 9.50 AM and open at 1 PM and again close at 2.15PM and open at 4.15PM. It is to be ensured by the Hostel Supdt. In special cases, the permission of the Hostel Supdt. is required to be taken.
Action- (All Hostel Supdt. and Asst.Hostel Supdt.)
2. The Institute main gate will be closed sharp at 9.55AM. No student will be allowed at 10 AM In special case, the permission of the Academic Coordinator is to be taken.
Action:- (All HODs and Academic Coordinator)
3. All the HODs are instructed to reach the Department at 9.50AM and ensure the presence of all teacher taking First class should be inside the class by 10 AM. In his/her absence the senior person next to him/her will ensure the same. Accordingly, rearrangement of classes is required to be made well in advance in the absence of the concerned faculty.
Action: (All HODs).
4. It is an appeal to all the staff members of the Institution including the faculty that, they should bang the students loitering in front of the gate inside the campus in the road adjacent to the Gents Hostel and Ladies Hostel whenever noticed by them. I brought to the notice of all "UNITED WE STAND AND DIVIDED WE FALL". In this spirit we have to work for the larger interest of the students and to maintain the glory of the prestigious Institute BOSE, Cuttack.

Cooperation in the matter for academic excellence and NBA Accreditation is highly essential from each staff of the Institution.

This may be treated as extremely urgent and important.

Principal
B.O.S.E., Cuttack.

Memo No. 2852 /BOSE, Dated: 7/12/2021

Copy to Sri S.Pattnaik, DEO for information with a instruction to upload the above order in the Institution website for wide circulation among the staff and students/To all staff and students through WhatsApp for wide circulation.

Principal
B.O.S.E., Cuttack.