

**GOVERNMENT OF ODISHA**  
**HIGHER EDUCATION DEPARTMENT**

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No.PT1-HE-UNE-POLICY-0005-2020- 17387 /HE Date: 15.04.2021

From

Saswat Mishra, IAS  
Principal Secretary to Government

To

**The Registrars of all State Public Universities  
(Coming under Higher Education Department)**

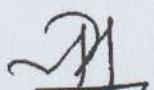
Sub: Laying of Additional Agenda Items on Table during Syndicate Meetings-  
regarding

Sir/Madam,

It is seen that a large number of additional agenda items get tabled in Syndicate meetings, during the meeting itself, for decision by the Syndicate. Since these additional agenda items are not shared with the Syndicate members in advance, the members do not get any opportunity to thoroughly examine these additional agenda items. Without thorough examination, taking a decision on these additional agenda items will not be proper. Therefore, it is requested that henceforth no additional agenda item should be laid on the table, during the meeting itself, except one or two additional agenda items of extreme urgency. All other matters should rather be placed as normal agenda items in next Syndicate meeting which may be convened soon, if need be. Even the one or two additional agenda items of extreme urgency which will be laid on the table during the meeting, a decision thereon may be taken if it involves a simple matter requiring no thorough examination. But if it requires a thorough examination of the issues involved, then it should be deferred to the next Syndicate meeting to facilitate the Syndicate taking a well-informed decision.

This is for your information and necessary action.

Yours faithfully,

  
15/04  
Principal Secretary to Government

Memo No. 17388 /HE dated 15.04.21

Copy to Commissioner-cum-Secretary to Hon'ble Governor-cum-Chancellor, Raj Bhawan, Bhubaneswar for kind information.

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Principal Secretary to Government

Memo No. 17389 /HE dated 15.04.21

Copy to PS to Hon'ble Minister, Higher Education Department for kind information of Hon'ble Minister, Higher Education Department.

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Principal Secretary to Government

Memo No. 17390 /HE dated 15.04.21

Copy to Vice Chancellors of all State Public Universities of Government of Odisha (coming under Higher Education Department) for kind information and necessary action.

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Principal Secretary to Government

Memo No. 17391 /HE dated 15.04.21

Copy to all Branch Officers and all Regional Directors of Education for information and necessary action.

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Principal Secretary to Government