MEMORANDUM OF ASSOCIATION OF

ODIA VIRTUAL ACADEMY (OVA)

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(REGISTRED UNDER THE SOCIETIES REGISTRATION ACT, 1860.)

1. Name of the Society. - The name of the Society shall be ଓଡ଼ିଆ ଭର୍ଚୁଆଲ ଏକାଡେମୀ [Odia Virtual Academy (OVA)].

2. Office of the Society. – The Office of the Society shall be at Bhubaneswar, Dist – Khurda. 751013.

3. The Aims and Objectives of the Society. -

(i) The prime objective of the ଓଡ଼ିଆ ଭର୍ଚୁଆଲ ଏକାଡେମୀ [Odia Virtual Academy] (hereinafter called the Academy) is to promote Odia Literature, Language, Culture, Architecture, Festivals, Tradition and Arts in a digital platform.

(ii) The Academy aims to build an online repository of rare or modern classic Odia books with a digital library containing Odia classic and contemporary books that are converted into Unicode supported format for easy search and readability.

(iii) The digital library shall cover a broad zoner like Fiction, Non-fiction, Religion and Philosophy and the zoner contains categories like Novels, Poems, Stories, Essay, Grammar, Biography, Autobiography, Almanac, Encyclopedia, Dictionary, Magazine, etc.

(iv). The Academy shall also have a section for the rare and contemporary magazines.

(v) Different categories of dictionaries shall also be present in the Academy web portal in digitized form.

(vi) A separate section called as translation will be available in the portal, which shall contain the books regarding translation from English to Odia and Odia to English. Translation books of other Indian languages to Odia and Odia to others Indian languages can be made available.

(vii) Odisha has a rich collection of the manuscripts which shall be displayed in digitized form through the portal.

(viii) The Academy has an almanac section containing the different Panji and Panjika.

(ix) Apart from books and printed materials the portal will also have a rich picture gallery and information regarding the temples, monuments architecture, festivals, arts, traditions, cultures of Odisha.

(x) Odisha is highly regarded and appreciated for its ancient architectural works. The Academy will have a special section dedicated to store information regarding the Temples architecture and Monuments of

Odisha. Pictures and writings regarding temples architecture, monuments will be displayed with information and description.

(xi) Odisha is famous for its breathtaking beauty of nature. Many tourist places of Odisha attract national and international tourists towards its scenic beauty. The Portal will be a tourism section which will provide information and writing about different Tourist and Historical Places of Odisha.

(xii) Odisha is recognized at national and international level for its incredible handicraft. The Academy aim to show case the researches made on different handicrafts forms of Odisha in digitized form.

(xiii) Odisha is enriched with more than 1000 year old tradition and culture. Many tribes, culture and tradition have evolved with time. The Academy will have content section carrying information regarding different culture and tradition of various tribes of Odisha.

(xiv) To represent classical and folk music of Odisha, The Academy will also have a dedicated section which will store the music, writings and researches made on these form of music in digital form.

(xv) Odishi is a world famous dance form originated in Odisha including other dance forms that are well known all over national and international level and some of them are Sambalpuri, Kandhei Nacha, Gotipua etc. The

Academy portal will show case the writing and research done on dance form of Odisha.

(xvi) The Academy shall also take an initiative to provide a digital platform for upcoming new Writers or Contemporary Authors to publish their books online through Academy with Copyrights permission.

(xvii) This initiative will surely encourage more and more number of new authors to show case their creative write-ups.

(xviii) The Academy aims to conduct seminars, workshops, discussion and publication of different books, arts etc. in Odisha, as well as in India and abroad.

(xix) The Academy shall have an objective of establishing an online academic program which will facilitate the interested candidates to have their education and researches in Odia language through online and get valid Certification for it.

(xx) The Academy establishes e-coaching, tutorials, libraries etc for extra guidelines to the students of different classes as well as students doing their research and examination on Odia language and literature.

(xxi) The Academy shall aim to improve Odia learning and writing skills among the people through online education by providing online study material, research, libraries and educational programme.

(xxii) The Academy intends to keep rich contents regarding Arts and Cultures of Odisha and shall provide access to all the people to know about different Arts, Crafts and Cultures of Odisha.

(xxiii) The Academy aims to provide the latest web based technology website that is user-friendly, simple to use, provide detail information about Odia culture and easy to add modify Odia content.

(xxiv) The portal will incorporate the latest keyword search practices and maximize search ability in all current internet search engine.

(xxv) The Academy aims to develop Unicode compatible Odia fonts and standardize keyboard layouts in future and the whole package shall be registered under the Copyrights of Government of Odisha and shall also be available in open source to facilitate common people use the package free of cost. The Academy shall take steps for development of Unicode compatible font by constituting a high level committee with the approval of the State Government.

(xxvi) The Academy shall also take steps to start digital classroom and interactive sessions with eminent litterateur and personalities.

(xxvii) The Academy shall also have its own State of the Art building with digital library virtual classrooms, webinar, entertainment kiosk, Conference Hall, dedicated IT professional team for furtherance of some of aims and objective of the Academy.

(xxviii) The Academy portal will have special section called as "Bande Utkal Janani" which is the state anthem of Odisha which shall also contain the lyrics of Bande Utkal Janani with an audio player playing the anthem.

(xxix) The Academy portal shall be a bi-lingual portal shall be available both in Odia and English and the user can navigate in any of the above languages as per their convenience.

(xxx) The Academy intends to use Social media platform like Facebook, Twitter, Instagram, Google+ for promotion of the Academy and its vision.

(xxxi) "Contact us" and "Feedback" section will be available in the web portal to facilitate users for providing their valuable feedback to improve the activities of the Academy.

(xxxii) There will be a visitor's counter present in the web portal to track the visitors of this portal and

(xxxiii) The Academy shall have power to execute MoUs with Chicago University and any other famous Universities or Libraries or Institutions of the world, for promotion of Odia language, literature and culture in cyber space.

4. Name, Address, Designation , Occupation and Signature of members of the Governing Body-

SL. NO.	NAME	ADDRESS	DESIGNATION	OCCUPATION	SIGNATURE
1	DC-cum-ACS	Secretariat, Bhubaneswar	Chairperson	Govt. Employee	
2	Principal Secretary E&IT Department	Secretariat, Bhubaneswar	Vice-Chairperson	Govt. Employee	
3	Commissioner-cum-Secretary OLLC Department	Secretariat, Bhubaneswar	Member	Govt. Employee	
4	Commissioner-cum-Secretary Higher Education Department	Secretariat, Bhubaneswar	Member	Govt. Employee	
5	Principal Secretary School & Mass Education Department	Secretariat, Bhubaneswar	Member	Govt. Employee	
6	Principal Secretary Law Department	Secretariat, Bhubaneswar	Member	Govt. Employee	
7	Special Secretary Finance Department	Secretariat, Bhubaneswar	Member	Govt. Employee	

SL. NO.	NAME	ADDRESS	DESIGNATION	OCCUPATION	SIGNATURE
8	Joint Secretary/ Additional Secretary to Government, E & IT Department	E & IT Department, OCAC, Bhubaneswar	Secretary	Govt. Employee	
9	Director Odia Bhasa Pratisthan	Inside State Museum Campus	Member	Govt. Employee	
10	Superintendent Odisha State Archives	State Archives, Bhubaneswar	Member	Govt. Employee	
11	Director Tourism Department	Paryatan Bhawan, Bhubaneswar	Member	Govt. Employee	
12	Superintendent Odisha State Museum	State Museum, Bhubaneswar	Member	Govt. Employee	
13	Director SC ST RTI	Institute of SC ST RTI, Bhubaneswar	Member	Govt. Employee	

5. We the undersigned desirous of forming a Society namely ODIA VIRTUAL ACADEMY/ (ଓଡ଼ିଆ ଭର୍ଚୁଆଲ ଏକାଡେମୀ) in pursuance of this Memorandum of Association and we believe that the facts stated above are true to the best of our knowledge and belief.

SL. NO.	NAME	ADDRESS	DESIGNATION	OCCUPATION	SIGNATURE
1	DC-cum-ACS	Secretariat, Bhubaneswar	Chairperson	Govt. Employee	
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6	Principal Secretary, Law Department	Secretariat, Bhubaneswar	Member	Govt. Employee	
7	Special Secretary, Finance Department	Secretariat, Bhubaneswar	Member	Govt. Employee	
8	Joint Secretary/ Additional Secretary to Government, E & IT Department	E& IT Department, Bhubaneswar	Secretary	Govt. Employee	
9	Director Odia Bhasa Pratisthan	Inside State Museum Campus	Member	Govt. Employee	
10	Superintendent, Odisha State Archives	State Archives, Bhubaneswar	Member	Govt. Employee	
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Amar Kumar Pradhan
S.O
E&IT Deptt.

Dilip kumar Mahalabis
Asst. Director (CW)

Signature of two witness other than BOR

Members of the Society

The above signatures are attested

Deputy Secretary to Govt.
Electronics & Information Technology Deptt.

Signature of the Gazetted Officer

BYE – LAW OF ODIA VIRTUAL ACADEMY

1. Title of the society. - The name of the society shall be ଓଡ଼ିଆ ଭର୍ଚୁଆଲ ଏକାଡେମୀ [Odia Virtual Academy (OVA)].
2. The following are a set of rules regulating the Odia Virtual Academy (OVA) called the Rules of the Odia Virtual Academy.
3. Definitions .- Unless the context otherwise requires,-
   (a) "Academy" means the "Odia Virtual Academy";
   (b) "Chairperson" means Chairperson of the Governing Body;
   (c) "Vice-Chairperson" means Vice-Chairperson of the Governing Body;
   (d) "Secretary" means the Secretary of the Odia Virtual Academy appointed by the Government;
   (e) "Executive Committee" means the Executive Committee of the Academy;
   (f) "Financial Year" means the period of the twelve months beginning with the first day of April and ending with the 31st March of the following year;
   (g) "Governing Body" means the Governing Body of the Odia Virtual Academy;
   (h) "State Government" means Government of Odisha;
   (i) "Portal" means web portal of the Academy;

(j) "MoU" means Memorandum of Understanding to be executed by the Academy with other Universities or Libraries or Institutions in connection with the aims and objectives of the Society;

(k) "Treasurer" means the Treasurer of the Academy appointed by the Government;

(l) "Donor" means any individual, group of persons or institutions who intends to donate money towards the fund of the Academy or to donate materials, books, elements, gadgets, software, hardware and services to Academy;

4. Location of the Academy.-

The office of the Academy shall be situated at Bhubaneswar.

5. Extent of the Academy.-

The area of operation of the Academy shall extend to the whole of the state of Odisha which may further be extended to the whole country and to abroad for the Odia Speaking people connected through internet /online / web portal.

6. Aims and Objectives:-

It shall remain the same as defined in point no. 3(i) to 3(xxxiii) of Memorandum of Association of the Academy.

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7. Membership.-

(i) The Academy shall have as its members all the persons representing the Governing Body appointed by the State Government and such other persons as the State Government may, at any time, admit by nomination to be the members of the Academy. Such nominated members shall be called as 'Special Invitee' members.

(ii) Such 'Special Invitee' members shall continue as members of the Academy ordinarily for a period of one year from the date of such nomination unless and until the State Government decides otherwise for reasons to be recorded in writing.

(iii) Such Special invitee shall not have right to vote.

8. Governing Body.-

It shall consist of the following members, namely:-

1. DC-cum-ACS - Chairperson
2. Principal Secretary, E&IT Department - Vice Chairperson
3. Commissioner-cum-Secretary, OLLC Deptt. - Member
4. Commissioner-cum-Secretary, Higher Education Deptt. - Member
5. Principal Secretary, School & Mass Education Deptt. - Member
6. Principal Secretary, Law Department - Member
7. Special Secretary, Finance Department - Member
8. Joint Secretary/ Additional Secretary to Government, E&IT Department - Secretary
9. Director, Odia Bhasa Pratisthan - Member
10. Superintendent, Odisha State Archives - Member
11. Director, Tourism Department - Member
12. Superintendent, Odisha State Museum - Member
13. Director, SC ST RTI - Member

9. Meeting of the Governing Body.-

(i) The Governing Body shall meet thrice in a calendar year and at such places as may be decided by the Chairperson.

(ii) A notice of such meeting of the Governing Body shall ordinarily be issued by the Secretary of the Academy at least 7 days before the date of meeting:

Provided that, in exceptional circumstance, a shorter notice may be given with the prior approval of the Chairperson.

(iii) The business to be transacted at the meeting shall be with reference to the items of the Agenda with an explanatory note on each item with the notice or any other matter to be permitted by the Chairperson at the meeting for the discussion.

(iv) The proceeding of the meeting shall be prepared by the Secretary and submitted to the Chairperson of the meeting for approval. Copies of the approved minutes shall be delivered and posted to every member within 15 days after the meeting.

(v) If, in the opinion of the Chairperson immediate action is called for on any matter and it is not possible or convenient to convene a meeting of the Governing Body, he may authorize the Secretary to take action and the action so taken shall be reported at the next meeting of the Governing Body for ratification.

(vi) The notice of the meeting may be served through electronic mode, post or service by the messenger.

(vii) Secretary of the Academy shall be the convenor of all meetings of Governing Body.

10. Quorum of the Meeting.-

(i) The quorum of the meeting shall be 7 (Seven) including the Chairperson.

(ii) If at a meeting no quorum is present, the meeting shall stand adjourned for a minimum of one week after which quorum will not be necessary for the adjourned meeting.

11. Tenure.-

(i) The tenure of the Governing Body shall be for three years which shall be renewed in every year by the Government in E & IT Department.

(ii) The tenure of the Executive Body shall be permanent.

12. Power and function of Governing Body.-

The Governing Body shall exercise the powers and perform the functions as mentioned below, namely.-

(i) To prepare and execute detail plan and programs for the furtherance of the objectives of the Academy;

(ii) To administer the funds to manage the properties of the Academy;

(iii) To formulate the Budget Estimate of a Financial year and Revised Estimate of the year and place it for approval of the Government in E&IT Department;

(iv) To perform functions as entrusted to it by the State Government and to perform such other functions as are necessary and expedient for furtherance of the objects of the Academy and for carrying and its aims and objectives.

13. Power and functions of the Chairperson.-

(1) The Chairperson shall preside over the meeting of Governing Body.

(2) The Chairperson shall have the power to invite such nominated Special Invitees who in his opinion are in a position to contribute to the efficient functioning of the Academy.

14. **Executive Committee.-**

The Executive Committee shall be constituted taking the following members, namely

(i) Chairperson

(ii) Vice-Chairperson

(iii) Member (Principal Secretary or Commissioner-Cum-Secretary, OLLC Department)

(iv) Member (Superintendent, Odisha State Archives)

(v) Secretary of the Academy

15. **Power and Functions of Executive Committee.-**

The Executive Committee shall exercise the powers and perform the functions as mentioned below, namely:-

(i) The Executive Committee shall implement all the decisions of the Governing Body.

(ii) It shall hold meeting as frequently as possible.

(iii) The Executive Committee shall have under its control, management of all the affairs and accounts of the Academy.

(iv) The Executive Committee shall have the powers to secure and accept grant-in- aid, donations or gifts to the Academy on mutually agreed terms and conditions of such grant-in- aid, donations or gifts which shall not be inconsistent or in conflict with the objectives of the Academy and with the guidelines issued by the Government.

(v) Secretary of the academy shall be responsible for convening meeting and recording the minutes of the meeting. He shall be the custodian of all records and correspondence in connection with the Academy.

16. Powers and function of Vice-Chairperson.-

(1) During the absence of the Chairperson, the Vice Chairperson shall preside of all the meeting of the Governing Body.

(2) During the absence of the Chairperson, the Vice Chairperson shall perform all the powers and functions of the Chairperson as defined in this Bye-Law.

17. Powers and function of Secretary.-

(1) The Secretary shall normally call all the meeting of the Governing Body in consultation with the Chairperson and shall be the chief functionary of the Academy.

(2) The Secretary shall prepare Agenda for the meeting in consultation with the Chairperson.

(3) The Secretary shall prepare the annual budget for the Academy in consultation with the Chairperson.

(4) The Secretary shall be responsible for the functioning of the Academy and the implementation of the decision of Governing Body.

(5) To carry out the development program within the framework of Bye-Law, the Secretary can employ any worker in consultation with the Chairperson. However information to this effect will be communicated to the Governing Body after such act for approval.

(6) The Secretary has the power to dismiss any worker/workers at any time for indiscipline, misconduct, inefficiency and lack of attention without assigning any reason with the approval of the Governing Body.

(7) The Secretary can request any member to continue the membership even after its expiry in consultation with Chairperson.

(8) The Secretary shall be responsible for operating all the bank accounts.

18. Powers and Function of the Treasurer.-

(i) The Treasurer shall maintain or cause to be maintained the account of the Academy in any nationalized bank or scheduled bank.

(ii) The Treasurer shall maintain records of funds, properties and liabilities of the Academy.

(iii) The annual accounts of the Academy shall be audited by duly approved auditors and under the direction of the Secretary who shall place the accounts before the Governing Body meeting.

19. Accounts.-

(1) The bank account shall be operated in the name of the Academy in any nationalized bank or Scheduled bank and shall be operated jointly by the Secretary and the Chairperson. All cheques and other transaction issued thereon shall be signed jointly by Secretary and Chairperson of the Academy.

(2) The property and income of the Academy shall be applied towards the promotion of the objectives of the Academy as set forth in its Memorandum of Association and Bye-Laws.

(3) The money by way of budgetary allocation or grant from State Government shall be deposited in the bank account opened in the name of the Academy.

(4) The account of the Academy shall be created for furtherance of aims and objectives of the Academy, defraying the day to day contingence expenditure and to meet the salary or remuneration or expenditure for members and staffs of the Academy.

20. Audit.-

(1) The Academy shall maintain proper accounts and other relevant records and prepare Annual Statement of Accounts showing the income and expenditure of the Academy for each financial year which shall be subjected to appropriation by the Governing Body.

(2) The accounts of the Academy shall be audit annually by a registered Chartered Accountant firm or duly approved Auditors to be engaged by the Secretary as per the prevailing Government Procedure.

(3) Every authorized auditor shall have in the performance of his duties at any reasonable time, access to books, accounts and other documents of the Academy.

(4) As soon as may be practicable, at the end of the each year, the audited accounts of the Academy together with the Audit Report thereon shall be placed before the Governing Body for their scrutiny and then it shall be submitted to the Government in Electronics and Information Technology Department with comments of the Governing Body.

(5) The expenditure incurred in connection with the audit shall be payable out of the funds of the Academy.

21. Amendments.- No amendment or alteration shall be made in the Bye-Law of the Academy unless it is voted by two third of the members of the Governing Body present in a special meeting convened for the purpose and confirmed at a second special meeting.

22. Interpretation.- In case of doubt arising out of interpretation of the constitution of the Governing Body or any clause of Bye-Law or aims and objectives, the decision of the Chairperson shall be final and binding.