

CALENDAR

2021-22

PRINCIPAL

Dr. Bhajamana Behera

COMPILERS

Bailochan Behera

Miss. Deeptimayee Panigrahy

Dr. Sumanta Behera

Miss. Komalshikha Mallick



S.K.C.G. AUTONOMOUS COLLEGE

(NAAC ACCREDITED)

&

S.K.C.G. HIGHER SECONDARY SCHOOL

PARALAKHEMUNDI - 761 200

IMPORTANT PHONE NUMBER OF PARALAKHEMUNDI (06815)

Controller of Examinations, S.K.C.G (A) College	9437359514
Coordinator IGNOU	9437359514/ 223511
Head Master M.R Boys High School	222703
Headmistress M.R. Girls High School	222322
Collector & Dist. Magistrate	222-464-397-396
Principal JITM	223088 (0), 222100 (R)
Tahasildar	222231
Treasury officer	222267
DFO	222214
Executive Engineer (R & B)	222542
SP Gajapati	222533
Town Thana	222388
Govt. Hospital Ambulance	200644
C.D.M.O	222205
Municipality Executive Officer	222252
Fire Brigade	222333
Head Post Master	222266
SDO PHD	222284
SDO TELEGRAPH	222300/202
HP GAS	222318
RAILWAY RESERVATION OFFICE	2224600
SBI, PARALAKHEMUNDI	222221 (GM)/ 222313 (BM)
BERHAMPUR	
BERHAMPUR UNIVERITY (B.U)	0680
BERHAMPUR UNIVERITY, VICE CHANCELLOR	2242233/242322
BERHAMPUR UNIVERITY PBX	2242/172/173/174
CONTROLLER (B.U)	2243830/ 2230097
REGISTRAR (B.U)	2242234
COLLEGE DEVELOPMENT COUNCIL	2242430
BERHAMPUR DEPUTY SECRETARY C.H.S.E	2280815
BERHAMPUR REGIONAL DIRECTOR	2220566
BHUBANESWAR (0674)	
H.E. SECRETARY	2536862, FAX- 2394275
H.E. DIRECTOR	2393529, FAX- 2391973
C.H.S.E CHAIRMAN	FAX-2300126, FAX-2300903
C.H.S.E CONTROLLE	2300907

CONTENTS

	Subjects	Page No
Chapter-I	A brief History of the College	1
	List of Governing Body Members(Autonomous College)	2
	Succession list of Principals (Autonomous)	3
	Succession list of Principals (Higher Secondary School)	4
Chapter-II	Admission (+2 , +3 & PG)	5
	Weightage for Admission	5
	Registration	6
	Admission on Transfer	6
	Change of Subject	6
Chapter-III	CourseS Taught (+3 & PG)	7-10
	Higher Secondary Courses	10
	Rules. Regulations etc.(+3)	10-16
	Rules. Regulations etc.(PG)	16
	Attendance	19
	College Examination (+2)	19
	Council Examination (+2)	20
Instant Examination (+2)	20	
Chapter-IV	Fees & Subscription	21-24
	Scholarship	24
	Financial Aid	25
Chapter-V	College Rules	26
	Identity Card	27
	Library and Library Rules	27-29
	Hostel and Hostel Rules	29-32
Chapter-VI	List of Office Bearers of the Union and other Association	33
	College Union	34-36
	Athletic Club	37-39
	Dramatic Society	39
	Social Service Guild	40
	Students Common Room	40
	Day Scholars Association	41
	Humanities Society	41
	Odia Sahitya Samaja	41
	Society of Science and Environment	41
	Commerce Association	42
The Election Rules for Union and Other Associations	43-45	

Chapter-VII	Progress Report	46
	Proctorial System	46
	Students Safety Insurance Scheme	46
	Railway Concession Rules	47
	Bus Concession Rules	47
	National Cadet Corps (NCC)	48
	National Service Scheme (NSS)	48
	Youth Red Cross	48
	Seminars	49
	The College Magazine	49
	Rangers and Rovers	49
	Right to Information	49
	Remedial Class	49
	Dress Code	49
	IQAC	49
Chapter-VIII	List of Members of the teaching Staff	50
	Demonstrators	52
	Official Staff	52
	Library Staff	52
	Other Departmental Staff	52
	List of Holidays	54
	Extra Curricular Activities	55-62
	Application form for CLC	63
	IGNOU	64
	OSOU	65

IMPORTANT

- ❖ All the rules however are subject to change by the Principal for smooth working of the college and cannot be challenged in any court of Law.
- ❖ Ignorance is weakness but knowledge is power. Ignorance of rule is not an excuse. Hence every student of the college is advised to go through this calendar carefully and acquaint her/him with the guiding rules and regulations of the college.
- ❖ The rules, regulations and information mentioned in this calendar will be followed till the new calendar is published.
- ❖ The rules, regulations etc. given in the calendar are binding on all bonafide students of both the colleges otherwise separately mentioned.
- ❖ The editors may be contacted for any suggestion/ correction or improvement of the calendar.



THE COLLEGE CREST

The crest of the college is an epitome of all that is noble, lofty and profound. It has two halves. The left half depicts the national flag and symbolises the spirit of patriotism and unimpeachable loyalty to the mother land. The elephant and the throne in the right half signify "the strong and the faithful" constituting the emblem of the Maharaja of Paralakhemundi, the founding father of this noble institution. The rising sun in the sky, behind the mountains symbolises the dawn of wisdom dispelling the darkness of ignorance. The Upanishadic verse "Asatoma Sadgamaya" below the crest is a humble invocation to the supreme soul to lead the human being from non-being to true being.

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CHAPTER-I

A Brief History of the College

The history of the college is an account of the ardent zeal and dedicated endeavour of the former rulers of Paralakhemundi for the spread of education in Odisha. This illustrious institution was founded in 1896 under the munificent patronage of the Raja of Paralakhemundi Shri Shri Shri Goura Chandra Gajapati Narayana Deo, although the idea of the establishment began in 1894 Dr. Nangu Sreenivas Rao, the then Head Master of M.R.B.H. School was given the charge in the same year. In the same year it obtained affiliation as a second grade college from the Madras University Due to the initiative and continued efforts by our foster, Maharaja Sri Krushna Chandra Gajapati Narayana Deo the college was upgraded to the status of a first grade college in 1936.

Originally affiliated to the Madras University and then to the Andhra University, the college had the honour of being one of the first five affiliated colleges with which Utkal University started functioning in November 1943. On 2nd January, 1967 Berhampur University came into being and since then the college is affiliated to it.

On 11th July 1947 the management was taken over by the Government of Odisha and the college was named after its foster father and patron Sri Krushna Chandra Gajapati. Towards the end of 1948, the college was shifted from its old building to the Morrison Extension (named after Mr. Cameran Morrison, Tutor of the Maharaja) in which it is housed today. The college campus is large comprising several different buildings. A Library Block with an Auditorium in the first floor was built in 1964-65. Extension of the main building, a two storeyed block for the Humanities, an open air stage, Geography Department, a cycle stand, a canteen, an animal house and a workshop and acquisition of the Mission Bungalow, a spacious one and adjacent to the college, have enlarged the college campus.

This College has also attained the distinction of being one of the first Lead Colleges of Odisha in 1990

The College enjoys the reputation of being the second oldest college of the state. It has affiliation in almost all major disciplines in the faculties of Arts, Science and Commerce. From the session 1996-97 PG courses in Mathematics has been added to the already existing post graduate teaching facilities in Economics, Chemistry, Odia, Commerce and Life Science, Besides teaching facilities for Honours courses in Mathematics, Physics, Chemistry Botany, Zoology, Computer application, English, Odia, Sanskrit, Geography, History, Political Science & Economics the College also offers teaching in subjects like Telugu, Hindi, Logic- Philosophy and Home Science. The Indira Gandhi National Open University has opened a centre in this college.

The College hostels provide accommodation for 240 boarders. The S.K.C.G. Boy's Hostel and the P.M.N Hostel have a capacity of 110 and 50 boarders respectively.

The college has a sanctioned strength of 2218 students and 83 teachers. The students of this college have the distinction of bright academic performance in the University. The alumni of the college have occupied and they also continue to occupy the places of distinction and pride in public life. "Maharaja still pervades the atmosphere of the college and his noble spirit guides and inspires the students to achieve greater glory. The college has celebrated its centenary from 10th to 12th January, 2001.

The Govt. of Odisha vide notification No. 26413/HE dt. 18.05.2001 has decided to restructure the Govt. College in the state. As a result from the academic session of 2001-02, the +2 classes are functioning under the S.K.C.G HIGHER SECONDARY SCHOOL.

Further this College was conferred with Autonomous Status with effect from 01.04.2002. by the University Grants Commission, New Delhi, Concurrence for the same was given by the Govt. of Odisha followed by a notification by the Berhampur University. It is valid upto April 2021.

Conferment of Autonomy to this second oldest college of the state fulfils the long cherished demand of the students and the public of the region.

Autonomy to the college aims at imparting quality education, framing need based curricula in conformity with those prescribed by the Berhampur University and evolve its own methods of admission, evaluation and

conduct of examinations. It endeavours to make the students aware of the relevance of theoretical knowledge to the practical demand of the changing world. The students' performance is evaluated both internally and externally. The College now, has its own Boards of Studies in all subjects and an Academic Council to guide and achieve the aims and objectives of Autonomy.

The College has been assessed by the National Assessment and Accreditation Council (NAAC) of India in September 2004 and has been accredited with B Grade. It is valid upto May 2020.

**LIST OF GOVERNING BODY
MEMBERS OF S.K.C.G. (AUTONOMOUS) COLLEGE**

1	Sri D.N. Padhi, IAS (Retd.) Former State Chief Information Commissioner, Odisha	Professional	Chairperson
2	Prof Dr B.C. Choudhury, Former Prof Berhampur University, Ananda Sarani, Berhampur	Educationist	Member
3	Prof H. Panda, former HOD, Dept of Physics, SKCG Autonomous College, Paralakhemundi	Educationist	Member
4	Prof Dr Bhajamana Behera Principal, S.K.C.G. Autonomous College, Paralakhemundi	Principal	Ex-Officio Member
5	Ms Purna Banerjee, Assoc Prof of English, Presidency University, Kolkata.	UGC Nominee	Member
6	Sri Susanta Kumar Nayak, Manager (QC & RD), JK Paper Mills, Rayagada	Industry	Member
7	Dr L.K. Tripathy, RDE, Berhampur	State Govt. Nominee	Member
8	Prof R.K. Bhuyan, SKCG Autonomous College	Senior Teaching Faculty	Member
9	Dr J.N. Patnaik, Coordinator, IQAC, SKCG Autonomous College	Senior Teaching Faculty	Member (Coopted)
10	Dr Bighneswar Mishra, Academic Bursar, SKCG Autonomous College	Teaching Faculty	Member (Coopted)

Leave of absence granted to: 1) Ms Purna Banerjee

2) Sri Susanta Kumar Nayak

(A) SUCCESSION LIST OF PRINCIPALS**S.K.C.G College (LEAD)**

Sl. No.	Name	Date of Joining	Date of Relief
<u>Non-Govt. Period</u>			
1.	Mr. M.Sreenivasa Rao, (B. A. Madras)	09-10-1884	28-07-1911
2.	Mr. T. C. Orgill, B.A.(Cantab)	29-07-1911	30-04-1913
3.	Mr. E. Winckler, B.A. (Madras)	15-06-1913	06-01-1920
4.	Mr. Sachidananda Ray, B.A.(Oxford)	14-07-1920	30-03-1928
5.	Mr. P. Jagannath Swami (M.A.L.T., Cal)	31-03-1928	30-04-1938
6.	Mr. S.P. Regland, M.A. (Madras)	01-07-1938	30-04-1947
<u>Govt Period</u>			
7.	Sri Gurucharan Mohanty, M.Sc.	11-07-1947	30-10-1949
8.	Sri Narasingha Nayak, I/C	01-11-1949	05-01-1950
9.	Sri Jagatanand Mohanty, M.A.	06-01-1950	28-10-1951
10.	Sri S. G. Singh, MA (Patna) MA (Cantab)	29-10-1951	08-08-1954
11.	Dr. D. Mishra, M.A. (Patna) M.A. (Colombia) Ph.D. (London)	09-08-1954	30-07-1956
12.	Mr. M.A. John, M.A. (Madras)	06-08-1956	21-11-1957
13.	Dr. G. Mishra, M.A. (Patna) Ph.D. (London)	07-12-1957	11-11-1958
14.	Sri M. Panda, I/C	12-11-1958	10-03-1959
15.	Sri A.C. Bir, M.Sc. (Patna)	11-03-1959	08-07-1962
16.	Sri K. P. A. Pillai, M.A. (Lucknow)	09-07-1962	25-07-1967
17.	Capt. S. K. Panda, M.A.(Andhra)	26-07-1967	01-05-1968
18.	Sri H.K. Mishra, M.A.(Allahabad)	06-06-1968	28-05-1971
19.	Sri J.K. Mishra, M.A. (Allahabad) M.A. (Chicago)	05-06-1971	23-01-1973
20.	Md.Asfar, M.Sc.	24-01-1973	08-02-1973
21.	Sri S.S. Patnaik, M.Sc (BHU)	09-02-1973	06-07-1977
22.	Sri D.Moharana, M.Sc.	07-07-1977	06-12-1977
23.	Sri U.C Mishra, M.A. (Andhra)	07-12-1977	01-07-1978
24.	Sri B.B. Patnaik, M.Sc	02-06-1979	15-07-1979
25.	Sri M. Panda, MA.	18-09-1978	01-06-1979
26.	B.B.Patnaik, M.Sc	02-06-1979	15-07-1979
27.	Sri K.M. Sanapati, M.Sc.	16-07-1979	06-08-1979
28.	Sri S.N. Mishra, (Allahabad)	06-08-1979	AN30-04-1933
29.	Dr. K.C.Patra, I/C	01-05-1983	12-06-1983
30.	Dr. K.C. Patnaik, M.Sc	13-06-1983	27-06-1988
31.	Sri M. Radhakrishna, M.A.,B.L.	27-06-1988	AN31-12-1990

LEAD COLLEGE

32. Dr. B. M.Das, M.A.Ph. D.(Utkal)	31-12-1990	AN 31-10-1993
33. Sri N.V.K.Rao, M.A, I/C	01-11-1993	18-12-1993
34. Major B.T. Reddy, M.A.	13-12-1993	AN 31-03-1994
35. Sri N. V. K. Rao, M.A., I/C	01-04-1994	17-05-1994
36. Prof U.C. Mohaparta, M.A.	18-05-1994	31-07-1996
37. Sri R. K. Nandam, M.Sc, I/C	01-08-1996	30-03-1997
38. Sri K.K. Das, M.A.	31-03-1997	14-05-1997
39. Sri K.B. Moharana M.A.	14-05-1997	31-12-1998
40. Sri R C. Choudhury, M.Sc., I/C	01-01-1999	11-02-1999
41. Dr. P. K. Mishra, M.A., Ph. D	12-02-1999	30-09-1999
42. Dr. J. Naik, M.A., Ph. D., I/C	01-10-1999	05-11-1999
43. Sri N. Dash, M.Sc. I/C	05-11-1999	11-01-1999
44. Sri Kumar Ch. Mishra, M Sc. (Utkal)	12-01-2000	28-02-2001
45. Dr. P. C. Samal, M.Sc, Ph.D., I/C	01-08-2001	28-06-2001
46. Dr. S.P. Rath, M.Sc, Ph.D.	30-06-2001	30-06-2003
47. Dr. S.N. Parhi M.Sc., Ph.D., I/C	30-06-2003	31-03-2004
48. Smt. Anji De, M.A., I/C	01-04-2004	30-04-2006
49. Dr. N. P. Padhi. M Sc., M.Phil., Ph.D., I/C	01-05-2006	30-06-2007
50. Dr. Ranganath Misra, M.Sc., Ph D., I/C	01-07-2007	13-03-2009
51. Dr. B. K. Patnaik, M.A., Ph.D., I/C	13-03-2009	31-05-2010
52. Sri M. M. Mishra, M.Com., I/C	01-06-2010	31-01-2011
53. Sri S.C. Mohapatra, M.A., I/C	01-02-2011	31-03-2011
54. Sri P. K. Mohanty, M.Sc., I/C	01-04-2011	30-03-2012
55. Dr. K. N. Tripathy, M.Com., Ph.D., I/C	01-05-2012	30-09-2013
56. Dr. U. K. Sahu, M.Sc., M.Phil., Ph.D., I/C	02-10-2013	31-08-2016
57. Sri S.B. Mishra, M.A., I/C	01-09-2016	31-12-2016
58. Dr. S.K. Mallik, M.Sc. , Ph.D, I/C	01-01-2017	30-09-2019
59. Dr. Gayatri Devi, M.A., Ph.D	01-10-2019	30-06-2020
60. Sri I.B. Sahoo, M.A, M.Phil	04-06-2020	31-07-2020
61. Dr. Bhajamana Behera, M.A, Ph.D	01-08-2020	Continuing

**(B) SUCCESSION LIST OF PRINCIPAL,
S.K.C.G. HIGHER SECONDARY SCHOOL**

1. Dr. Sundar Narayan Patro, (I/C)	02-07-2001	31-08-2002
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CHAPTER - II

ADMISSION TO VARIOUS COURSES

A) ADMISSION TO +2 & +3 & PG ARTS/SCIENCE/COMMERCE CLASSES

A candidate seeking admission into +2 Arts/Science/Commerce classes (1st Yr./2nd. Yr.) and +3 Arts/Science/Commerce (1st. Yr./ 2nd Yr./3rd. Yr.) classes of the college shall apply in a prescribed application form available in the website www.dheorissa.in and as per Govt. notification, +2/+3 admission is conducted centrally by SAMS (e-admission). Students applying for a seat in +2/+3 1st. Yr. classes are to follow the instruction sheets given with CAF and submit the CAF in the college counter and get it registered on or before the last date which is usually the date of reopening of the college after summer vacation or 15th day from the date of publication of the results, whichever is later.

The merit list of the candidates shall be prepared by SAMS by considering the marks secured in the last qualifying examination. The merit list is available on the internet. All the informations are available from the prospectus in the said website.

(B) ADMISSION TO PG COURSES

i) Application

The Odisha Higher Education Department publish notification regarding the conduct of the **Common PG Entrance Test (CEPT)** in the Odisha State - pg.samsodisha.gov.in.

ii) Eligibility

Students with a Bachelor's degree with minimum qualifying marks can apply CEPT.

WEIGHTAGE FOR ADMISSION

- a. Candidates holding A and B certificates in NCC will get weightage of 5% and 10% marks respectively over and above the aggregate marks secured by them in the qualifying exm. subject to the condition that this additional weightage will not be given to an applicant who had failed at H.S.E /H.S and passed subsequently.
No weightage for C Certificate holder.
- b. Applicants who have represented the University or the State or the Central School / Sainik School at the all India level in NCC activity will be given weightage of an additional 5% marks over and above the aggregate obtained by them subject to the production of the necessary certificate from the Director General of N.C.C. / Director of N.C.C. of the sponsoring state to which the applicant represented.

N.B. : No weightage is given to N.C.C. for admission to P.G. Classes.

- c. **SPORTS** : The following categories of sportsmen will be given weightage as follows :
 - i. Those who have represented the country at the international level shall get straight admission.
 - ii. Those who have represented the state at the national level shall get 10% weightage of marks over and above the aggregate.
 - iii. Those have represented the University or the School at the inter-university or inter-state school level shall get 5% weightage over and above the aggregate marks, provided that the sports events were recognised/organised by the Director of Sports/University/C.H.S E and submit a separate participation certificate from the Director of Sports and Youth Services.

Note : In order to be eligible for additional weightage in sports, the player concerned should have participated in the relevant competition within two years before the date of application for admission. The Concession as per rule (ii) and (iii) above is not applicable for PG. admission.

- d. N.S.S.
 - i. NSS volunteers who have represented the country shall get direct admission.

- ii. NSS volunteers who have received National Award will be given weightage of an additional 7% over and above the aggregate marks obtained by them in the qualifying examination.
- iii. NSS volunteers who have received State Award will be given weightage of an additional 5% Over and above the aggregate marks obtained by them in the qualifying examination.
- iv. Best NSS volunteers at University level will be given weightage of an additional 3% over and above the aggregate marks obtained by them in the qualifying examination.
- e. A women applicant desirous of taking a subject in which there is no teaching facility available in the local Women's college will be given weightage of an additional 5% over and above the aggregate marks obtained by her in the qualifying examination subject to the condition that the candidate given such weightage will not ordinarily be allowed to change the subjects subsequently.

N.B. : This concession is not applicable for admission into P.G. Classes.

- f. A student who has passed Higher Secondary Examination in Commerce and Seeks admission into B.Com. classes shall get an additional weightage of 5% of marks over and above the aggregate marks.
- g. Total weightage that can be availed is limited to 10% of total marks.
- h. No weightage is given to reserved categories.

For other rules refer prospectus of the respective year.

REGISTRATION

Students taking admission in +3 1st yr. or +2 1st yr. classes for the first time has to register their names under Berhampur University / CHSE, Odisha by paying requisite fees at the time of admission Students taking admission on transfer from other Board / University has to submit migration certificate for the registration of their names. Students appearing at +3 1st Semester, PG 1st semester who have not received their Registration Numbers for non-availability of the Genuinely of Migration certificates are required to take steps to procure the same, otherwise their cases may be intimated to the Law & Order authorities.

ADMISSION ON TRANSFER

All seats in the Degree Classes of the College are Honours Seats. Admissions on transfer shall be considered provided seats in the combination of subjects applied for, are available. Such admissions shall be made as per the rules mentioned below.

- a. Children of Government servants on transfer continuing in first year of 3 year degree course in an autonomous college of the state may be directly admitted as per existing rules of the Government.
- b. Children of Government servants on transfer continuing first Year Degree Course in non - autonomous college cannot be admitted on transfer.
- c. Student (s) continuing in 1st Year of the 3 Year degree course in an autonomous college may be admitted on transfer in this college if a seat is available with his / her combination of subjects and distribution of papers.

DECISION FOR ADMISSION IN PG COURSES

Admission to the College cannot be claimed as a matter of right. The decision for admission shall be made by the Principal if satisfied with the conduct of the applicant and information provided by him / her.

CHANGE OF SUBJECT

A student may be allowed to change his/her subject/subjects within one month from the last date of admission provided seats are available for the desired subjects (s), except Core (Honours) Subjects only.

CHAPTER - III

COURSES TAUGHT AND EXAMINATIONS

(Subjects, No of seats, Groupings)

1. COURSE STRUCTURE FOR +3 1ST YEAR (ARTS/SCIENCE/COMMERCE) SEMESTER-I & II EXAMINATION (2016-17 & ONWARDS) CBCS

CLASS	SEMESTER-I	SEMESTER-II
+3 1 st ARTS	Environmental studies – (80+20 marks) (AECC-I) Core (Hons) – I& II (His, P, Ec, O, Sn, E) – (80+20) Core (Hons) – I&II (G) – (60+15+25Pr.) GE-I (H,P, Ec, Sn) (80+20) (60+15+25Pr.) for practical paper of Geography	MIL (O, T, Hn, S, Alt. Eng) – (80+20 marks) (AECC-II) Core (Hons) – III& IV (His, P, Ec, O, Sn, E) – (80+20) Core (Hons) – III&IV (G) – (60+15+25Pr.) GE-II (H,P, Ec, Sn) (80+20) (60+15+25Pr.) for practical paper of Geography
+3 1 st SCIENCE	Environmental studies – (80+20 marks) (AECC-I) Core (Hons) – I& II (P, C, M, C.Sc, B, Z) – (60+15+25Pr.) (80+20) for non practical paper of Math. GE-I (P, C, M, C.A.) (60+15+25Pr.) (80+20) for non practical paper of Math.	MIL (O, T, Hn, S, Alt. Eng) – (80+20 marks) (AECC-II) Core (Hons) – I& II (P, C, M, C.Sc, B, Z) – (60+15+25Pr.) (80+20) for non practical paper of Math. GE-II (P, C, M, C.A.B, Z) (60+15+25Pr.) (80+20) for non practical paper of Math.
+3 1 st COMMERCE	Environmental studies – (80+20 marks) (AECC-I) Core (Hons)- I&II (80+20) marks GE-I Micro Economics (80+20) Marks	MIL (O, T, Hn, S, Alt. Eng) – (80+20 marks) (AECC-I) Core (Hons)- I&II (80+20) marks GE-II Macro & Indian Economy (80+20) Marks

AECC: Ability Enhancement Compulsory Course

GE: General Elective (GE-I in Sem-I and GE-II in Sem- II)

COURSE STRUCTURE FOR +3 2ND YEAR (ARTS/SCIENCE/COMMERCE) SEMESTER-III & IV EXAMINATION (2016-17 & ONWARDS) CBCS

CLASS	SEMESTER-III	SEMESTER-IV
+3 2 nd ARTS	Core (Hons) – V, VI& VII (His, P, Ec, O, Sn, E) – (80+20) Core (Hons) – V, VI & VII (G) – (60+15+25Pr.) SEC-I (20+80) Communicative English GE-III (H,P, Ec, Sn) (80+20) (60+15+25Pr.) for practical paper of Geography	Core (Hons) – VIII, IX & X (His, P, Ec, O, Sn, E) – (80+20) Core (Hons) – VIII, IX & X (G) Theory – (60+15+25Pr.) SEC-II (20+80) Quantitative Aptitude GE-IV (H,P, Ec, Sn) (80+20) (60+15+25Pr.) for practical paper of Geography
+3 2 nd SCIENCE	Core (Hons) – V, VI& VII (P, C, M, C.Sc, B, Z) – (60+15+25Pr.) (80+20) for non practical paper of Math SEC-I (20+80) Communicative English GE-III (P, C, M, C.A.) (60+15+25Pr.) (80+20) for non practical paper of Math.	Core (Hons) – VIII, IX & X (P, C, M, C.Sc, B, Z) – (60+15+25Pr.) (80+20) for non practical paper of Math SEC-II (20+80) Quantitative Aptitude GE-IV (P, C, M, C.A.B, Z) (60+15+25Pr.) (80+20) for non practical paper of Math.
+3 2 nd COMMERCE	Core (Hons) – V, VI& VII (80+20) marks SEC-I (20+80) Communicative English GE-III Business Statistics (80+20) Marks	Core (Hons) – VIII, IX & X (80+20) marks SEC-II (20+80) Quantitative Aptitude GE-IV Principles of Marketing (80+20) Marks

NB: SEC- Skill Enhancement Course GE- General elective (GE-III in Sem-III and GE-IV in Sem- IV)

COURSE STRUCTURE FOR +3 IIIRD YEAR (ARTS/SCIENCE/COMMERCE)

SEMESTER-V & VI EXAMINATION (2016-17 & ONWARDS) CBCS

[NB: DSE- Discipline Specific Elective, DSE project/ Dissertation to be assigned & guided by respective HOD.]

CLASS	SEMESTER-V	SEMESTER-VI
+3 3 rd ARTS	Core (Hons) – XI& XII (His, P, Ec, O, Sn, E) – (80+20) Core (Hons) – XI& XII (G) Theory – (60+15+25Pr.) DSE-I (20+80) Marks DSE-II (20+80) Marks (60+15+25Pr.) for practical paper of Geography	Core (Hons) – XIII & XIV (His, P, Ec, O, Sn, E) – (80+20) Core (Hons) – XIII& XIV (G) Theory – (60+15+25Pr.) DSE-III (20+80) Marks (60+15+25Pr.) for practical paper of Geography DSE-IV (Dissertation) 100 Marks
+3 3 rd SCIENCE	Core (Hons) – XI& XII (P, C, M, C.Sc, B, Z) – (60+15+25Pr.) (80+20) for non practical paper of Math DSE-I (P, C, M, C.Sc, B, Z) – (60+15+25Pr.) (80+20) for non practical paper of Math DSE-II (P, C, M, C.Sc, B, Z) – (60+15+25Pr.) (80+20) for non practical paper of Math	Core (Hons) – XIII & XIV (P, C, M, C.Sc, B, Z) – (60+15+25Pr.) (80+20) for non practical paper of Math DSE-III (P, C, M, C.Sc, B, Z) – (60+15+25Pr.) (80+20) for non practical paper of Math DSE-IV (Dissertation) 100 Marks
+3 3 rd COMMERCE	Core (Hons) – XI& XII (80+20) marks (60+15+25Pr.) for practical paper of Commerce DSE-I (20+80) Marks DSE-II (20+80) Marks	Core (Hons) – XIII & XIV (80+20) marks DSE-III (20+80) Marks DSE-IV (Dissertation) 100 Marks

YEAR-WISE COURSE DISTRIBUTION (CHOICE BASED CREDIT SYSTEM-CBCS)

FIRST		SECOND		THIRD	
Semester-I		Semester-III		Semester-V	
Papers	Marks	Papers	Marks	Papers	Marks
CORE-I	100	CORE-V	100	CORE-XI	100
CORE-II	100	CORE-VI	100	CORE-XII	100
AECC-I (EVS)	100	CORE-VII	100	DSE-I	100
GE-I	100	SEC-I	100	DSE-II	100
		GE-III	100		
SEM TOTAL	400	SEM TOTAL	500	SEM TOTAL	400
Semester-II		Semester-IV		Semester-VI	
Papers	Marks	Papers	Marks	Papers	Marks
CORE-I	100	CORE-V	100	CORE-XI	100
CORE-II	100	CORE-VI	100	CORE-XII	100
AECC-I (MIL)	100	CORE-VII	100	DSE-III	100
GE-II	100	SEC-II	100	DSE-IV	100
		GE-IV	100		
SEM TOTAL	400	SEM TOTAL	500	SEM TOTAL	400
YEAR TOTAL	800	YEAR TOTAL	1000	YEAR TOTAL	800
TOTAL				TOTAL	2600

2. COURSE TAUGHT (SEMESTER SYSTEM)

2. Three Year Degree Course in Arts:

i) Total Strength: 256 (History-48, Economics-48, Political science-48, Geography-48, Odia-24, Sanskrit-16, English-24)

ii) Subjects

Compulsory: MIL (Odia/Alternative English/Telugu/Hindi/Sanskrit), Environmental studies

Honours: History, Economics, Political science, Geography, Odia, Sanskrit, English

General Elective: History, Economics, Political science, Geography, Sanskrit

iii) Combination Restrictions:

- a. Honours subject must be different from the Elective subjects i.e., Honours subject and Elective subjects must not be same/related.
- b. Two language subjects cannot be taken together.

3. Three Year Degree Course in Commerce:

i) Total Strength: 128

ii) Subjects

Compulsory: MIL (Odia/Alternative English/Telugu/Hindi/Sanskrit), Environmental studies

Honours: Commerce

General Elective: Micro Economics, Macro & Indian Economy, Business Statistics, Principles of Marketing

4. Three Year Degree Course in Science:

i) Total Strength: 272 (Biological Science-64, Physical Science- 192, Computer Science -16)

ii) Subjects

Compulsory: MIL (Odia/Alternative English/Telugu/Hindi/Sanskrit), Environmental studies

Honours: Biological Science: Botany, Zoology

Physical Science: Physics, Chemistry, Mathematics

Computer Science (Self finance)

General Elective: Biological Science: Botany, Zoology, Computer Application (Self finance)

Physical Science: Physics, Chemistry, Mathematics, Computer Application (Self finance)

Computer Science (Self finance): Physics, Chemistry, Mathematics

Combination Restriction: The Subject to be offered as Honours & General Elective courses must not be same or related.

* Computer Application is a self financing course and may be offered as a pass subject. In case a minimum of 15 students are not available in one batch admission will be suspended for that batch.

5. POST GRADUATE COURSES (SEMSETER SYSTEM)

Subjects with strength are as follows

- i) Commerce -16
- ii) Chemistry -16
- iii) Economics-16
- iv) Life Sciences -16 (Botany-8 & Zoology -8)
- v) Mathematics -16
- vi) Odia-16

6. HIGHER SECONDARY COURSES OFFERED:

A. HUMANITIES (ARTS) - 352 SEATS

Compulsory : English, M.I.L. (Odia / Telugu /Hindi / Alt.
Subjects Eng.) Environmental Education (EE), Yoga.

Elective Subjects : 1.History, 2. Pol. Sc,3. Economics, 4. Logic/ Geography, 5. Mathematics/ Home Sc., Odia, Hindi, Telugu, Sanskrit, Vocational.

B) SCIENCE -256 SEATS

Compulsory : English, M.I.L (Odia / Telugu / Hindi / Alt
Subjects Eng.) Environmental Education (EE),Yoga.

Elective : 1. Physics 1st Elective
Subjects 2. Chemistry 2nd Elective
3. Mathematics (can be opted for 3rd Elective subject)
4. Biology (can be opted as 4th Elective subject only.)

N.B. : Any combination for which the number of applicants is less than 8 shall not be allowed,

C) COMMERCE - 128 SEATS

Compulsory : English, M.I.L.,(Odia)/Telugu/Hindi/Alt. Eng.)
Subjects Environmental Education (EE),Yoga.

Elective : 1. Accountancy,
Subjects 2. Business Studies - Management,
3. Business Mathematics and Statistics
4. Cost Accounting, 5. Insurance and Banking

RULES, REGULATIONS, ELIGIBILITIES, MODE OF CONDUCT OF EXAMINATIONS & EVALUATIONS FOR

THE BACHELOR'S DEGREE COURSE IN ARTS/SCIENCE/COMMERCE

1. Qualification for admission to the First Semester Examinations.

- 1.1. Any registered student of the college may be admitted to the First Semester End Examination if he/she had completed a regular course of study for not less than one academic year after-passing the Higher Secondary Examination. Odisha or any other examination recognized as equivalent there to provided he/she is not otherwise ineligible to appear at the said examination.
- 1.2. A student to be sent up to the second year of the three year degree course has to be enrolled for the First Semester Examination and pay the requisite examination fees, and had completed not less than one academic year in the second year course, failing which his /her studentship shall be ceased. A student may be sent up to the final Degree examination if he/ she has cleared or appeared the second Semester Examination and has there after completed a regular course of study for not less than one academic year in the final year course, provided he/she is not otherwise ineligible to appear.
- 1.3. For students detected while adopting malpractice in any of the Semester / PG semester examinations.
 - i) The paper reported for malpractice will be scratched.
 - ii) The result of the student will remain withheld till he/she reappears for the paper.

- iii) He/She will be eligible to reappear for the paper only after he/she has taken the final semester examination.

2. Evaluation of Students

- There shall be an Internal Assessment Examinations every semester, carrying 20 percent of the Maximum mark in each subject (theory) for the year.
- There shall be semester Examination carrying 80 percent of the maximum marks in each subject (theory) twice each in the First, Second and final year courses.
- The candidates are required to answer the paper(s) of non-language subject(s) either in English or in Odia.

MARK DISTRIBUTION:

Subjects without Practical:

Mid Semester	End Semester	Total
20	80	100

Subjects with Practical:

Mid semester	End Semester		Total
15	A-Theory	B-Practical	100
	60	25 (20+05 Record)	

3. Pass Marks & Classification of successful candidates -

3.1. A subject may consist of one or more than one paper as specified in the courses of studies.

- The minimum pass mark for a subject in the end Semester (University Examinations) is 30% out of 80 (i.e. 24 mark) for papers without practical and 30% out of 60 (i.e. 18 mark) for papers with practical.
- The minimum pass mark for each practical paper of a subject is 40% of the maximum of the Subject.
- Total Mark: 100 (40% out of 100 marks.)
- No Pass mark for Mid Semester Exam. A student has to appear the Mid Semester Exam. Securing 'ABS' in both the chances in Mid Semester examinations, the student will be declared fail in that paper, though he/she secures pass mark in theory papers.

Paper without Practical:

Mid semester	End semester	Pass Mark in End semester	Total	Paper Pass Mark
20	80	30% out of 80(i.e. 24 marks)	100	40 out of 100 By taking both components (i.e. Mid-sem + End sem Exam.)

Papers with Practical:

Mid Sem	End Semester				Total	Paper Pass Mark
	A- Theory	Pass Mark A-Theory	B-Practical	Pass Mark B-Practical		
15	60	30% out of 60 (i.e. 18 mark)	25	40% out of 25 (i.e. 10 mark)	100	40 out of 100 By taking (i.e. Mid-Sem + End Sem Exam + Practical)

Provided that:

- i. The aggregate for passing the Degree course at the Final semester examination shall be the total of the aggregate marks in all the semester examinations taken together.
- ii. The aggregate of the marks in honours papers at the end of the final semester examination shall be the sum total of the aggregate of the honours papers of all the semester examinations taken together.

DURATION OF THE EXAMINATIONS - MID SEMESTER & END SEMESTER:

Each semester examination shall consist of a Mid-Semester (Internal) Examination and End Semester examination. Mid Semester examination shall be conducted only for theory papers. End Semester Examination in theory papers carrying full marks above 50(e.g. 60, 75, 80 etc) shall be of 3 hours duration and practical shall be of 3hours (for full marks carrying 25). On the other hand, theory papers carrying 50 marks or below shall be of 2 hours duration.

3.2. GRADE SYSTEM IN EACH PAPER (MID + END SEM EXAM) IN A SEMESTER

GRADING SYSTEM

Qualification	Grade	Mark Secured from 100	Grade Point	Classification for Hons.	Classification for Pass
Outstanding	'O'	90-100	10	First Class Hons.	Pass
Excellent	'A+'	80-89	9		
Very Good	'A'	70-79	8		
Good	'B+'	60-69	7		
Above average	'B'	50-59	6	Second Class Hons.	
Fair	'C'	45-49	5		
Pass	'D'	40-44	4		
Fail	'F'	Below 40	0		Fail
Absent	'ABS'	00	0		Fail
Malpractice	'M'	00	0		MP

1. The candidate obtaining Grade-F is considered failed and will be required to clear the back paper(s) in the subsequent examinations within the stipulated time.
2. For candidate in both Pass and Honours Courses securing 'B' Grade and above in aggregate in their first appearance will be awarded Distinction. However, students who could not appear at an examination due to they representing the University or State in Inter-University or Inter- State competitions in Games and Sports at national/international level or attending National level NCC/NSS camps will get one chance exemption for distinction.
3. FAIL/MP/HARD CASE and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

Note : The first appearance shall mean that a candidate must have passed all subjects of the semester I & II Examinations in first attempt at the end of the first year, semester III & IV Examinations in first attempt at the end of the second year and all subject of semester V & VI Examinations in first attempt at the end of the third year without failing in any subject of any of the examination. Further a candidate who having not appeared at the respective semester Examinations at the end of each year is not eligible for being declared to have passed "with Distinction" though the same might be his/ her first appearance and though he/she might have passed in all subjects and secured the required marks in the aggregate for Distinction.

4. Back Paper Clearance and improvement of Division.

- 4.1. a. A student has to clear back paper(s) (if failed) by appearing at subsequent/alternate semester examinations within five academic years from the year/session of admission on payment of prescribed fees.
If a candidate is marked absent in any sitting(s) of an examination such a candidate may reappear in that paper(s) in the immediate next two examinations in order improve his/her result.
- b. A candidate failing to secure minimum passing mark in semester examinations may be allowed to appear examination in those subjects immediately following that examination for which he first registered, to clear the back paper(s) on payment of prescribed fees.
 - i. The higher marks secured by the candidate in the repeat examination shall be taken into account in determining the improved result.
 - ii. After exercising the option to appear in all papers of an examination if a candidate fails to clear that examination he/she will be required to appear in all papers of that examination in a subsequent chance, within 5 years of first registration to First degree examination.
- c. If a candidate has appeared in back papers in the first and in all the papers in the second chance and also has failed, such candidate can appear at that examination in all the papers) only within 5 years of 1st registration to first degree, examination.
- d. In no case a student will be allowed to sit for any of the term end / repeat / improvement examinations after 5 years from the date of his first admission to the course.

- 4.2. a. Candidate who has been duly admitted to B.A./B.Sc./ B.Com.(Honours) (3 year Degree Course) examination and has obtained only a Second Class (Hons.) or passed without honours can reappear at any examination(s) for the honours in some or all papers of his/her choice only once to improve his/her results within two subsequent chances (examinations). The higher of the marks in each paper shall be taken into consideration for determining their results and division. However, distinctions if earned by the candidate shall not be affected by improvement examination under the clause,
- b. Provided that a candidate shall be allowed to improve his performance in theory paper(s) only once after passing, B.A./B.Sc./B.Com./(3 year degree course) Examination.
- c. A candidate who wishes to improve performance in his Honours shall be required to fill in application forms and pay the requisite fees accordingly.
- d. Candidates taking this advantage be treated as regular candidates and will be examined on the basis of current syllabus.
- e. The expression "subject" shall include all the papers comprised in the subject.
- 4.3. Provided further that in no case a candidate shall be allowed to appear in any examination after 5 years of first registration to first Degree Examination.

5. Mode of Examination, Duration of paper and Type of Question Papers:

- 5.1. For the Three Year Degree Examination in Arts, Science or Commerce, in each paper (theory) 20% of maximum marks are allotted for Mid Semester (internal Assessment) and 80 % of Mid Semester Term-End-Examination.
- 5.2. Each Mid Semester Internal Assessment in Arts, Science or Commerce shall be conducted by means of written papers.
- 5.3. a. Each Semester Examination in Arts, Science or Commerce shall be conducted by means of written papers.
- b. There shall be practical in all subject in which it is prescribed.
- c. The duration of examination for the each theory paper carrying 60/80 marks shall be three hours. The course contents for the papers shall be designed accordingly by respective board of studies.
- d. The duration of practical examination for the pass/honours subject carrying 50 marks shall be 3 hours and carrying 100 marks shall be 3 hours.
- 5.4. The laboratory note-book or the field work note book of each candidate who offers a subject in which there is a practical examination, shall be Inspected and evaluated by the examination in accordance with the instruction issued by the college. Each experiment performed by the candidate shall be recorded in the record note book with the date of the experiment signature of the student and the initial with the date of the concerned teacher. A candidate who cannot produce such record shall not be allowed to appear at the practical examination.
- 5.5. The question paper in all course subjects shall contain questions in English except in MIL (excluding Alternative English and optional language subjects.)

5.6. For subjects other than language subjects and without having practical, full marks are 100 per paper out of which 20 marks are allotted for Mid-Semester Examination (Internal) and 80 marks are for end semester examination.

1. The question papers shall be divided into four parts
2. Part I will carry 12 one mark questions in the form of fill in the blanks and one word answer. (12 marks)
3. Part II will carry 10 two mark questions of which 8 have to be answered. The answer should be within two to three sentences maximum. (16 marks (8X2))
4. Part III will carry 10 three mark questions of which 8 have to be answered. The answer should be within 75 words maximum. (24 marks (8X3))
5. Part IV will carry 4 seven mark questions of EITHER OR format. The EITHER OR in question can be from same or different units of the paper. The answer should be within 500 words maximum. (28marks (7X4))

5.7. For subjects other than language subjects and with practical, full marks are 100 per paper out of which 15 marks is allotted for Mid- Semester Examination, 60 marks is for End Semester Examination and 25 marks is for practical.

1. The question papers shall be divided into four parts
2. Part I will carry 8 one mark questions in the form of fill in the blanks and one word answer. (08 marks(8X1))
3. Part II will carry 10 one point five mark questions of which 8 have to be answered. The answer should be within two to three sentences maximum. (12 marks (8X1.5))
4. Part III will carry 10 two mark questions of which 8 have to be answered. The answer should be within 75 words maximum. (16 marks (8X2))
5. Part IV will 4 numbers of six mark questions of EITHER OR format. The EITHER OR in question can be from same or different units of the paper. The answer should be within 500 words maximum. (24 marks (6X4))
6. Practical will carry 25 marks out of which 05 will be for records ,05 for viva voice and 15 for the core experiment .

For Language courses like Odia, Hindi, Sanskrit, English, the question pattern and marking scheme will be as given in the respective curriculum.

6. Percentage of attendance :

- 6.1. A candidate shall be required to attend 75% of the lectures and practical classes, taken separately in each subject, during each academic year. Condonation of shortage in attendance in exceptional cases may be granted by the Principal to the extent of 15%.
- 6.2. The Executive Committee may grant further condonation of shortage in attendance to the extent of 5% in respect of candidates who represented the University or State on deputation for any inter-university or national camp(s), competition(s), game(s) or sports during the relevant period to be recorded in writing.

7. Application of admission to the Examination:

- 7.1. A candidate for admission to the First, Second or Final Arts, Science or Commerce Examination shall specify the subject or subjects or back papers in which he/she desires to be examined in the form of application prescribed for the purpose duly verified by verifying officer by the stipulated date.
- 7.2. A candidate who has earned the certificate mentioned in Regulation 6.1 as certified by the Verifying Officer but for some valid reason has not submitted his/her application with prescribed fee in due time for the examination for which he/she is eligible, may be allowed by the Principal to register him self/herself for the examination on payment of late fee as prescribed by the Principal from time to time in addition to the prescribed examination fees.
- 7.3. The fees payable for registration/admission to any examination under these regulations shall be as may be prescribed from time to time.
- 7.4. If a candidate had paid prescribed fees for any examination ,but remained absent in one or all the subjects or paper(s) of said examination .he/she shall be required to pay the full prescribed fee if he/she appears at the same examination again in the subsequent Year(s).

8. Publication of Results:

- 8.1. The result of the Three year degree Examination in Arts, Science or Commerce and the Classes to be awarded shall be determined on the basis of the combined results of 1st to 6th Semester and Final Examinations taken together.
Provided that the results, without mentioning classes shall be published at the end the First Semester and Second Semester examinations also and the mark sheets thereof shall be issued to each candidate on payment of the fees prescribed. At the end of the Final Examination a candidate may also be issued a consolidated mark sheet of all the three examinations on payment of fees thereof.
- 8.2. a) As soon as possible after the completion of the Final semester Examination, the Controller of Examinations shall prepare a list of successful candidates based on the marks of all semester examinations taken together and submit the same of the Principal for publication.
b) There shall be separate lists for candidates of each honours in each stream of Arts, Science or Commerce.
c) The list of candidates who pass in a particular honours subject shall be arranged in order of merit. In case a successful honours candidate obtain distinction, It shall be mentioned against his / her name in the list.

- 8.3. Each successful candidate at the Final semester Examination of the three Year Degree Course shall receive a degree in accordance with the recommendation of the college in the prescribed form signed by the Vice-Chancellor of Berhampur University.
9. Any dispute or interpretation in any matter in the Regulation shall be referred to the Principal whose decision thereon shall be final and binding.

RULES, REGULATIONS, ELIGIBILITIES, MODE OF CONDUCT OF EXAMINATION & EVALUATION FOR THE MASTER'S DEGREE COURSE IN ARTS, SCIENCE & COMMERCE.

General provision for M.A./M.Sc./M.Com. Examination

ADMISSION TO THE COLLEGE:

1. Any candidate who has passed the Degree Examination with Honours from any University of Odisha or any other examination recognized as equivalent there to may be admitted to the first year of the two year Post Graduate Course in the subject in which he/ she passed the Honours examination.

2. PERIOD OF COURSE AND ADMISSION TO EXAMINATION:

- 2.1. The courses of studies for the M.A./M.Sc./M.Com. Examination shall comprise two academic years. The examination shall be held four parts semesters. The examinations of the semesters will be held in the month of December and April of the session.
- 2.2. A candidate who has not registered for the Semester-I examination and paid the requisite fee shall not be allowed to proceed to the Semester-II course and his/her studentship shall cease.
- 2.3. If a student does not pass any one or both semester examinations of a session, he/she has to clear all papers within 5 years (consecutively)s.
- 2.4. Every student is required to appear each theory the internal assessment examinations in each theory paper during semester course to be eligible to appear in the semester examination.
- 2.5. In no case a student will be allowed to sit for any of the examinations of M.A./M.Sc./M.Com. after four years from the date of his first admission in to the course.

3. EVALUATION OF STUDENTS

- 3.1. Evaluation of the students of P.G. Semester in Arts/Science/Commerce shall be made by Internal Assessment and Term-End examinations. There shall be Internal Assessment examinations in each theory paper of semester-I to Semester IV, carrying 20% weightage of the maximum marks of the paper. All internal assessment examinations shall be conducted by means of written papers. The marks secured by a student in internal assessment in that paper shall be reflected as his/her performance in the internal assessment examination of the corresponding paper. There shall be no improvement examination for internal assessment.
- 3.2. There shall be Semester Examination carrying 80% weightage of the maximum marks in each paper (Theory) at the end of each semester most likely in December and in April of the session which shall be called as M.A./M.Sc./M.Com. Sem-I, Sem-II, Sem.-III, Sem-IV examinations respectively.

4. Examination Fee:

- a) A candidate had paid prescribed fee for any examination, but remained absent in all the papers, he /she shall be required to pay the full prescribed fee if he/she desires to appear at the same examination again.

5. Pass Marks:

- a) No student shall be declared to have passed the M.A./M.Sc. M.Com. Examination unless he has passed in all semester examination as laid down under Regulation given below.
- b) In order to pass the MA./M.Sc./M.Com. In semester examinations, a candidate must obtain 36% of marks in each theory paper. Students have to secure 40% of marks in practical paper in the subjects where there is practical examination.
- c) The candidate has to secure 40% in aggregate of each and all semester examination (Term End Examination and Internal Assessment taken together) in addition to the provisions laid down under clause 5(b) to be declared to have passed in semester Examination.
- d) No pass mark shall be required in any paper, but if a candidate secures less than 25% of marks in any paper, the marks shall be ignored for all purposes.

No Pass mark for Mid Semester Exam. A student has to appear the Mid Semester Exam. Securing 'ABS' in both the chances in Mid Semester examinations, the student will be declared fail in that paper, though he/she secures pass mark in theory papers.

6. APPLICATION FOR ADMISSION TO EXAMINATION:

- 6.1. A candidate for admission to the M.A. / M.Sc /M Com semester Examination shall specify the paper(s) or back papers in which he/she desires to be examined in the form of application prescribed for the purpose duly verified by a verifying officer by the stipulated date.
- 6.2. A candidate who has earned the certificate mentioned in Regulation 6.1, as certified by the Verifying Officer, but for some valid reason has not submitted his/her application with prescribed fee in due time for the examination may be so on payment of late fee as prescribed by the Principal from time to time in addition to the prescribed examination fees 2 weeks from the due date of filling up of forms.
- 6.3. The provision as laid down under clause 6.2 above is also applicable for candidates who fail to get the verification of the form on the stipulated date.

7. Marks of First, Second Classes

- 7.1. A candidates who passes the MA./M.Sc./M.Com. Examination shall be placed in the first Class if he secures 60% or above in aggregate of all the papers (Theory and Practical wherever applicable) taken together. He/she shall be placed in the Second Class if he/she secures 40% or above but below 60% in aggregate.

Publication of Results:

- 7.2. As soon as possible after completion of evaluation the Controller of Examinations shall prepare a list of successful candidates in each subject arranged in order of merit and submit the same to the principal for publication with the approval of GB. Candidates securing equal marks shall be bracketed.
- 7.3. The results of the semester-I, II &III examinations of M.A./M.Sc./ M.Com shall be published without mentioning the class. The mark sheets thereof shall be issued to each candidate on payment of prescribed fee.
- 7.4. The results of M.A./M.Sc./M.Com examinations and the classes to be awarded shall be determined on the basis of the combined result of all semester examinations taken together.

Award of Degree:

- 8.1. Each successful candidate shall receive a degree in accordance with the recommendation of the college signed by the vice-chancellor of Berhampur University in the prescribed form specifying the subject and the specialization in which he/she was examined and the class in which he/she was placed.
- 8.2. Where there is provision for the award of both M.A. or M.Sc. degree in a subject, a candidate having B.A. Degree shall be awarded the M.A, Degree and a candidate having B.Sc. Degree shall be awarded the M.Sc. Degree.

Improvement of Class

- 9.1. Any registered candidate after passing the semester-I & II examination may on payment of prescribed fees be permitted to repeat in any or all theory papers of Examination within the two subsequent examinations when normally held. He/she shall be allowed to repeat the examination once only,
- 9.2. Any registered candidate after passing the M.A/M.Sc.M.Com. Examination may, on payment of prescribed fees, be permitted to repeat in any or all theory papers of Sem-II &IV examination when normally held. He/she shall be allowed to repeat the examination once only subject to provisions.
- 9.3. The higher marks, if secured by the candidate at the repeat examination in any paper shall be taken into account in determining the improved results.
- 9.4. A candidate who wants to improve his/her result shall have to intimate the Controller of Examination, of the college, his intention of repeating the examination immediately after the publication of his/her result of each part, in order to admit him/her to the subsequent convocation with improved results.

9.5. There shall be no improvement/Repeat, examination in Internal Assessment(s).

Percentage of Attendance:

10.1. A candidate shall be required to attend 75% of the Theory, tutorials and practical classes, taken separately, in each subject, during each academic year. Condonation of shortage in attendance in exceptional cases may be granted by the Principal to the extent of 15%.

10.2. The Executive Committee may grant further condonation of shortage in attendance to the extent of 5% in respect of candidates who represented the University or State on deputation for any inter-university or National camp(s) competition(s), Game(s) or Sports during the relevant period to be recorded in writing.

MASTER OF ARTS EXAMINATION

11. Qualification for Admission to Examination

11.1. Subject to the General Regulations in this chapter, any registered student of the college who has passed the B.A. Honours examination of the college or any other examination recognized as equivalent thereto, may be admitted to the Semester-I of the M.A. Degree Examination in the subject in which he/she passed the Honours examination if he/ she has completed regular course of study in that subject for one academic year and to the (Two seasons) Sem-III & IV examination if he/she completed a regular course of study for two academic years in a Post-Graduate Department of the academic college. The subjects for M.A. examination are mention in Regulation 11.2. (a)

11.2. a. A candidate for M.A. Degree may be examined in any of the following subjects:

1. Economics
2. Odia

11.3. The maximum marks shall be 2000 (Internal Assessment Examination +Term End Examination). The Department concerned may be contacted for details.

11.4. The course of studies in each paper for the subjects mentioned in Regulation 11.2 shall be as prescribed by the Academic Council from time to time.

MASTER OF SCIENCE EXAMINATION

12. Qualification for admission to examination;

12.1. Any registered student of the college who passed the B.Sc. Honours Examination of the college or any other examination recognized as equivalent thereto, may be admitted to Semester-I & II of the M.Sc. Degree examination in the subject in which he/ she has passed honours examination if he/she completed a regular course of study in that subject for one academic year and to the Semester- III & IV examination if he/she has completed a regular course of study in that subject for two academic year in the Post Graduate Department of the college. The subjects for M.Sc. examination are mentioned in Regulation. Any candidate desirous of taking admission into M.Sc. (Life Sciences) course must have passed Honours in Botany or Zoology.

12.2. A candidate for the M.Sc. Degree may be examined in any of the following subjects.

1. Chemistry
2. Life Sciences
3. Mathematics

12.3. The maximum marks shall be 2000. (Internal Assessment Examination +Semester examination.) The department concerned may be contacted for details.

12.4. The course of studies for the subjects mentioned in Regulation 12.2 of the chapter shall be as prescribed by the Academic council from time to time.

MASTER OF COMMERCE EXAMINATION

13. Qualification for Admission to Examination:

13.1. Any registered student of this college who has passed the B.Com. Honours examination of this college or any other examination recognized as equivalent there to may be admitted to the M.Com. semester-I & II examination if he/she has completed a regular course of study in that subject for one academic year and semester - III & IV examination if he/she has completed two academic years in the Post Graduate Department of the college.

13.2. **No. of Papers and Marks:**

The maximum marks shall be 2000 (internal Assessment + Semester examination) The Department may be contacted for details.

13.3. Courses of Study

The courses of studies for the M.Com. examination shall be as prescribed by the Academic Council from time to time.

14. Interpretation of Regulation

Any dispute or interpretation in any matter in these Regulations shall be referred to the Principal whose decision thereon shall be final and binding

ATTENDANCE

A student is required to attend during each academic year 75% of general lectures and 75% of the practical classes. The attendance will be counted separately under each head. The Council/University will not consider condonation in cases of those who fail short of the required attendance by more than 15% in Higher Secondary / Degree classes. This condonation will be granted only in exceptional cases.

All the students of the College should ensure that their names/ roll number are duly entered in the registers for lecture/practical classes. In case a student finds that his/her name/roll number has not been entered in any of relevant registers he/she should bring the fact at once to the notice of the College office In writing. No plea for exemption from shortage of attendance shall be entertained later on the ground that the name was not timely entered in the appropriate register

Ex-regular candidates in science subjects with practical are required to do Practical work for one month and to obtain a certificate from the Principal of their having done so before being permitted to sit for subsequent council examinations.

COLLEGE EXAMINATION (FOR +2 STUDENT)

1. Every student will be required to sit for one Half yearly / Pre-test Examination and one Annual / Test examination in a year.
2. The examination will be of three hours duration for 100 marks, and one and half hour for 50 marks.
3. The Annual Examination for the first year of +2 classes in Arts / Science / Commerce, and Test examination in respect of 2nd year of +2 classes are "OBLIGATORY" and students are required to pass the Examinations [vide prospectus for Government para 21] In addition +2 students are required to secure at least 20% of marks in the examinations to get promoted (Memo No. 680086) (dt. 9-11-01)
4. Any student remaining absent from an examination will be deemed to have secured zero in the said examination and will not be allowed to appear again. A student abstaining from the examination will be fined for his abstention.
5. Further every student should submit a clearance certificate of 'NO DUES' in the prescribed form available in the college office before the publication of results of Test/Annual Examination failing which he / she will not be permitted to appear at the Council Examination or to continue studies any further in the college.

RULES FOR PROMOTION: (For +2 Students)

- i. Attendance as per council, rules, is binding for promotion.
- ii. Adoption of malpractice / misconduct during this examinations will debar a candidate from promotion. The candidate may be given, scope for defending himself, if the Principal or a committee on his behalf desires so.
- iii. Securing at least 33% of marks in aggregate and minimum 75% of attendance in each subject separately are mandatory for promotion to the next higher class in the College for all the students.
- iv. The staff council reserves the right to revise these rules if and when necessary.
- v. Regarding the interpretation of any of the rules, the Principal's decision will be final and binding.

COUNCIL EXAMINATION (+2)

At the end of second year of +2 courses the Council of Higher Secondary Education will conduct the Annual Examination as detailed below.

+2 ARTS, SCIENCE & COMMERCE

<i>SUBJECTS :</i>	<i>MARKS</i>
i. English	100
ii. M.I.L. (Odia/Telugu/Hindi/Alt. Eng)	100
iii. Elective - i	100
iv. Elective - ii	100
v. Elective - iii	100
vi. Elective - iv	100
	600

Rule 115 and 116 of the Odisha Higher Secondary Education Act and Regulation :

Each written paper on every subject in Arts, Science or Commerce where there is no provision for practical Examination shall be of three hours duration and shall carry 100 marks. In subjects where there is a provision for practical examination, each written paper shall be of three hours duration and carry 70 marks and the practical examination of three hours duration shall carry 30 marks. In Biology there shall be one theory paper each in Botany and Zoology for three hours carrying 35 marks each.

The pass mark in written and Practical shall be 30 percent and 40 percent of the maximum marks respectively in that subject or group of subjects. The pass mark in the aggregate shall be 33%.

INSTANT EXAMINATION (For +2 Students)

In view of the abolition of supplementary examinations from the year 1998, it has been amended to help those students who might find themselves in the border line of success in the Annual Examination but unfortunately unable to cross it.

CHAPTER - IV
A-FEES & SUBSCRIPTIONS (For +2 Students)
AT THE TIME OF ADMISSION

Arts/SC/Com.(+2)	1 st year	
1. Attendance	Rs	10
2. Athletic	Rs.	50
3. Cultural (for two years)	Rs.	30
4. Examination	Rs.	50
5. SCR	Rs.	10
6. Calendar	Rs.	25
7. D S A	Rs.	5
8. Drama	Rs.	15
9. Y R C	Rs.	30
10. Magazine	Rs.	30
11. Proctorial	Rs.	6
12. Time Table	Rs.	10
13. S S G	Rs.	2
14. TWF	Rs.	1
15. S I S	Rs.	2
16. Commemoration	Rs.	5
17. Social Service	Rs.	20
18. Reading Library	Rs.	50
19. Scout	Rs.	10
20. Furniture	Rs.	15
21. Cycle token	Rs	20
22. N C C	Rs.	5
23. Common Society	Rs.	5
24. Development Fee	Rs.	1000
25. Infrastructure maintenance	Rs.	250
26. Campus Sanitation	Rs.	250
27. Sports Council / Cultural(for two years)	Rs.	140
28. Academic fees (First year students)	Rs.	45
29. CIIP	Rs.	15
30. Identity Card	Rs.	40
31. Library Deposit	Rs.	20
32. Registration/ Reorganization	Rs.	100
33. SAF (CHSE)	Rs.	10
34. EMH fees	Rs.	150
35. Syllabus	Rs.	25
Total	Rs.	2451
Laboratory deposit per subject = Rs. 10		
Migration Fees = Rs. 20		

- MONTHLY TUITION FEE -

1. +2 Arts / Commerce	Rs.	8.00
2. +2 Science	Rs.	9.00
3. Admission fee equal to tuition fee (Arts/Com.)	Rs.	8.00
4. Admission fee (Science)	Rs.	9.00
5. Medical Exam fee	Rs.	1.00

**B. FEES AND SUBSCRIPTIONS (+3 & PG Students)
AT THE TIME OF ADMISSION**

+3 & P.G. Students		
1. Attendance	Rs	10
2. Athletic	Rs.	50
3. Union	Rs.	15
4. Examination	Rs.	100
5. S.C.R	Rs.	10
6. Calendar	Rs.	25
7. D S A	Rs.	5
8. Drama	Rs.	15
9. Youth Red Cross	Rs.	30
10. Magazine	Rs.	30
11. Proctorial	Rs.	6
12. Time Table	Rs.	10
13. SSG	Rs.	2
14. SAF	Rs.	1
15. TWF	Rs.	1
16. SIS	Rs.	2
17. Commemoration	Rs.	5
18. Social Service	Rs.	20
19. Reading Library	Rs.	50
20. Scout	Rs.	10
21. Furniture	Rs.	15
22. Cycle token	Rs	20
23. N C C	Rs.	5
24. Common Society	Rs.	5
25. Seminar	Rs.	100
26. Sports Council	Rs.	70
27. Cultural Fees	Rs.	45
28. OSS	Rs.	2
29. Development Fees	Rs.	1000
30. Infrastructure maintenance	Rs.	250
31. campus sanitation	Rs.	250
32. Identity Card	Rs.	40
33. Library Deposit	Rs.	40
34. Registration/ Reorganization	Rs.	200
Total	Rs.	2439
Extra fees to be paid		
Laboratory deposit per subject = Rs. 20		
Migration Fees = Rs. 20		
As practical Exam fees of Rs.100/- if necessary		

- MONTHLY TUITION FEE -

1.	+3 Arts / Commerce (Honours)	Rs.	10.00
2.	+3 Science (Hons.)	Rs.	11.00
3.	P. G. Odia/Eco.& Commerce	Rs.	12.00
4.	P.G. Chemistry/L.Sc/Math	Rs.	14.00
5.	Admission fee (+3 Arts / Commerce)	Rs.	10.00
6.	Admission fee (+3 Science)	Rs.	11.00
7.	Admission fee (P.G. Arts / Commerce)	Rs.	12.00
8.	Admission fee (P.G. Science)	Rs.	14.00
6.	Medical Exam. Fee	Rs.	1.00

Women students are exempted from paying tuition fee. Students belonging to Scheduled Castes or Scheduled Tribes are exempted from paying tuition fees and admission fees on production of the Caste Certificate from a competent authority.

DEFAULT FINES

All fees should be paid in the college office on the date or dates and time fixed for the purpose. If a student fails to pay his fees on the date fixed by the Principal, he/she may pay the same on any day with default fines as mentioned below.

- i) If a student fails to pay his dues on the scheduled day notified he is required to pay it by the end of the month with a fine of one rupee only.
- ii) If a student fails to pay his dues before the end of the month his name shall be struck off. if he is readmitted he shall be required to pay in addition to his dues for the month and the usual admission fee equal to the ordinary monthly fee of the class.

The Principal may relax or exempt the above rules at his discretion.

HOSTEL FEE (FOR BOARDERS ONLY)

A.	MESS CAUTION MONEY (Refundable)	Rs.	3000.00
B. ANNUAL NON-REFUNDABLE Fee :			
1.	Furniture Maintenance	Rs.	5.00
2.	Anniversary	Rs.	5.00
3.	S.S.G.	Rs.	1.00
4.	Puja	Rs.	7.00
5.	Electricity repair	Rs.	8.00
6.	Utensils	Rs.	10.00
7.	Improvement	Rs.	5.00
8.	Common Room	Rs.	2.00
9.	Medical	Rs.	1.00
10.	Electrify and water Charges	Rs.	15.00
11.	Hostel Establishment (Monthly @ Rs. 210)	Rs.	210.00
12.	Magazine and Miscellaneous	Rs.	20.00
13.	Lending Library	Rs.	2.00
14.	Caution Money	Rs.	5.00

C) MONTHLY ESTABLISHMENT DUES FOR BOYS HOSTEL

1.	Hostel & Mess Establishment	Rs.	350.00
2.	Electricity and Water Tax	Rs.	230.00
3.	Common Room fee	<u>Rs.</u>	<u>20.00</u>
Total:		<u>Rs.</u>	<u>600.00</u>

D) MONTHLY ESTABLISHMENT DUES FOR WOMENS HOSTEL

1. Hostel & Mess Establishment	Rs. 400.00
2. Electricity and Water Charges	Rs. 280.00
3. Common Room Fee	Rs. 20.00
Total:	Rs. 700.00

- a) Each boarder at the time of leaving the hostel must pay towards general breakage. Rs. 20.00
- b) All fees including Annual fee for Admission and establishment for twelve calendar month will be paid at the time of admission in the hostel. When a boarder leaves the hostel for whatever be the reason within one month from the date of his/her admission the establishment fees for one semester for +3 & PG boarders and from June to December for +2 boarder will be deducted and rest amount be refunded along with mess caution money.
- c) The caution and the mess deposit will not be utilised during the period of boarders stay. It may be utilised towards breakages, unpaid dues if any at the time of leaving the hostel. After meeting the above expenses the rest amount will be refunded to the boarder.

N.B : The above fees may be revised by the Government. Any extra amount of electricity and water charges will be shared by the boarders.

SCHOLARSHIPS

- E-Medhabruti:** In order to encourage and motivate brilliant students prosecuting higher studies Government of Odisha is awarding different scholarship every year through Higher Education Department on merit- cum-means basis through online application mode such as Senior Merit +3 students (Rs.5000/- per year), PG merit (Rs.10000/- per year). Students who have secured 60% or more than 60% of marks in the aggregate in the last qualifying examinations are eligible provided their parent's annual income doesn't exceeds Rs. 600000/- per annum.
- Junior merit scholarship:** In order to encourage and motivate brilliant students prosecuting higher studies Government of Odisha is awarding different scholarship every year through Higher Education Department on merit- cum-means basis through online application mode such as Junior Merit for +2 students (Rs.3000/-per year). Students who have secured 60% or more than 60% of marks in the aggregate in the last qualifying examinations are eligible provided their parent's annual income doesn't exceeds Rs. 600000/- per annum.
- Nirman Shramik Kalyan Yojana:** The government of Odisha in Higher Education Department have been awarding scholarship each year under this scheme to the eligible building and other construction worker for continuing education of their children with a financial support for +2 students (Rs.5000/-per year), +3& PG students (Rs.7000/-per year). The online application and detailed information is available in the website <https://scholarship.odisha.gov.in>.
- National Scholarship Scheme:** Students who have secured more than eight percentile of marks in the aggregate in the class XII th Board Examination are eligible. Students whose parent's annual income exceeds Rs. 800000/- per annum are not entitled to apply for this Scholarship. The detailed information is available in the website [National Scholarship Portal \(scholarships.gov.in\)](http://NationalScholarshipPortal(scholarships.gov.in)).
- Pre and Post-Matric Scholarship:** All eligible ST/SC/OBC/SEBC/EBC (Economically Backward Class) students studying at Post- Matriculation courses can submit online application for availing the Pre& Post Matric Scholarship, provided their parent's annual income doesn't exceeds Rs. 250000/- per annum. The online application and detailed information is available in the website <https://scholarship.odisha.gov.in>.
- National Science Talent Search Scheme:** This Scholarship is awarded on the basis of a Competitive examination held at National Level
- Gopabandhu Sikhya Sahayata Yojana:** The objective of the scheme is to provide financial assistance to the students belonging to underprivileged sections for pursuing graduation and post graduation courses in the state of Odisha with annual scholarship amount of 20,000/- per student. Provided their parent's annual income doesn't exceeds Rs.

120000/- per annum. The online application and detailed information is available in the website <https://scholarship.odisha.gov.in>.

8. **Vyasakabi Fakirmohan Bhasabrutti:** the objective of the scheme is to encourage meritorious students to take up higher studies in Odia language at U.G. & P.G. level. Students who have taken admission in +3 Arts and M.A. (Odia) with Odia as honours subject in Degree Colleges / Autonomous colleges/ State Universities of Odisha or other states after passing +2 & +3 Examinations respectively with 60% marks in aggregate (for +3 students) or in Honours (for P.G. students) will be eligible for applying for this scholarship with one time scholarship amount of 20,000/- per student. The online application and detailed information is available in the website <https://scholarship.odisha.gov.in>.
9. **Pathani Samanta Mathematics Talent Scholarship:** The government of Odisha has been awarding scholarship each year under this scheme to provide financial assistance to the meritorious Higher Secondary School students of Odisha having proficiency in Mathematics in Odia medium Government/Aided/recognized institutions with a financial support of Rs.5000/-per year. The online application and detailed information is available in the website <https://scholarship.odisha.gov.in>.
10. **Banishree:-** A Scheme of Scholarship for Students with Special Needs. The Odisha government replaced the Physically Handicapped Scholarship Rule,1978, with a new scheme "Banishree" effective from July 2008 in the website <https://ssepd.gov.in>.
11. **Kalinga Sikhya Sathi Yojana:** In this scheme the Odisha govt. will provide the loans to students for higher education.
12. **Sri R.Krishna Nandam Memorial (SRKNM) Gold Medal :** The scholarship in form of Gold Medal is meant for a Physics Honours student who completes three year degree course in this college and should have topped the Honours in Final B Sc. Examination with more than 60% marks in Honours without any back paper.
13. **Hema-Bhavani Award : Cash Prize :** The cash prize instituted in the memory of Mr. Bhavani Shankar and his wife - the founder teacher of Botany Department of the College instituted from the year 2014 is awarded to the student securing highest marks in Botany Honours in Final Degree Examination without any back papers. Scholarship either of Government of India or of the state Government may be withdrawn at any time if the progress or conduct of the scholar is unsatisfactory. The rule of absence from the classes is applicable to the scholarship hold.

FINANCIAL AID

1. Full and Half Free Student ship : Full free-studentship not exceeding 12.5% and half free studentship not exceeding 25% of the total strength of the college are awarded to the students every year on the basis of poverty cum-merit. Students desirous of getting full or half-free studentship shall have to apply to the Principal in a prescribed form which can be obtained from the college office on or before a date notified by the Principal. His/her application should be accompanied with (1) an attested copy of the marks list at the last qualifying Council/University / College .Examination and (2) an income certificate from Tahasildar (in case of Governments employees a pay certificate from the employer) may be entertained.

2. Aid from S.S.G. and S.A.F. : Aid in the form of a lump grant from the Social Service Guild and Students Aid Fund is given to the poor and meritorious students. Those who apply for full or half free studentship but do not get it, are ordinarily be eligible to get this aid. But in case of a student who is forced to discontinue his studies on account of extreme poverty the Principal may grant him aid if the fund permits. The amount of the grant may vary from year to year.

CHAPTER-V

I. COLLEGE RULES

1. Academic Session:

The academic session of the college is from June to May and has two terms viz :

- i) June to December ii) January to May

2. Undertaking of the Parent :

Before a student is admitted to the college he/she and his /her guardian have to sign on an undertaking in the proper form, that the student will abide by the rules of the college.

3. Address of the Student :

Each student must register in the college office the address at which he resides. Any subsequent change of address must be informed to the office in writing.

4. Collection of Fees :

Tuition fees and hostel rent are collected on days fixed for the purpose between 11 a.m. to 1 p.m. in the college cash counter. Default fees are received between 12 Noon to 1 P.M. at the same counter.

5. Private Club and Team .

Students of the College are forbidden :

- i) To, belong to any outside Athletic-Club or any club or society which is not approved by the Government.
- ii) To play for any team other than the College team without the written permission of the Principal.

6. Permission to accompany College team :

When a match is played away from Parlakhemundi town members of the team must obtain leave of absence from the Principal. Boarders have to obtain the permission from the Superintendents of the respective Hostel.

7. Discipline :

- a) Students should take their seats before the Lecture enter the class rooms and should not leave their seats until the lecturer is completed.
- b) Disturbing inside or out side the class or misbehaving teacher and other college staff shall be treated as a serious offence and shall render such offender liable to severe punishment. Students should not loiter or stand in groups in varandha or near the staircase. When they have no class to attend they may remain either in the Students Common Room or in the Reading Room. They should not on any account remove any paper from the tables of the common room or reading room and while remaining there they must not make such noises so as to cause disturbance in the adjoining class.
- c) They must not spit or write any thing on the walls, floor, pillars and doors of the college.
- d) They must conduct themselves with a sense of decorum at all places, and particularly in the college play ground or while attending meeting.
- e) "No permission is required for college students other than boarders to attend political meeting but they should so conduct themselves as not to bring themselves into undesirable prominence, and they must not take active part in the proceedings. It is to be borne in mind, however that a college exists for the purpose of imparting education and politics in a scholarly form of lectures and thoughtful address, The Principal may, however, prohibit all students from attending a political meeting , if he apprehends breach of peace or that communal feeling will be arisen ". (Article 144 of the Odisha Education Code.
- f) They must abide by such hygienic principles and submit themselves to such anti-epidemic procedure as would be laid down by the Principal.
- g) All written applications should be put in a box in the office meant for them before 12 noon every day. The office will collect and place them before the Principal for order. The students should never submit their applications to the Principal personally. They may, however, meet the Principal and other officers during the time prescribed for Interview between 11 30 A.M. to 12 30 P.M.

- h) A student who abstains himself from any college examination without obtaining prior permission from Principal will be fined for each paper in which he is absent and is liable to have his promotion withheld.
- i) Continuous absence without leave is a serious breach of college discipline.
- j) Students are warned that tampering with electrical and water fittings and furniture in class rooms is strictly forbidden and liable for punishments, as it amounts to causing damage to public property.
- k) Misbehaviour and coercive fictions of students with the college teacher or other employee of the college. University and member of the University Bodies will be treated as academic indiscipline.
- l) Scribbling, pasting posters and disfiguring college walls or paths are strictly prohibited.
- m) Cycles and motor bikes must be kept in the shed.
- n) Students should invariably stand in queue while waiting near the office window for depositing their tuition fees or for any other purpose.
- o) Students are advised to meet the Principal and other officer on his behalf not in groups but one at a time only during the prescribed hours of interview. They should not ordinarily enter in to the office.
- p) No club or society would be started or maintained in the college and no function should be organised without prior approval of the Principal.
- q) In pursuance to DHE Order No. 27394 dt. 11-8-09 with regard to implementation of Honourable Supreme Court order "Anti Ragging Committee" and "Anti Ragging Squad" have been constituted to keep a constant vigil on students.

8. Excursion / Picnic

If any student or group of students, with guide or without guide proceed on excursion / picnic / or any other purposes out side the municipality area of Paralakhemundi, without prior permission of the Principal / authority, the college will not be held responsible for any damage/mishap occurring.

II) IDENTITY CARD

Every bonafide student of this college is issued with an Identity Card after/his /her admission into the college. Each Identity Card is duly signed by the Principal or an O.E.S. Officer on his behalf. The card bears an attested photograph and other particulars of the student; it is the duty of a student to get the identity Card renewed at the beginning of the new session of the college every year.

Every student shall always possess updated identity card with him/her. He/She shall produce the same as and when asked by the Principal or any member of the staff of the college.

Non-possession of identity card may result in treating an individual as an outsider and trespasser. Should a student lose his/her Identity Card he/she can obtain a duplicate after submitting an application for the same accompanied by a court affidavit stating that the original identity card has been lost and by paying a prescribed fee of Rs. 50/- in the college.

III) LIBRARY AND LIBRARY RULES.

The college library is named as **PADMANAV GAJAPATI LIBRARY**. The total number of book in the library is 79695 till 31.12.2018.

A. General Information :

1. The library ordinarily remains open from 10-30 a.m. to 4-30 p m on all working days.
2. The library remains closed on Sundays and gazetted holidays.
3. A person even if otherwise qualified for admission in to the library shall not be admitted in to library premises if he or she is not of sound mind or is not cleanly in person or dress or is a problem to discipline.
4. No book shall be taken out of the library without the knowledge of librarian. Members of the staff during their class work may however borrow books from the library for their immediate reference on presentation of a slip duly signed by them and to be returned not later than 4-30 p.m. on that day.
5. Borrowers are expected to examine the condition of books at the time of issue as otherwise in case of mutilation discovered later the presumption will be against the last borrower.
6. Books should be returned within the period allowed to a borrower.
7. When the date for return of a book fails on authorised holiday, it should be returned to the library on next working day.

27. Borrowers holding books for more than a year are liable to a fine of 50% of the original price of the books per year in case he returns the books intact, in addition to this if any book is lost/damaged Rule 22 Shall be applied over and above this rule.

HOSTELS AND HOSTEL RULES

The college has four hostels to accommodate students. The names and their capacity to accommodate student are as follows:

1.	S.K.C.G. College Hostel	110
2.	P.M.N. Hostel	50
3.	G.C.G. Hostel	50
4.	S.K.C.G. New Womens' Hostel	100

1. ADMISSION

Application for admission to the hostel duly filled in and signed by the student and their natural guardians (in cases of minors) will be made to the office of the Principal along with their application for admission to the college. A certificate of good conduct from the head of the institution which the applicant fast attended shall be presented with the application.

No student will be admitted into the college hostel unless he is admitted into, the college.

- b) Boarders of the 1st year +2 and +3 courses are required to apply to- to the Principal at the end of the college session (before the summer vacation) if they wish to continue in the hostel. Their application will not constitute a right but will be duly considered and if rejected person concerned will be informed before the session begins. Claims of tire new students will be given priority over those who have been in the hostel for some time.

2. CONTROL :

Students living in the hostel will be considered to be under the direct control of the superintendent not only during their the college hours but at all time during their studentship in the college. The Principal as the warden is supreme authority of the house and will have direct and indirect control over the boarders through the superintendent at all times. **HOSTEL MESS RULE:**

- a.i) The hostel mess is controlled by the ASSISTANT SUPERINTEND and managed by the mess committee consisting of the Mess Secretary and representatives from various classes who are elected from among the boarders. They will check the accounts of the mess from time to time and exercise a continuous supervision to ensure satisfactory running of the mess. At the end of month the secretary will convene a meeting of the mess committee to examine and pass the accounts of the month. He can convene a meeting of the mess committee at any other time to discuss a particular matter. All decisions arrived at by the mess committee are subject to approval by the superintendent.
- ii) The assistant superintendent exercises effective control in all matters relating to the mess. But the administration is carried on as far as possible by the boarders They deal with all complaints and difficulties at various levels and only such questions as cannot be solved by them are to be brought by the mess secretary to the Assistant superintendent.
- b) All boarders will get two meals. All boarders will get the same type of food Special arrangements for any boarder or a group of boarders are not allowed.
- c) When a boarder falls sick' his sick diet is prepared in the mess or if necessary is brought from outside according to the instruction of the Hostel Medical Officer. If the cost of sick diet exceeds the cost of ordinary meal the extra cost is realised from him.
- d) All outstanding mess dues of the previous month against boarders should be deposited within 15 days after the date of notification by the hostel authorities failing which they will be liable to pay fines. The fine after the due date of payment of mess dues will be Rs. 50.00. There after his membership will cease However, it will be renewed on payment of Rs 50.00. The cash of the mess will remain with the Superintendent in a separate account meant for the purpose. College fee will be collected only on production of a clearance certificate from the Hostel authorities towards the payment of the mess and other dues.
- e) Boarders are entitled to get refund of their meal charges only when
- i) They are absent from the Hostel on leave for more than two continuous days.

- ii) They have to inform the Manager in writing stating the period of absence for two or more consecutive days. Refund for absence from meals is adjusted to the account of each individual boarder at the end of month.
- iii) The boarders have to pay for a minimum number of 40 meals every month irrespective of their absence.
- f) No boarder will ordinarily be permitted to have his meal in any part of the building premises hostel except in the dining room of the Hostel.
- g) No articles (tray, mug, utensils etc.) can be taken outside the mess premises by any resident. Perfect discipline should be maintained inside the mess premises. Unruly behaviour or unnecessary argument with any employee or other resident within the mess premises is strictly prohibited. Entering the mess at any time other than the mess times is strictly prohibited. Boarders entering the mess must be properly dressed. Wearing lungis in the mess premises is strictly prohibited.

The internal management of the hostel rests with the Superintendent and Assistant Superintendent.

No study hours will be observed on Saturday evening and the night preceding holidays. On holiday study hours will not be observed except in the evening preceding the reopening day of the college.

- b) The following will be the timings for meals :-

Lunch: 9-30 A.M. to 12 Noon

Supper : 8-30 P.M. to 10-00 P.M.

The mess closes at 10-00 p.m. A warning bell will be given half an hour before the mess closes. All the boarders should take their night meals before 10-00 p.m. positively failing which they forfeit their meal.

- i) All the boarders will eat their meals in the hostel mess and will not be allowed to eat outside the hostel (Restaurant, Hotel etc.) without the permission of the superintendent.
- ii) A boarder cannot entertain a guest in the mess without the prior permission of the Superintendent. Guest meals will be charged at the rate of meals.

3. Allotment of Rooms :

- a) Seats will be allotted by the Superintendent and applicant admitted to the Hostel will be informed accordingly.
- b) Each boarder will be supplied with one cot, book shelf one cloth bag, one table and one chair. Boarders are responsible for the upkeep of the furniture supplied to them and are required to make good of any damage done.

4. Leave of Absence :

- a) Leave of temporary absence from the Hostel must in all cases be granted by the Superintendent. It will not ordinarily be granted unless a written request is made by the parent or guardian specifying i) Name, ii) Class, iii) Roll No., iv) Reason and dates of absence, v) Leave address. vi) Signature and contact no.
- b) Should a boarder overstay on leave (i) if he brings satisfactory written explanation from his parent or natural guardian, he may be excused at the discretion of the Superintendent, (ii) If no satisfactory explanation is produced necessary action may be taken by the Superintendent or the Principal.

5. Withdrawal from the Hostel :

Application for withdraw! should be made by the guardians. No boarder will be permitted to leave the Hostel without the prior permission of the Superintendent who will ascertain that all dues to the Hostel have been paid before leaving.

6. Common Room

- a) The Hostel Common Room provides newspapers and periodicals which are placed on the tables of the Common Room. The Common Room is also used for playing indoor games Newspapers, periodicals, pictures and other property belonging to the Common Room must not be taken outside the common room without the permission of the authorities concerned. A wall clock has been provided in the Common Room. The common room remains open for the borders during hours as specified below :

Working days : 5 P.M. to 7 P. M. and 9 R M. to 10 P.M.

Holidays : (excluding vacations and Puja holidays)

- (i) 7 A.M. to 11 A. M. (ii) 9 P. M. to 10 P. M.

The specified hours may be changed during winter season by the Superintendent. None of the boarders should entertain any of their outside friends in the common room.

- b) The common room fund can be spent under following heads :
 - i. Purchase of newspapers periodicals and games articles.
 - ii. Contingencies for Common Room.
- e) Boarders entering in to the Common Room should be properly dressed.

7. Electricity :

Light, only for the purpose of reading is provided by the hostel. Every Boarder leaving his room even for a few minutes shall switch off the light supplied to him. Boarders are not permitted to keep or use any electrical appliances in their rooms other than electric bulbs. Boarders will make their own arrangements for electric bulbs. Tampering with the electric light or other electric installations is a serious offence which may make boarders liable for expulsion.

8. Hostel Property :

Every boarder is responsible for the care of hostel property he uses. Boarders will be charged for all damages caused to the Hostel property used by them individually or collectively.

9. Medical Supervision :

- a) The hostel will be under the charges of the most senior Medical officer in charge of the local Hospital. Authorities will see that proper medical arrangements are made and medicines are supplied to the boarders when required.
- b) A medical register containing the following heading will be maintained. Date of arrival and departure of medical officer, Roll No. year of class, treatment, Doctor's recommendation and Principal's or Superintendent's orders.
- c) No boarder is ordinarily be permitted to consult any other doctor excepting the hostel Medical Officer.

Visitors :

- a) Only boarders are permitted to enter the Hostel premises. The following exceptions may be made.
 - i. Guardians and relatives of boarders with due notice to the Superintendent.
 - ii. Friends of boarders with the permission of Superintendent between 4 P.M to 7 P.M. These friends will not take meals in the hostel except with the superintendents permission.
- b) The following person may be allowed to stay temporarily with the prior approval of the Superintendent.
 - i. Father or natural guardians of boarders for a period not exceeding one day provided that visit has reference to the interest of welfare of boarders. In this case no fee will be charged.
 - ii. Excursion parties or athletic teams from other colleges such-parties or teams may be exempted fees on the understanding that this concession is reciprocated.
 - iii. Members of the teaching staff of the college who come to fill up short time vacancies or on sudden transfer until such time as they can make stay and other arrangements by paying establishment charges as applicable for boarder.
- c) No boarders can entertain any of their guests without the prior permission of the Superintendent in their room.

Discipline :

- i) The hours fixed for study are from 7 P.M. to 9 P.M. No. boarder shall be absent from his room during the study period without the permission of the superintendent. Frequent absence from the hostel during study hour will be treated as a breach of discipline.
- ii) No boarder shall in any way interrupt others in the studies at any time of the day.
- iii) No boarder shall be absent from the hostel during or after the night roll call (10 p.m.) without the permission of the superintendent.
- iv) Boarders must in all cases obtain prior permission of the Principal before joining/taking part in any meeting or association outside the college.
- v) All efforts by the boarders either for calling meeting, circulation of notice or raising subscription must receive prior sanction of the superintendent.

- vi) In case of any communicable disease the hostel authorities may expel the student from the hostel if he refuses to remain isolated.
- vii) Boarders are not permitted to take any direct action against any hostel or mess servant. All complaints should be brought to the notice of the superintendent.
- viii) No boarder is permitted to stay in the hostel during or summer vacation without the special permission.

10. BREACH OF DISCIPLINE :

The following will be considered as breach of discipline.

- i) Ragging in any form will be seriously viewed.
- ii) Observing private video show in hostel premises.
- iii) Absence from the hostel without leave.
- iv) Continued neglect of study.
- v) Want of cleanliness in the room.
- vi) Spitting about the room and verandah and throwing of torn papers etc. on the verandah.
- vii) Writing on in any way disfiguring the walls, doors and windows of the hostel building and passing urine near the building & rendering the compound unhygienic.
- viii) Bringing of papers and periodicals not authorised by the authority into the hostel common room.
- ix) Use of drugs intoxicants and tobacco.
- x) Gambling in any form.
- xi) Introducing any person not authorised by the hostel authorities.
- xii) Singing or playing upon musical instruments except during the hours authorised by the superintendent.
- xiii) Misconduct if any of other description.

11. CONDUCT REGISTER :

The superintendent will maintain a conduct register in which the names of boarders will be entered. Serious misconduct or gross misconduct on the part of boarder shall render him liable to have his name entered in the conduct register of the college.

A report form for each boarder will be filled in and signed by the superintendent once each year (or at the time of withdrawal from the hostel). Promotion from class to class in the college and permission to appear at the university examination is conditional on this report.

12. LIBRARY :

The hostel has provision for lending library. The Library contains prescribed and recommended books for the use of the boarders. Boarders can borrow the books for one session a time on payment of 1/5 of the price of the concerned books. At the beginning of the college session application will be called for the issue of books from the lending library. Poor and deserving boarders will be given preference while issuing the books. All books borrowed by a boarder must be returned before he leaves the Hostel.

CHAPTER-VI

OFFICE BEARERS OF COLLEGE UNION AND OTHER ASSOCIATIONS (FOR BACHELOR DEGREE & P. G. STUDENTS)

- 1. STUDENTS UNION / COLLEGE UNION**
 - A) PRESIDENT
 - B) VICE PRESIDENT
 - C) SECRETARY
 - D) ASSISTANT SECRETARY
 - E) CLASS REPRESENTATIVES - One from each class taking Arts, Science and Commerce together.
- 2. ATHLETIC CLUB**
 - a) SECRETARY
 - b) ASSISTANT SECRETARY
 - c) CLASS REPRESENTATIVES - One from each class taking Arts, Commerce and Science together
- 3. DRAMATIC SOCIETY**
 - a) SECRETARY
 - b) ASSISTANT SECRETARY
 - c) CLASS REPRESENTATIVES - One from each class taking Arts, Commerce and Science together
- 4. SOCIAL SERVICE GUILD**
 - a) SECRETARY
 - b) ASSISTANT SECRETARY
 - c) CLASS REPRESENTATIVES - One from each class taking Arts, Commerce and Science together.
- 5. STUDENTS' COMMON ROOM**
 - a) SECRETARY
 - b) ASSISTANT SECRETARY
 - c) CLASS REPRESENTATIVES - One from each class taking Arts, Commerce and Science together.
- 6. DAY SCHOLARS' ASSOCIATION (For Non-Hostelers Only)**
 - a) SECRETARY
 - b) ASSISTANT SECRETARY
 - c) CLASS REPRESENTATIVES - One from each class taking Arts, Commerce and Science together.
- 7. HUMANITIES SOCIETY (For Arts students Only)**
 - a) SECRETARY
 - b) ASSISTANT SECRETARY
 - c) CLASS REPRESENTATIVES - One from each class of Arts faculty.
- 8. ODIA SAHITYA SAMAJA**
 - a) SECRETARY
 - b) ASSISTANT SECRETARY
- 9. SCIENCE SOCIETY (For Science Student Only)**
 - a) SECRETARY
 - b) ASSISTANT SECRETARY
 - c) CLASS REPRESENTATIVES - One from each class of Science faculty.
- 10. COMMERCE ASSOCIATION (For Commerce Student Only)**
 - a) SECRETARY
 - b) ASSISTANT SECRETARY
 - c) CLASS REPRESENTATIVES - One from each class of Commerce faculty.

1. COLLEGE UNION

The College Union is the sole organisation of the Post Graduate and Three year Degree student of the college to foster cultural unity, understanding fellow feeling, intellectual growth and all round development among the students of the college. However the working modalities of the college union need not be connected with the functioning and activities of other associations.

i. Functions :

- a) To organise academic discussions, debates, seminars and extramural lectures on subjects of general and cultural interest.
- b) To invite eminent persons to address the union on general and cultural interest.
- c) To organise social activities.

ii. Membership :

- a) Every student of P.G. and three year Degree classes is a member of the college union.
- b) A student shall cease to be a member of the Union if his/her name is not on the rolls of the college
- c) A student shall cease to be a member after the 31st of January every year if he/she belongs to the 3rd year of the Three year Degree or semester-III & IV of PG course.
- d) Students belonging to second year degree and semester-I & II P.G Classes will not cease to be member of the Union although they are University Examinees, Such members also shall continue in their offices for which they are elected for the entire session.
- e) Meeting of the students of the college Union are open to all the members of the staff.

iii. A) The Executive Committee of the College Union :

The following shall form the executive committee of the College Union.

- 1) The President 2) The Vice-President
- 3) The Secretary 4) The Assistant Secretary
- 5) One class representative from each of the three years of Arts/Commerce and Science Class separately and Semester-I & III classes of all P G. courses. Thus all eleven class representatives shall represent the above classes of the three faculties. In addition to the above eleven class representatives, one woman representative will be elected by all woman students of the Union.

B) Function of the Executive Committee :

To draw up the programme of the activities of the Union and adopt a budget for session.

Executive committee shall manage all affairs of the Union in consultation with the advisor and Associate Advisors.

Minutes of every meeting shall be maintained by the Secretary of the Union and submitted to the Principal for approval through the Advisor.

The Executive of the Union, if necessary, may consult the Principal in any matter but invariably in presence of the Advisor.

- c) The funds of the union shall be controlled by the Principal through the advisor.
- d) The quorum for meeting of executive committee shall be fifty percent of existing strength of the executive committee. A meeting adjourned due to want of quorum needs no quorum when reconvened.
- e) If a member of the executive committee fails to attend two consecutive meetings without prior permission from the Advisor, he /she shall cease to be a member of the executive. This rule may be relaxed under exceptional cases only by the Principal.
- f) A member of the executive shall cease to be a member if he tenders resignation or if he is removed from office as provided in rule Hi (g) below and provided in rule iii (e) above.
- g) A motion for a vote of no confidence against any member of executive committee who fails to discharge his duties properly can be brought forward before the general body for consideration provided that at least 30% of the members of the union sign a requisition to the effect. On receipt of such requisition the principal if satisfied shall arrange to convene an extraordinary general meeting for the purpose giving at least four clear days notice such a motion shall be deemed to have been passed only if not less than 60% of the members of the union vote in its favour.

iv. Advisor of the College Union :

- a) Advisor and associate advisors are appointed by the Principal from amongst the member of the teaching staff for the college union.
- b) The associate advisors are to assist the advisor in various activities of the college union and perform such activities as assigned to them by the Principal.
- c) The advisor may at any time during a meeting on the request of the president explain the scope and effect of a resolution.
- d) The advisor shall remain present in all the meeting of the executive, body of the union. He will help the president of such meeting with useful suggestions for proper conduct of the meetings.
- e) The President may refer to the advisor any rule of the college union for interpretation and the decision of the advisor when so referred to shall be final.
- f) Any meeting of the union or its executive be considered irregular unless attended by the advisor or in his absence the associate Advisor or any substitute deputed by the Principal.

v. President :

- a) Any member of the union is eligible to contest for the office of the President of the Union.
- b) The President shall preside over all ordinary meeting of the union and of the executive at which he is present. He shall be responsible for maintenance of order.
- c) The President shall not vacate his office if he is elected from any class other than final year of three year degree or semester- III of P.G. classes. In such cases he shall preside over all the meetings and function during the entire session.

vi. Vice President :

- a) The Vice-President of the college union should not be a student appearing at the final year of three year degree or Sem.- III of P.G. classes
- b) In the absence of the President the Vice President shall discharge all his functions.
- c) The Vice President shall also take charge from the president if the President vacates his office as per rules-II (b & c) and III (e, f & g)

vii. Secretary :

- a) Any member of College Union is eligible for the office of Secretary of the Union.
- b) The Secretary shall give notice for all executive meetings, debates, seminars etc. However, any such notice without the signature of the Advisor of the Union shall be invalid.
- c) The Secretary shall submit requisition for an amount as approved by the executive to the advisor of union as the case may be. However a secretary cannot draw an advance of more than Rs. 500/- at any given time. A second advance shall not be drawn until the Secretary submits vouchers for the previous advance. Voucher must be either printed cash memos from the firms or In a prescribed format supplied by the Accounts section of the College Office.
- d) The Secretary shall hand over his charges to the Assistant Secretary if he vacates his office as per the provisions under rules II (b & c) and III (e, f & g).

viii. Assistant Secretary :

- a) The Assistant Secretary of the College Union shall not be a student of final year Degree/Semester-III PG Classes.
- b) In the absence of Secretary the Assistant Secretary shall assume charges and perform all his functions.

ix. Vacancies :

- a) A member of executive shall hold offices for the entire session. He ceases to be a member of the executive vide rules ii [b & c] iii [e, f & g] Such Vacancies will not be filled in.
- b) Vacancies of offices of President and Secretary of the Union arising vide rule ii(c) will be succeeded by Vice-President and Asst. Secretary of the Union respectively.
- c) Vacancies arising due to other factors for any office, may be filled in by the Principal by nominating student of his choice.
- d) In all matters regarding the interpretation of the above rules, the Principal's decision is final and binding.

x. Meeting :

No meeting can be held in the college premises without prior written permission of the Principal.

ANNUAL MEETING

- a) Elected office bearers will assume their respective offices after taking an oath of office.
- b) Within 10 days after the elections are over the annual meeting of the Union may be held.
- c) The out going Secretary will submit the annual statement of the accounts.
- d) The outgoing Executive will be relieved.
- e) The newly elected Executive shall assume office.
- f) The Principal or his nominee shall preside over the Annual Meeting.

xi. Ordinary Meeting :

An ordinary meeting of the Union may be held once in a fortnight. Such meeting shall be arranged by the Secretary in consultation with the President and with the approval of the Advisor. The Secretary shall be responsible for issuing notice of such meeting at least 2 days (two days) prior to the dates of meeting mentioning particulars such as the time, date, meeting place and subject matter.

xii. Extra -Ordinary Meeting :

An extra-ordinary meeting of their Union may be convened by the Principal (i) at his discretion or (ii) on the request of the Executive in writing to the Principal or (iii) on a written requisition addressed to the Principal and signed by not less than 30% of the members of the Union.

xiii. Executive Meeting :

- a) An ordinary meeting of the Union may be called by the Secretary in consultation with Advisor for purpose mentioned under Article iii (c). Notice of such meeting with date, time, place and agenda shall be notified to member at least two days prior the meeting on the students notice board. It must be countersigned by the Advisor (Union)
- b) If situation warrants the Principal has the right to convene a meeting of the full executive (Including those who have vacated office vide rule 11(c) at any time at short notice. In such meetings all the members will take part in deliberations without any reservation . If necessary they will also take part in voting to pass or not to pass a resolution. For such meeting quorum is not obligatory.

xiv. Procedure in the Meeting :

- a) A meeting of the executive of the Union shall be presided over by the President or in his absence by the Vice-President or in his absence of both by any member of the Executive elected at the meeting in presence of the Advisor.
- b) in the absence of both the President and Vice - President for an ordinary meeting, the members present will elect a Chairman from among themselves. The Advisor or his deputy will take the Chair until the election is over. The Chairman shall discharge all function of the President during the meeting.
- c) At the commencement of each ordinary meeting Secretary shall read the minutes of the last ordinary meeting and subsequent meeting of Union, if any. The minutes on being approved by the members present shall be signed by the President.
- d) Every speech shall be relevant to the subject of debate of the amendment. No personal reflection shall be made in course of the meeting.
- e) No member other than the mover of motion shall speak more than once in course of the debate. At the conclusion of the debate the mover may at his option reply to the debate.
- f) The mover and the opposer may speak for eight minutes each The other speakers shall speak for not more than five minutes each. The time limit can be altered at the discretion of the President. Ordinarily the meeting shall not last more than two hours.
- g) The President may if so desires take part in the debate.
- h) For each ordinary debate the Secretary shall in consultation with the advisor, request a member of the staff to serve as observer. At the conclusion of debate and voting the observer shall offer his constructive remarks with the view to improving the stand of the debate.

xv. Discussion :

- a) The President of an ordinary meeting shall decide the order in which the amendment (resolutions) are to be moved.

- b) No amendment (Resolution) shall be discussed which is not duly seconded in the meeting .

xvi. Voting on the Debate :

- a) At the conclusion of the debate as soon as the mover of the motion has exercised or formally waived his right to reply the resolution if any shall first be put to vote.
- b) If the votes are equally divided the President shall decide the question by casting his vote.
- c) Any resolution is subject to final approval by the Principal.

xvii. Point of Order :

The Advisor, his deputy or any member may call the President's attention to a point of order even while a member is speaking but no speech shall be made on such point of orders. The decision of the President shall be final.

xviii. Discipline :

The President may call any member, to order if a member disobeys or disregards any order or ruling of the President. The President may take such steps as he deems desirable or even ask the member to withdraw from the house. If necessary, the President may dissolve the meeting .

xix. Amendment of the Constitution :

- a) Amendments of any of these rules shall be considered in the Annual Meeting of the Union.
- b) No amendment will be in order which is not duly seconded and of which six days notice has not been received by the Principal.
- c) An amendment before it becomes effective must be passed by a majority of three-fourth of the members present at the annual meeting and must receive the approval of the Principal.

xx. Final Decision :

The Principal shall be the final authority and his decision shall be final in all matters relating to the College Union.

2. THE ATHLETIC CLUB

The following is the constitution of the Athletic Club.

- i) The Athletic Club comprises of all the members of staff and students with Principal as Ex-Officio President.
- ii) The Executive Committee of the Athletic Club consists of
- a) The Principal as the Ex-Officio President .
 - b) A Vice-President, nominated by the Principal
 - c) Some members of the staff to be nominated as associate Vice-President by the Principal.
 - d) The Physical Education Teacher.
 - e) Secretary, Assistant Secretary and Class Representatives to be elected

iii. Election :

The election of the Secretary, Asst. Secretary and class representatives can be held along with the college Annual! Election The principal will determine the date and manners of such election. Only bonafide students can be elected by the members of the class which they represent. The Secretary or Assistant Secretary cannot be nominated as captains for any game.

iv. Tenure of Office :

The council's tenure of office shall be for one session only.

v. Vacancy :

If the work of the Secretary or Assistant Secretary is found to be unsatisfactory, he might be asked by the Principal to resign and another Secretary may be nominated by him to carry on the work till the end of the session.

vi. Work of the Executive Committee :

- a) To consider the Budget.
- b) General management of Athletic Club.

- c) For promotion of Games and Athletic among the students. The decisions of the Council are subject to the approval of the Principal.

vii. Work of the Vice-President :

- a) He will be in charge of accounts and all correspondence including the ordering of goods.
- b) He will be the general superintendent of games.
- c) The P.E.T. will work under his directions.
- d) He will supervise the college games with the assistance of the Officer in charge of different games Captains and Vice Captains.

viii. Work of the P.E.T. :

- a) To copy all the invoices in stock book.
- b) To keep accounts of the sports goods.
- c) To look after the play ground.
- d) To look after the drill and compulsory games
- e) He will remain in charge of the stores.
- f) He will plan the improvement of the standard of the students in games and sports.
- g) To do such work in connection with sports as the Vice President assigns to him.

ix. Duties of Secretary :

- a) Ordinarily an executive body meeting of the athletic club shall be arranged by the secretary in consultation with the Vice-President and with the approval of the Principal. The secretary shall cause notice to be issued two clear days before such meeting containing particulars of time, date and place of meeting and detailed agenda.
 - i) The quorum shall consist of at least one third of the total strength of the council in extra-ordinary meetings convened by either the secretary or the vice president or the Principal as the case may be.
 - ii) In ordinary meeting the presence of two third members could constitute the quorum for any official transaction.
- b) Complete maintenance of record of minutes.
- c) To assist the P.E.T. in arrangement of all practice matches and annual Athletic Meet. He will be fully responsible for the proper behavior of the individual player in the field.
- d) To assist the selection committee for selecting team for different inter college tournaments.
- e) Preparation of budget as per the directive of sub-committee.

x. Captain :

A) SELECTION :

- i) Captains selected in the previous session shall continue to be captains till the next session.
- ii) If the captains selected in the previous session do not join the college in the following session the vice captains selected in the previous session shall serve as captain in the following session till new selections are made.
- iii) If both captain and vice captains selected in the previous session do not join the college at the beginning of the session the vice president shall nominate a captain till the final selections are held.
- iv) If a captain absents himself from the field continuously for fifteen days without sufficient reasons he will ipso facto cease to be the captain.

B) WORK OF THE CAPTAINS :

- i) They will select players for friendly and competitive matches subject to the approval by the vice president.
- ii) With the secretary they will be responsible for the organisation of the inter class games and sports.
- iii) To help the PET in the betterment of the games. Neither the secretary nor the captains should arrange any matches unless they first obtain the approval of the Vice President.

ix. Miscellaneous Rules :

- a) All the games after the inter college competitions will remain suspended and finally be closed after annual athletic meet of the college.
- b) In no case the articles of the athletic club shall be issued to any outside clubs/institution/persons excepting for Gajapati tournament with which the interest of the club is involved.
- c)
 - i) Students are forbidden to be member of any outside athletic club.
 - ii) Students are forbidden to play for any team other than the college team, without the prior written permission of the principal.

However the principal can accord permission if he so pleases subject to the condition that the college team is not participating in or associated in any manner with same tournament.

- d) Full D.A. will be paid to the team (student members) leaving headquarters at or before 12 noon. Half D.A. will be paid to the student member leaving headquarters between 12 noon and 6 pm and no D.A. will be paid to be members leaving after 6 pm.

There shall be two separate Athletic Clubs one for +2 students one for Degree and PG. students. The President (The Principal) shall be final authority in all matters relating to the Athletic Club. The President reserves the right of amending, cancelling or adding to the aforesaid rules, in the best interest of the college as and when he deems it necessary.

3. DRAMATIC SOCIETY

- 1 There shall be two separate Dramatic societies of the college one for +2 and other for Degree & P.G. students called S.K.C.G. HIGHER SECONDARY SCHOOL Dramatic Society and Sri Krishna Chandra Gajapati (Auto) College Dramatic Society respectively.
- 2 All the +2 Degree & P.G. students of the College shall be members of the societies respectively.
3. The Principal of the College shall be the ex-officio President of the Dramatic Society.
4. The affairs of the Society shall be managed by an Executive Body consisting of the following member.
 - a) The President-Principal (Ex-officio)
 - b) Vice President & his Associates to be nominated by the Principal from among the member of the teaching staff.
 - c) The Secretary
 - d) The Assistant Secretary
 - e) Class Representative
 - f) A Woman Representative
5. At the beginning of the Session election shall be held to the different offices of the Society on such date time and manner as determined by the Govt.
6. The Principal shall have the power to nominate any of the office bearers mentioned in rule above if the office is not filled up in the election or if there is vacancy during the session.
7. The Executive Body shall perform the following duties.
 - a. Prepare and pass the Budget for the year.
 - b. Sanction expenditure for the purchase of property, for up keeping repairs or replacement of articles already purchased for the Dramatic Society.
 - c. To stage the Annual Drama every year.
 - d. Selection of Annual drama and the probable date on which it will be staged.
 - e. Conduct inter class one-act play competition, if funds and time permit.
 - f. Perform such other duties relating to performing Arts.
8. Neither Secretary not the Assistant Secretary is eligible to act In the Annual Drama.
9. The Vice-President shall be in charge of Accounts.
10. *Duties of the Secretary & Asst. Secretary :*
 - a. The Secretary shall in consolation with the Vice President arrange all meeting of the Executive Committee.
 - b. He shall be in charge of maintenance of minutes book.

- c. He shall arrange for the selections of Actors and Actresses for the College Drama.
- d. He shall submit the demand for money as per the Budget approved by the Executive Body to the Vice-President,
The activities of the association will be conducted by the decision taken by the Executive.

4. SOCIAL SERVICE GUILD

The Objectives of the Guild are :

1. To grant stipends to the needy and deserving students of the College by way of loans to meet tuition fees examination fees, admission fees and for purchase of books.
2. To organise social activities to render help to the destitute at the time of natural calamities.

5. Funds :

1. Each student of the College contributes an Annual Subscription of Rs. 21- towards the Guild at time of admission in to the College.
2. Donations are received from the members of college staff high officials and other well to do public men.
3. The beneficiaries of the Guild fund are expected to refund the money after they are settled in the life and sign undertaking to the effect.
4. There shall be two separate executive committees for +2 and Degree and P.G. students.

6. Executive Committee :

The Executive Committee shall consist of the following.

1. President : Principal (Ex-officio)
2. Vice-President : Nominated from among members of the staff.
3. Secretary
4. Asst. Secretary
5. Class Representatives :

Elections for above (3, 4 & 5) offices shall be held along with the Union election. The College, office will maintain accounts of receipts and disbursement.

The duties of the Secretary are:

- a. To convene general and executive committee meetings of the Guild.
- b. To record the proceeding of all meetings.
- c. To Organise student volunteers for raising funds for the guild and for any other activities.
- d. To remind the beneficiaries of the guild well settled In life to refund the help they had received.
- e. **To prepare the annual report :** The Executive committee recommends the total number of poor and deserving students of the College to whom financial assistance may be extended for a period of nine months during a session, ordinarily form July to March. The recommendation of the committee is provisional and a special committee constituted by the Principal for *he purpose will recommend the actual names of deserving candidates. The office bearers of the executive committee are not eligible to get help from the aid fund.

5. STUDENTS' COMMON ROOM

The college provides two Common Rooms for the students one for the Boy students and the other for the Lady students, under control of two respective Vice-Presidents.

The affairs of the Common Room shall be managed by the Executive Body of the Common Room with the approval of the Principal The Executive Body consists of :-

- i. Secretary and Assistant Secretary : Gents Common Room (To be elected form among the boy students of the college)
- iii. Secretary and Assistant Secretary : Ladies Common Room (to be elected from, among the Girl students of the college.) All the meetings of the executive body shall be held in the presence of the Officer in charge of the common room.

The Secretary or the Assistant Secretary can be removed from the office for any kind of misconduct by the Principal.

The election to different offices shall be held along with the election of the office bearers of the College Union.

In the absence of the Secretary the Asst. Secretary shall manage the affairs of Common Room.

The funds of Common Room shall be controlled by the Principal. All indoor Games articles shall be purchased from firms whose quotations are lowest subject to quality. In case of immediate item the Officer-in-charge of the Common Room may place order for local purchases having the approval of the same by the Principal. The rules relating to the expenditure of the funds of the Associations and Society shall be strictly followed.

6. DAY SCHOLARS' ASSOCIATION

The Day Scholars' Association of the college started functioning from the year 1943 with the object of taking up such activities as will foster spirit of fellowship and co-operation among all the Day scholars of the college.

All the day Scholars are member of the Association. The Executive Body of the Association consists of Vice-President and his associates nominated by the Principal from among the members of the staff, a Secretary, an Asst. Secretary and one elected representee from each class. There shall be two Executive Committees one for +2 and other for Degree and P.G. classes.

All the meetings of the Association shall be open to all members of College staff as visitors

All activities of the Association shall be subject to approval by the Principal. Books from Day Scholar's Library will be issued to its members on payment, of one fifth of the price The preference being given to poor students.

7. HUMANITIES SOCIETY

The aim and object of Humanities Society are to organise cultural programme, intramural lectures and study circles. All students and members of the teaching staff of the Humanities section of the College are members of the Society, The Principal is the Ex-officio President. There shall be one Vice-President and associate Vice-President from among the teaching staff of the Humanities section of the College A Secretary and an Asst. Secretary along with a Class Representative from each class are elected from amongst the Arts students at the time of the Union election. The Vice-President will remain in charge of the accounts.

8. ODIA SAHITYA SAMAJA

From the session 1990-91 Odia Sahitya Samaja started functioning in the College. The Principal shall be the Ex-officio President of the Samaja and the senior most member of the Odia Department shall be the Vice-President of the Samaja. All the P.G. students of Odia and degree students whose M.I.L. is Odia shall be the members of the Samaja and each member shall pay an Annual fees of Rs. It-. The executive committee consists of a Secretary, an Asst. Secretary and Class Representatives to the Samaja. The function of the Samaj is to work for the development of Odia Literature and Culture.

9. SOCIETY OF SCIENCE AND ENVIRONMENT

Aims and objects of the Society are :

1. To organise discussions and competitions among the students and lectures on topics of scientific interest by the students teachers and distinguished speakers from outside.
2. To arrange science exhibition in the College.
3. To take such other steps as to create scientific awareness among the students.
4. To popularise science with the view to utilising the scientific knowledge for the Improvement of the society.

All the science students and teachers of the College are members of the society

Executive Committee :

The Executive Committee of the Society consists of :

1. The Principal as Ex-officio President.
2. The Vice-President and two associate Vice - President nominated by the Principal.
3. Two co-opted members from among the teaching staff of the Science Departments.
4. Elected Secretary. Asst. Secretary and one representative from each Science class.

All meetings of the Society shall be subject to the approval by the Principal.

The Secretary; the Asst. Secretary and the class representatives shall be elected every year in the manner as decided by the Principal.

10. COMMERCE ASSOCIATION

a. *Aims and Objectives :*

- i. To create awareness of the application of scientific principles of commerce in day to day activities in such a way that its member after graduation will stand on their own legs instead of becoming a burden to the society as job seekers.
- ii. To organise discussions and competitions on relevant topics of trade commerce and economics.
- iii. To study the economic problems of the surrounding villages of Paralakhemundi with the twin objectives to remove the rustic village nostalgia that clings a virus among the white collar students and to solve on the spot small problems. If possible this is to be done at least once in a year during summer vacation by organising and despatching a small group of students to selected villages. A part of the Association fund is to be utilised for this objective, Kind permission of the principal is to be sought regularly to chalk out details, including the fund position to make the programme a success.

b. *Executive Committee :*

Executive committee of the association consists of :

- i. Principal as Ex-officio President.
- ii. One Vice-President and one Associate Vice-President to be nominated by the Principal from the commerce Department.
- iii. Two co-opted members of teaching staff of Commerce Department.
- iv. Elected Secretary Asst. Secretary and one representative from each Commerce Class.

All meetings of the Association shall be open to all the members of the college staff and Invited outsiders as guest.

EXPENDITURE RULES FOR ALL ASSOCIATIONS / SOCIETIES

The following are the rules relating to the Expenditure of the funds of the College Union and different Association and Societies.

1. Once in the beginning of the session the executive of each Association will meet and prepare the detailed budget for the whole year projecting the probable expenditure for different purpose.
2. All advance should be settled within 10 days from the date of receipt of the advance. All vouchers should be submitted in a format as advised by the accounts section of the College.
3. No second advance will be given when one advance is out standing provided however that in exceptional circumstance for good and sufficient reasons the Principal may at his discretion relax the application of this on the recommendation of the Advisor/Vice -President of the concerned Association.
4. An amount of not less than 5% of the collections during a year shall be kept as reserved to meet unforeseen expenditure, if any arises at the end of the academic session of every year. The unspent balance if any of the session will acure to the " Development fund " of the College to be utilised for various development work by the Principal with the permission of the authorities of the Education Dept.
5. The total expenditure on the refreshment to be arranged at different times through the year on different occasions should not exceed 20% of total collection of that year.
6. No expenditure should be incurred for the purchase of pan, cigarette and other intoxicants. However tea, coffee and soft drinks may be served.
7. For any single item value exceeding Rs. 500/- the cash memo should bear revenue stamp.
8. T. A. and D. A. shall be paid at the following rates to different student representatives from the funds of different association whenever they are deputed for specific purpose by the Principal.
 - i) Journey by Train / Bus be only permitted and payment limited to actual by the lowest class-shortest distance.
 - ii) D. A be paid @Rs. 20/- per day and for this purpose the time from commencement of journey till the completion of journey be taken into account and the period be computed as under :

a) for 24 hours	1 day
b) between 12 & 24 hours	1 day

- | | | |
|--|-----------------------|---------|
| | c) between 6&12 hours | 1/2 day |
| | d) less then 6 hours | No DA. |
- 9 Stock register should be maintained in respect of article of durable nature purchased from the funds of different associations and such stock registers should I be maintained by the concerned Vice -President and kept in college office.
 - 10 On any matter not covered by the aforesaid rules the Principal shall be competent to take such decision as deems fit.
 - 11 For guest contact not more than once and not more than two students are permitted to go in connection with each function.

THE ELECTION RULES FOR UNION AND OTHER ASSOCIATIONS

- 1 Once in the beginning of each academic session of such date as fixed by the Govt. , election shall be held to different office of the College Union and its sister Associations for +3 and P.G. Students provided that normal conditions prevail. There will be no election for +2 students.
- 2 The election shall be conducted by the Principal or his nominee by secret ballot as per Govt. instruction.
- 3 Undergraduate students between the ages of 17 and 22 and postgraduate students with the maximum age limit of 24-25 years may contest elections.
- 4 A) The candidate should in no event have any academic arrears (Back papers) in the year of contesting the election. For Example : A candidate who has failed in one or more subjects and has not cleared the same as on the date of filling nomination is not eligible to contest election. Candidates of +3(!), +3(111) and P.G. (II) classes are to submit photocopies of mark sheets of previous examinations as applicable, for verification at the time of scrutiny.
B) All the bonafide students of the college are informed that they are not allowed to contest (File Nominations), propose or second contesting candidates and cast their votes in the Annual Election of the College, if they have not remitted tuition fees and other miscellaneous charges up to Election Month.
5. The candidate shall have one opportunity to contest for the post of office bearer and two opportunities to contest for the post of an executive member. Office bearers may mean to those post for which the students of entire college participate in electoral process. Executive members may mean class representatives.
6. The candidate shall not have a previous criminal record, that is to say he should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authorities.
7. As per the order of the Education Department Govt. of Odisha a candidate for any post must possess Seventy Five percent (75%) of attendance (calculated in aggregate) up to the day of filing nomination, to make it valid.
8. Nominations to such elections duly seconded shall be invited by the Principal to reach him in writing on or before a prescribed date, Such nominations must contain the consent of the nominees concerned. No student shall be a proposer or a secondary in more than one nomination paper for the same post.
9. No member of the Union is eligible to contest for more than one office of the Union or Sister Association.
10. A candidate to any office can however file maximum of five nominations for single office. A student filling nomination for more than one office of the Union or any sister association should withdraw from all except one. If the nominee does not do so ail his nominations will be declared invalid.
11. Nomination form for the election can be had from the College Office on payment of prescribed fee for each form.
12. Candidates contesting for different offices of the college Union and other sister associations of the college shall have to deposit in the college office Rs 50/- as security deposit for each office, except for the class representatives . Candidates should attach the original money receipt with the nomination papers and submit the same at the time of scrutiny. The amount so deposited by a candidate will be forfeited and credited to the college Union fund, in case the candidate fails to secure twenty percent (20%) of the votes

cast for the office. The amount will be refunded if the candidate secures more than twenty percent of votes cast in favour of the office.

13. The candidate obtaining largest number of votes shall be declared elected.
14. In case of a tie the election of the successful candidate shall be decided by lot.
15. Disfiguring the walls and rooms of the college building compound walls and other public building is strictly prohibited Such acts will be considered as an election offence and the penalty to be imposed will be decided by the Principal in consultation with the election committee appointed by the Principal. No plea regarding disfiguring the walls of college building and public building by somebody else will be entertained Penalty may vary from imposition of fine to invalidation of the nomination.
16. A) The maximum permitted expenditure per candidate shall be Rs. 5,000/-.
B) Each candidate shall within two weeks of the declaration of the result, submit complete and certified (to be certified by the candidate) accounts to the college authorities. The college shall publish such accounts within 2 days or submission of accounts, through a suitable medium so that any member of the student body may freely examine the same
C) The election or the candidate will be nullified in the event of any noncompliance or in the event of any excessive expenditure.
D) With the view to prevent the inflow of funds from political parties into the student election process, the candidates are specially barred form utilising funds from any other sources than voluntary contributions from the student body.
17. It is for the awareness of the candidates that a grievance redressal cell has been constituted to redress their election related complaints.
18. The result of election will be announced on the College Notice Board after the counting is over.
19. After the declaration of election results' an oath taking ceremony will be held on a date fixed by the Govt. The elected candidates are to take oath of the office and allegiance to the constitution of the College Union and other Sister Association in the manner as determined by the Principal.
20. A student has to be in the college uniform along with up to date Identity Card at the time of election.

RULES FOR 'WHAT I STAND FOR' MEETING

1. The Date of Election is chosen and fixed and notified by the Govt. in each academic session .
2. One/Two days prior to the Date of Election, the College organises a meeting namely 'What! Stand For "in the College Quadrangle to provide an opportunity to a contestant to speak on what he/she stands for.
3. The under-mentioned rules are to be followed in the conduct of the "What I Stand For meeting".
 - a) Principal or his nominee shall preside over the meeting
 - b) Advisor/Associate Advisor, Students' Union shall explain the procedures of Polling, Voting and Counting .
 - c) All the contestants except those for the posts of Class Representative shall be invited to the dais one after another in the order of names and posts as notified earlier to present their respective action plan/ the agenda/the manifesto.
 - d) While coming to the dais, no contestant should take resort to any undignified /indecent behaviour.
 - e) Each contestant shall be given five minutes time to speak on his/ her candidature.
 - f) No mud-slinging, character assassination or personal scandalisation in any form shall be permitted.
 - g) The President of the Meeting reserves the right to ask a candidate to stop at any time during the course of his/her speech.
 - h) No candidate shall organise a Rally/Procession inside the College Quadrangle before/during/after the Meeting.

- i) No Candidate/Campaigner shall take any effort to disturb the speech of a contestant by shouting slogans etc.
- j) No unauthorised person shall be allowed to participate in this meeting in any capacity.

Rules for Recounting :

- a) Any candidate who wants recounting of the votes should submit an application to the Principal with in 24 hours of the declaration of election result.
- b) The application for recounting must necessarily be accompanied with a cash receipt for Rs. 20/- (non refundable) deposit at the College Counter.
- c) The candidate should mention reasons for such a claim.
- d) On close scrutiny of the complaint, it is to the satisfaction of the election committee, recounting of votes may be allowed by the Principal and the candidates is required to deposit a further sum of Rs. 50/- at the time of recounting.
- e) A convenient date and time for recounting shall be determined and notified by the Principal. Any pressure tactics or misconduct shall result in for-feature of the claim for recounting.
- f) if the candidate wins the election through recounting the deposit of Rs. 50/- will be refunded otherwise he will forfeit the same amount
- g) During recounting only the contestants for the post for which recounting is made will be allowed to be present.
- h) The decision of the Principal pertaining to all matters of election is final and binding.

CHAPTER - VII

(I) PROGRESS REPORT

Progress Report of students on their performance in the half yearly and test examination of the 1st year +2 and 1st year +3 classes will be communicated by post to their respective guardians/parents. The reports will be despatched after the results of the annual examinations are announced.

Progress Report of students belonging to the second year of +2 course & second year & third year of +3 course on their performance in the pretest Examination will be sent by post to the respective guardians/parents. The reports will be sent after the results of the examinations are announced.

(II) PROCTORIAL SYSTEM

Proctorial system aims of developing intimate relationship between the students & the teachers for timely guidance and advice in academic and other matters.

Under this system a batch of 16 to 20 students is entrusted to a teacher whom the students meet on dates and at places previously fixed and put forth their difficulties for advice. Moreover information regarding the academic performance, attendance in classes and other matters in respect of every student is sent to guardian twice in a session. Necessary guidelines for the duties and functions of the proctor are produced below.

- a) Every student will be placed under the charge of the proctor who shall always be a member of the teaching staff.
- b) The students shall meet the proctor at least once a month or as many time as is necessary and discuss with him\ her difficulties and problems. Besides as far as possible a regular period should be provided in the general time table once a week.
- c) The student shall furnish required information to the proctor for the maintenance of the proctorial record.
- d) No student shall ordinarily leave the head quarters without informing the proctor.
- e) No student can ordinarily meet the Principal on official business without permission from the Proctor and no application can be submitted without recommendation by the Proctor.
- f) Any adverse report against a student by respective proctor will be seriously viewed and dealt with accordingly.
- g) The monthly tuition fees and other fees of a student will be accepted only after submission of the monthly proctorial record by the Proctor.
- h) No help from any other source in form of assistance will be given to the student unless recommended by the proctor.
- i) The promotion in the college examination and the issue of final Conduct and Transfer Certificates from the College will be based on the proctorial record of a student during the period of his / her study in the college.

(III) STUDENTS' SAFETY INSURANCE SCHEME

The student's safety insurance scheme was implemented in this college from the session 1893-95 in compliance with the Govt. of Odisha Order No. 5695 dt.26 2.93. The scheme is compulsory for the bonafide student of the college . The New India Assurance company Ltd. operates the scheme. A student has to pay Rs 2/- per annum as premium along with the annual fees of the College.

Scope of Cover : Students will be covered against death, total loss of two limbs, or one limb, eyes or one eye, and permanent total or partial disablement.

Benefits under Scheme :

- | | |
|--|--|
| 1) Death Benefit | Rs. 10,000.- |
| 2) Benefits for loss of limbs,
The amount varies from Rs 100/-
to 10,000/- for different specified
categories of disablement. | Eye or permanent total
disablement or permanent
partial disablement. |

- 3) In addition to the above, the policy will provide for reimbursement of the medical expenses, subject to a limit of Rs 500/- any one student for any one year incurred by the student for treatment to him in a hospital or nursing home as an in patient for any injury sustained in an accident (For further details, Please refer the G.O. as cited above (Editor).

IV. RAILWAY CONCESSION RULES

Railway concessions are issued to the bonafide students of the institution. The concession is admissible when a student travels from institution to his home during vacation and holidays and vice versa. Home means :

- a) The native place of the students, or
- b) The place where the parents or the guardians of the students normally reside, or
- c) The place where the parent or the guardians of the student are residing at time of applying.

The above particulars should be filled up by the applicant in the application form which will be submitted at the time of admission.

Every application for railway concession should be accompanied with a certificate from the proctor to the effect that the purpose of the Journey is genuine. The concession form is valid for fourteen days from the date of issue for out ward journey and for three months for return journey. Misuse of concession ticket or allowing another to use is a fraud which will render the user liable to prosecution or other penal action.

Applicants are advised to take their identity cards when they are on journey. The Identity card should be produced before the Railway authorities if demanded.

V. BUS CONCESSION

Concession in Bus Fare :

Copy of letter No 20807 (2) O.S.R.T.C. Cuttack dt. 25-6-81 from Government addressed D.P.I. (H.E.) Odisha.

Sub : Grant of 50% concessional benefit in bus fare to the students for travelling in O.S.R.T.C. buses.

As per the recommendation of the Mahatab Committee on the various problems of the students and accepted by the State Government, the O.S.R.T.C. has decided to allow 50% concession in bus fare to the students in all OSRTC buses with effect from 1st July 1981 for the following purpose.

1. While going to and returning from Educational institution.
2. While going to and returning from place of permanent resident during Summer vacation and Puja holiday.
3. For to and from journey on excursion and on specified extra curricular activities on the certificate of the concerned Head of the institutions.

The students desirous of availing such Concessional benefit will be required to produce valid Identification Card/ Sponsorship Certificates duly signed by Head of Institutions.

1. DAILY BUS CONCESSIONS :

- a) The Day Scholars' residing with their parents within distance of 50 Kilometers from the College are eligible for daily Bus Concession.
- b) The Hostellers are not eligible to avail themselves of the daily Bus Concession.

2. HOME GOING BY BUS :

- a) Bonafide students are eligible to get to and for travel concession to go Home/Native place during Summer vacation and Puja holiday. (Home/Native place i.e. the place and address, where either or both of the parents residing, as information submitted by the students at the time of admission).
- b) Students of +2 IInd year, +3 Final year and P.G. final year classes are eligible to get travel concession during Puja holiday and only to go home during summer vacation .
- c) After 31st May +2 final year, +3 Final Year and P.G. final year students are not eligible to avail the concession (any type).

3. FOR INTERVIEWS :

The students called to attend the interviews are eligible to get travel concession provided they -

- a) Apply for it on a plain paper at least before three days.
- b) Produce the Original interview call letter, along with the application and other forms.

VI. THE NATIONAL CADET CORPS :

There is one N.C.C. Company with a strength of 50 cadets attached to the College. It offers the students an excellent opportunity to develop a sense of discipline and improve physical fitness. Cadets are entitled to certain benefits some of which are enumerated below :

1. Weightage up to 5% for admission in to College/University.
2. Up to 20% weightage for recruitment in to defence/police /other services.
3. All India tour
4. Foreign tour
5. Scholarship from C.W.S. fund.
6. Sahara scholarship @ Rs. 36000/- per year
7. Exemption to appear in written examination for CDS Selection
8. Compensation from C.W.S. fund.

VII. THE NATIONAL SERVICE SCHEME

There are two N.S.S. Units functioning at present in the College. It works under National Service Scheme of the Berhampur University. Any student of this College except N.C.C. cadets with an aptitude for Social Service is eligible for being taken as a volunteer.

Each unit has fixed strength of volunteers and is under the supervision of an officer recommended by the Principal and appointed by NSS Bureau , Berhampur University, from among the teaching staff of this college. Objectives -

1. To understand through direct experience the realities of social life.
2. To realise one's responsibility.
3. To develop a spirit of fellow feeling and service to the needy.
4. To inculcate in the student the value of citizenship and democratic leadership.
5. To acquire skill insight and understanding in work with people.
6. To understand the value of constructive social action.
7. To understand the dignity of labour.
8. To inculcate in the student a sense of National Unity.

Programmes - The N.S.S. usually undertakes programmes like literacy drive, cleaning operations, plantations, organization of social service camps in the village, orientation lectures, relief work in periods of emergency and other social welfare activities.

Works - A volunteer is expected to render service of 120 hours of every session. They have to undertake the projects assigned to them on Sunday, Vacations and during suitable period in the working days without causing disturbance to their normal studies. It is obligatory on the part of the volunteers to attend at least one camp.

Enrollment - In the beginning of the academic session the interested students may apply for enrolment.

VIII. YOUTH RED CROSS

The aims of the Red Cross Group are as follows:-

- a) Promotion of health.
- b) Service to the sick and suffering.
- c) International friendliness.

A member of the teaching staff selected by the Principal will remain in charge of the group. The group shall not have more than 50 active members and all the students of the College are members.

The executive committee shall consists of a Chairman, a Vice-Chairman and Secretary. They shall be selected from among the students who enroll themselves as active members of the group. The election to the posts mentioned above will be held in the manner determined by the Principal. A fee of Rs. 30/- will be collected from a student in the beginning of the each academic year and the amount will be deposited in a separate passbook. The Principal will operate the accounts of the groups.

IX. SEMINARS

All departments Imparting instruction at the Honours and P.G. level have seminars of their own to foster academic interest among the students in their respective subjects. The Head of the Department nominates a Secretary from among the students of the final year of the Three year Degree course (Honours) or semester -III P.G. and an Assistant Secretary form among the students of the 1st year of Degree Course (Hons.) or semester-I P.G. to manage the affairs of seminar under his own supervision. The Head of the department may request one of the teaching staff to be in charge of seminar.

X. THE COLLEGE MAGAZINE

A magazine is published annually and it comprises articles in English, Hindi, Odia, Sanskrit, and Telugu from students and members of the staff. Suitable snaps, sketches and paintings are also published in it. There will be an editorial board consisting of five staff members nominated by the Principal and three nominated students members. The staff members shall be the Editors of different section of the Magazine viz. Odia, Hindi, Telugu , Sanskrit and English. One of them will be the Chief Editor. Of the three student members in the editorial board one will be from the +3 and one from the +2 Arts, Science and commerce classes and the other will be a Girl Student.

XI. RANGERS AND ROVERS

Rangers and Rovers are student units meant for boys and girls respectively to promote adventurous and humanitarian spirit among its members.

XII. RIGHT TO INFORMATION

There is provision for availability of Information to the public as per the Right to information act 2005 in the Institution as per prescribed proforma.

XIII. REMEDIAL CLASSES

As per Govt. Letter No. 515/2006 Dt. 17-02-2006 the remedial class for +2 First Year are conducted after the completion of courses. A separate timetable is notified for such classes.

XIV. DRESS CODE

Govt. Memo No 4445 (625)HE dt. 08-02-2006 has introduced dress code in the college premises. Failure to observe the code is punishable with fine. The uniform for boys is navy blue pant, Sky blue full shirt and for girls it is sky blue top, navy blue trouser and navy blue odhani/dupatta. They can also use navy blue tie, black shoes with white socks.

XV. THE INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell is constituted from the year 2006 to facilitate and monitor the roles and functions of the College. The basic purposes of IQAC are :-

- 1) To ensure continuous improvement in the entire operation of the Institution.
- 2) To assure stake holders connected with higher education namely students, parents. teachers, staff & society in General of the accountability of the Institution for its own quality & probity.

SCHAPTER – VIII

MEMBERS OF THE TEACHING STAFF

A. SKCG (AUTONOMOUS) COLLEGE

Prof. (Dr.) Bhajamana Behera, M.A, Ph.D.	Principal I/C
A) Department of Botany	
1. Dr. Jeetendranath Patnaik, M.Sc, Ph.D.	Assistant Professor
2. Miss Deeptimayee Panigrahi, M.Sc, M.Phil	Assistant Professor
3. Sri Lalit Chaudhury, M.Sc.	Lecturer
B) Department of Chemistry :	
1. Dr. R.K. Samal, M.Sc. Ph.D	Assistant Professor
2. Smt. R.L. Panda, M.Sc	Lecturer
C) Department of Commerce	
1. Dr. Sandeepan Banerjee, M.Com, M.Phil, Ph.D	Assistant Professor
2. Sri Siba Prasad Sethi, M.Com	Assistant Professor
3. Dr. Sumant Bahera, M.Com, Ph.D	Assistant Professor
4. Sri Dhruba Charan Sethi, M.Com., M.Phil.	Lecturer
4. Sri S.C. Khuntia, M.Com (Adhoc)	Lecturer
D) Department of Economics	
1. Sri Sanjaya Kumar Sahoo, M.A,	Lecturer
2. Sri Subhransu Sekhar Sahoo, M.A., M.Phil.	Lecturer
E) Department of English :	
1. Dr. Sneha Prabha Panda, M.A. Ph.D	Assistant Professor
2. Miss Komal Sikha Mallick, M.A.	Lecturer
3. Sri. Ramahari Karjee (Ad-hoc), M.A	Lecturer
F) Department of Geography :	
2. Sri Bailochan Behera, M.A., M.Phil, B.Ed	Assistant Professor
G) Department of Hindi :	
Vacant	
H) Department of History :	
1. Dr. Bhajaman Behera. M.A.,Ph.D.	Professor
2. Sri Radhakant Bhuyan, M.A.,B.Ed.	Assistant Professor
3. Smt. Sujata Gamango,M.A.,M.Phil.	Lecturer
I) P.G. Department of Life Science:	
1. Vacant	
J) Department of Mathematics :	
1. Sri Subir Tung, M.Sc.	Assistant Professor
2. Dr. Aswin Kumar Rauta, M.Sc., M.Phil., M.Ed., Ph.D	Lecturer
K) Department of Odia :	
1. Dr. A.K. Tripathy, M.A. Ph.D	Assistant Professor
2. Dr. Chandra Sekhar Das, M.A.,M.Phil.,Ph.D.(Adhoc)	Lecturer
L) Department of Physics	
1. Smt. Nibedita Sasmal, M.Sc	Assistant Professor

2. Sri Sukanta Kumar Behera, M.Sc	Assistant Professor
3. Dr. Alaka Panda, M.Sc., Ph.D	Lecturer
M) Department of Political Science:	
1. Dr. Baidyanath Das, M.A.,Ph.D.(Adhoc)	Lecturer
2. Sri Tripathy Murmu, M.A.	Lecturer
N) Department of Sanskrit :	
1. Dr. Bighneswar Mishra, M.A. Ph.D	Assistant Professor
O) Department of Telugu :	
1. Vacant	
P) Department of Zoology :	
1. Dr. Kiranbala Bhuyan, M.Sc., Ph.D.	Lecturer
Q.) Department of Home Science :	
1. Smt. P. Neeraja. M.A.,LL.B.	Assistant Professor
R) Department of Logic :	
1. Sri Ashok Kumar Khatai, M.A.	Lecturer

B. S.K.C.G HIGHER SECONDARY SCHOOL

- A) Department of Botany :**
Vacant
- B) Department of Chemistry :**
Vacant
- C) Department of Commerce :**
Vacant
- D) Department of Economics :**
Vacant
- E) Department of English :**
Vacant
- F) Department of Geography :**
Vacant
- G) Department of Hindi :**
Vacant
- H) Department of History :**
Vacant
- I) Department of Home Science :**
Vacant
- J) Department of Logic:**
Vacant
- K) Department of Mathematics :**
Vacant
- L) Department of Odia :**
Vacant
- M) Department of Physics :**
Vacant

N) Department of Political Science :

Vacant

O) Department of Sanskrit :

Vacant

P) Department of Statistics :

Vacant

Q) Department of Zoology :

Vacant

*(The list is prepared strictly not according to seniority)***DEMONSTRATORS****Department of Botany :**

1. Sri Nimai Charan Panda, M.Sc.

Department of Zoology :

Vacant

Department of Physics :

Vacant

Department of Chemistry :

1. Sri Gajendranath Panda, M.Sc., MBA (Deputation)

Department of Geography :

Vacant

Department of Life Science :

Vacant

Department of Home Science :

Vacant

OFFICE STAFF

- | | |
|----------------------------|------------|
| 1. Sri N. Behera | Head Clerk |
| 2. Sri Venkateswar Behera | Jr. Clerk |
| 3. Sri Sanjay Kumar Behera | Jr. Clerk |
| 4. Sri Somanath Bhuyan | Attendant |
| 5. Sri Anuse Sabar | Attendant |

LIBRARY STAFF

- | | |
|----------------------|----------------|
| 1. Vacant | Librarian |
| 2. Sri Prasad Behera | Lib. Attendant |

OTHER DEPARTMENTAL STAFF**Department of Physical Education:**

1. Vacant

Department of Geography :

- | | |
|-----------|-----------|
| 1. Vacant | Attendant |
|-----------|-----------|

Department of Home Science:

- | | |
|-------------------------|-----------|
| 1. Smt. Dharitri Behera | Attendant |
|-------------------------|-----------|

Department of Botany :

- | | |
|---------------------------|----------------|
| 1. Sri Ajit Kumar Patnaik | Lab. Attendant |
| 2. Smt. R.M. Badoraito | Mali |

Common Holidays List For The Calendar Year 2022				
Sl. No	Occasion	Date	Day	No of Holidays excluding Sundays
1.	New Years Day	01-01-2022	Saturday	01
2.	Makar Sankranti / Pongal	14-01-2022	Friday	01
3.	Republic Day	26-01-2022	Wednesday	01
4	Basanta Panchami	05-02-2022	Saturday	01
5.	Maha Sivaratri	01-03-2022	Tuesday	01
6.	Panchayati Raj Divas	05-03-2022	Saturday	01
7.	Dolo Purnima	18-03-2022	Friday	01
8.	Holi	19-03-2022	Saturday	01
9.	Utkal Divas	01-04-2022	Friday	01
10.	Maha Bishuba Sankranti	14-04-2022	Thursday	01
11.	Good Friday	15-04-2022	Friday	
12.	Id-UI-Fitr	03-05-2022	Tuesday	
13.	Summer Vacation	04-05-2022 to 18-06-2022	Wednesday to Saturday	40 (Excluding 6 Sundays)
14.	Ratha Yatra	01-07-2022	Friday	01
15.	Bahuda Yatra	09-07-2022	Saturday	01
16.	Moharrum	09-08-2022	Tuesday	01
17.	Jhulana Purnima	11-08-2022	Thursday	01
18.	Independence Day	15-08-2022	Monday	01
19.	Janmasthami	18-08-2022	Thursday	01
20.	Ganesh Chaturthi .	31-08-2022	Wednesday	01
21.	Nuakhai	01-09-2022	Thursday	01
22.	Puja Vacation	01-10-2022 to 08-10-2022	Saturday to Saturday	07 (Excluding 01 Sundays)
23.	Kali Puja/ Diwali	24-10-2022	Monday	01
24.	Rasha Purnima	08-11-2022	Tuesday	01
25.	Prathamasthami	16-11-2022	Wednesday	01
		Local Holiday		
26				
27				
Total number of Holidays				72

11.	OIC, College calendar	1. Sri Bailochan Behera (Geo.) 2. Dr. Sumanta Behera (Com) 3. Miss D.Panigrahy(Bot) 4. Miss K.S. Mallick (Eng)
12.	OIC, SAMS	1. Dr. J.N. Patnaik (Botany) (+3 & P.G) 2. Dr. A.K.Raut (Math) (+2)
13.	OIC, Cycle stand & Canteen	1) Dr. Sumanta Behera (Com) 2) Sri S.K.Sahoo (Economics)
14.	OIC, College Magazine	1. Dr. Bighneswar Mishra (Sanskrit) 2. Dr. S.P. Panda(Eng) 3. Dr. C.S.Das (Odia) 4. Miss K.S. Mallick (Eng)
15.	OIC, Legal Matters	1. Sri Subir Tung(Math) 2. Sri D.C.Sethi (Com) 3. Sri A.K. Khatai (Logic)
16.	Internal Auditor	1. Sri. D.C.Sethi (Commerce) 2. Dr.A.K.Rauta (Math) 3. Sri S.K.Sahoo (Economics)
17.	Gajapati Memorial Lectures	1) Dr. J.N.Patnaik(Bot) 2) Dr. S.P. Panda (Eng) 3) Dr. C.S. Das (Odia)
18.	OIC, Minority cell	1) Sri S.P. Sethi(Com) 2) Miss K.B.Bhuyan(Zool) 3) Sri R.H.Karjee(Eng)
19.	OIC, Proctorial +2, +3 and P.G	1) Dr. S.P. Panda(Eng) 2) Sri Subhir Tung(Math) 3) Sri L.Chowdhury (Bot) 4) Sri T.Murmu (Pol.Sc.)
20.	Bus & Railway Concession	1. Sri S.P. Sethi(Com) 2. Sri L.Choudhary (Bot)
21.	Internet & Website	1) Dr. J.N.Patnaik (Botany) 2) Dr.R.K.Samal (Chem.) 3) Dr.B.Mishra (Sas.) 4) Dr. A.Rauta(Math)
22.	OIC, Student Attendance	1) Sri S.P.Sethi(Com) 2) Smt. R.L. Panda(Chem)
23.	OIC, Scholarship :	1. Smt. P.Neeraja (Hm. Sc.), OIC All Scholarship (+2) 2. Dr. C.S. Das (Odia), Fakir Mohan Scholarship 3. Sri A.K. Khatai (Logic), Post Matric Scholarship 4. Dr. B.N.Das (Pol.Sc.), Senior Merit Scholarship 5. Sri Subhir Tung(Math), Gopabandhu Scholarship 6. Smt. Nibedita Sasmal (Phys), OIC All Scholarship (+3 & PG) 7. Sri Sukanta Behera (Phys), National Scholarship Portal 8. Miss K.S. Mallick (eng), Post Matric Scholarship 9. Sri S.S. Sahoo (Eco), National Scholarship Portal 10. Sri R.H.Karjee(Eng), National Scholarship Portal 11. Dr. K.B. Bhuyan (Zool), Junior Merit Scholarship 12. Dr. Alaka Panda (Phys), Junior Merit Scholarship 13. Dr. A.K. Rauta, (Math.) Pathani Samanta Scholarship 14. Sri Sumanta Behera (Com.), Post Matric Scholarship 15. Sri S.C.Khuntia (Com.), Senior Merit Scholarship 16. Smt. R.L. Panda, (Chem.), Post Matric Scholarship

24.	Student grievance redressal cell and Discipline Committee & Squad		1) Dr.R.K.Samal(Chem) 2) Smt P. Neeraja (Home Sc.) 3) Dr.B.N.Das(Pol.Sc) 4) Sri S.Behera(Com) 5) Dr.A.K.Rauta(Math) 6) Sri S.K.Sahoo(Eco)
25.	OIC, Conduct of Literary competitions (other than college competition)		1) Smt N.Sasmal(Phy) 2) Miss D. Panigrahy (Bot) 3) Dr. C.S. Das(Odia) 4) Miss. K.S. Mallick (English)
26.	NCC		1) Dr. Sumanta Behera(Com)
27.	OIC, Rovers & Rangers		1) Sri T.Murmu(Pol.Sc) 2) Smt. Sujata Gamango (History)
28.	NSS Programmer Officers (Girls wing)		1) Dr. B.N.Dash (Pol.Sc) 2) Smt. R.Panda(Chem)
29.	RTI cell Right to information cel	(+3)PIO APIO	1) Dr.R.K. Samal (Chem) 2) Sri Sumanta Behera (Com.)
		(+2)PIO APIO	1) Sri A.K. Khatai (Logic) 2) Sri R.H. Karjee (Eng)
30.	Career Counseling & Career Tracking Cell Cell Coordinator Asst. Coordinator		+3 1. Dr.B.Mishra(Sans) Co-ordinator 2. Sri Bailochan Behera(Geo) 3. Smt. N.Sasmal(Phy) 4. Sri Subir Tung (Math)
			+2 1.Sri A.K.Khatai(Logic) 2. Smt. R.Panda(Chem) 3. Miss Alaka Panda (Physics)
31.	Advisor, College Union & Associate Advisor (To look after the conduct of college election)		1) Dr. J.N.Patnaik (Botany) 2) Dr. R.K.Samal(Chem) 3) Dr. S.Panda(Eng) 4) Sri S.C.Khuntia (Com)
32.	Athletic Club Vice President & Associates		1) Mrs. Nibedita Sasmal (Physics) 2) Dr.Sumanta Behera(Com) 3) Sri Subir Tung(Math) 4) Sri S.C. Khuntia (Commerce) 5) Dr.B.N.Das (Pol.Sc) 6) Sri Lalit Choudhry (Botany) 7) Miss K.S.Mallick (Eng) 8) Sri Ramharee Karjee
33.	Dramatic Society	(+3 & P.G)	1) Miss D. Panigrahy (Bot) 2) Dr. C.S.Dash (Odia) 3) Sri S.C.Khuntia (Com)
		(+2)	1) Smt. P. Neeraja (Home.Sc.) 2) Sri.Subranshu Sekhar Sahoo(Eco) 3) Smt. Sujata Gamango (Histry) 4) Dr. Alaka Panda (Physics)
34.	Day Scholar Association		1) Sri Siba Prasad Sethi (Commerce) 2) Miss D.Panigrahy(Bot) 3) Smt. R.Panda(Chem) 4) Sri.Subranshu Sekhar Sahoo(Eco) 5)

35.	OIC, Student Common Room (Gents)	1) Sri Bailochan Behera (Geo.) 2) Sri.Subranshu Sekhar Sahoo(Eco)
36.	OIC, Student Common Room (Girls)	1) Dr. S.Panda(English) 2) Miss K.B.Bhuyan (Zoology) 3) Mrs. Sujata Gamango (History) 4) Miss Deeptimayee Panigrahi(Bot)
37.	Development Committee (General & Autonomous)	1) Sri R.K. Bhuyan(D.O) 2) Dr. J.N.Patnaik (Botany) 3) Dr. B. Mishra (Sas.) 4) Dr. A.K.Rauta (Math) 5) Sri D. C. Sethi (Accounts Bursar) 6) Sri T.Murmu (Pol. Sc.)
38.	Finance Committee	1) Sri R.K. Bhuyan (Hist) 2) Dr. J.N. Patnaik (Botany) 3) Smt. Nibedita Sasmal (Physics) 6) Dr. B. Mishra (Sas.) 7) Sri Dhruva Ch Sethi (Accounts Bursar)
39.	College Autonomous Examination Committee	1) Principal :-Chairman 2) All HOD:- Member 3) COE:- Convener 4) Accounts Bursar 5) Academic Bursar
40.	College Development Officer	1) Sri T.Murmu (Pol.Sc)
41.	Research Cell	1) Dr. J.N.Patnaik (Botany) 2) Dr. S. Panda (English) 3) Dr. A.K.Raut (Math) 4) Dr.S:Behera (Com)
42.	OIC, Self Finance Course	1) Dr. J.N.Pattanaik (Bot.), Coordinator 2) Smt. N. Sasmal (Phy) 3) Sri Subir Tung (Math)
43.	OIC, College Furniture	1) Dr. Sumanta Kumar Behera (Com) 2) Sri Subhranshu Sekhar Sahu (Eco)
44.	Hostel Superintendents S.K.C.G. Hostel P.M.N Hostel G.C.G Women' Hostel S.K. C.G. New Women's Hostel	1) Dr. B.Mishra (Sans.), Supdt. 2) Sri S.K. Sahoo (Eco.), Dy. Supdt. 1) Sri.T.Murmu (Pol.Sc.), Supdt. 2) Sri.S.S.Sahu (Eco), Dy. Supdt. 1) Dr. S. Panda (Engl.), Suptd. 2) Smt.R.L.Panda (Chem) Dy. Supdt. 1) Dr. K.B.Bhuyan (Zoology), Supdt. 2) Dr. Alaka Panda (Phys), Dy. Supdt.
45.	District Coordinator, Self Defence Training Programme	1. Sri Bailochan Behera, (Geo)
46.	Credit Coop Society Secretary Employees	1. Dr. J.N. Patnaik (Botany)
47.	Humanities Society	1) Dr. C.S.Das (Odia) 2) Sri T.Murmu (Pol.Sc.) 3) Mrs. Sujata Gamango (History)
48.	Odia Sahitya Samaj	1) Dr.C.S.Dash (Odia)
49.	Commerce Association	

50.	OIC Youth Red Cross	1) Sri. Sukanta Behera (Phys) OIC Dist. Convince Secretary 2) Sri S.C. Khuntia (Com) 3) Dr. Alaka Panda (Physics) 4) Sri R.H.Karjee(Eng)
51.	OIC, Science Society & Environment	1) Smt. N.Sasmal(Physics) 2) Miss Deeptimayee Panigrahi (Bot) 3) Sri Lalit Choudhry (Botany) 4) Dr. K.B.Bhuyan (Zoology) 5) Miss K.S. Mallick (Eng)
52.	OIC, Press & Public Relation	1) Dr C.S.Dash (Odia) 2) Dr S.Panda (English)
53.	OIC, IQAC & Quality Audit Parameters	1) Dr. J.N. Patnaik (Botany) 2) Sri. Bailochan Behera (Geo) 3) Sri. Sukanta Behera (Physics)
54.	Admission Committee, +2,+3 & PG	Principal, Chairman 1) Dr. J.N. Patnaik,(Botany) 2) Administrative Bursar 3) Accounts Bursar 4) Sri. Sukanta Behera (Physics) 5) Dr. A.K.Rout (Mathematics) 6) Miss. Komal Sikha Mallick (English) 7) All HODs
55.	+2 Cultural Association	1) Sri. T.Murmu (Pol.Sc.) 2) Sri. Ramahari Karjee (English) 3) Miss K.S.Mallick (English) 4) Smt. Rajalaxmi Panda (Chemistry)
56.	OIC, Environmental Project work.	1) Smt. R.L.Panda (Chemistry) 2) Miss. Deeptimayee Panigrahi (Bot)
57.	OIC, Office Store	1) Sri Lalit.Chowdhury (Botany) 2) Sri. S.K. Sahoo (Economic)
58.	OIC, SSG (Social Service Guild)	All Superintendents & Dy. Superintendents of Hostels.
59.	Tabulation (Tabulator), +2 Arts/ Science/ Commerce	1) Dr. K.B.Bhuyan (Zool.) 2) Miss. Komal Sikha Mallick (Eng) 3) Sri. Ramahari Karjee (English)
60.	Return Of Matriculate (+2)	ARTS 1) Sri Tripati Murmu (Pol Sc) 2) Sri Subhranshu Sekhar Sahoo (Eco) 3) Sri. Ramahari Karjee (English) SCIENCE 1) Smt. R.L. Panda (Chem.) 2) Dr. Alaka Panda (Phy) 3) Sri Lalit Chowdhury (Botany) COMMERCE 1) Miss K.S.Mallick (Eng.) 2) Smt. S.Gamango (History) 3) Sri S.C.Khuntia (Commerce)

61.	Return of Intermediate (+3)	<p>ARTS</p> <ol style="list-style-type: none"> 1) Dr. Sneha Prava Panda (Eng) 2) Dr.C.S.Das (Odia) 3) Dr. B.N.Dash (Pol. Sc.) <p>Science</p> <ol style="list-style-type: none"> 1) Sri. Subir Tung (Math) 2) Miss. Deeptimayee Panigrahi (Bot) 3) Sri. Sukanta Behera (Phy) <p>Com</p> <ol style="list-style-type: none"> 1) Sri Siba Prasad Sethi (Com.) 2) Dr. Sumanta Behera (Com) 3) Sri S.C.Khuntia (Com)
62.	Anti-Ragging Cell/Sexual Harassment Cell	<ol style="list-style-type: none"> 1) Dr. J.N Patnaik(Botany) 2) Dr. R.K. Samal (Chem) 3) Dr. B.N. Dash (Pol. Sc.) 4) Smt. P.Neeraja (Home Sci) 5) Smt. N.Sasmal (Phy) 6) Dr. Sumanta Behera (Com) 7) Miss Deeptimayee Panigrahi (Botany) 8) Dr. Kiranbala Bhuyan (Zool.)
63.	<p>+3 & P.G, Admission in Charge</p> <p style="text-align: right;">+3 Science</p> <p style="text-align: right;">+3 Arts</p> <p style="text-align: right;">+3 Commerce</p> <p style="text-align: right;">P.G.</p>	<p style="text-align: center;">Dr.J.N.Patnaik.(Bot) AIC</p> <ol style="list-style-type: none"> 1) Dr. R.K Samal (Chem) Overall I/C 2) Smt. N. Sasmal (Phy) 3) Miss. Deeptimayee Panigrahi (Bot) 4) Sri Sukanta Behera (Phy) 5) Sri Subir Tung (Math) <ol style="list-style-type: none"> 1) Sri. Bailochan Behera (Geo) Overall I/C 2) Dr. S.Panda (Eng) 3) Dr. C.S.Das (Odia) 4) Dr. B.N. Dash (Pol.Sc.) <ol style="list-style-type: none"> 1) Sri S.P. Sethi (Com) Overall I/C 2) Dr. Sumanta Behera (Com.) 3) Sri S.Ch. Khuntia (Com.) <p>Concerned Heads of Departments</p> <ol style="list-style-type: none"> 1) Dr. R.K. Samal (Chem) 2) Sri Subir Tung (Math) 3) Sri Siba Prasad Sethi (Com)
64.	<p>+2 Admissions In Charge</p> <p style="text-align: right;">Science</p> <p style="text-align: right;">Arts</p>	<p style="text-align: center;">Sri Lalit Chowdhury (Botany) AIC</p> <ol style="list-style-type: none"> 1) Dr.A.K.Rauta,(Math) 2) Smt. R.L.Panda (Chemistry) 3) Dr. K.B.Bhuyan (Zoology) 4) Dr. Alaka Panda (Phy) <ol style="list-style-type: none"> 1) Sri A.K.Khatai (Logic) 2) Sri. Sanjay Kumar Sahoo(Eco) 3) Sri T.Murmu (Pol.Sc.) 4) Smt. S. Gompa (History)

	Commerce	1) Sri D.C. Sethi (Commerce) Overall I/C 2) Miss K.S.Mallick (Eng) 3) Sri Ramahari Karjee (Eng) 4) Sri S.K.Jena (VT- Plumbing)
65.	OIC Gymnasium	1) Dr.Sumanta Behera (Com) 2) Sri Lalit Ku. Chowdhury (Botany)
66.	Infrastructure Development Committee	1. Dr. B.Behera (Principal) 2. Representative of PWD/RD (not below the rank of Asst. Engineer) 3. Accounts Bursar- Sri D.C. Sathy (Com) 4. Dr. J.N.Patnaik (Botany) Two members of teaching Staff 5. Sri Bailochan Behera (Geo) 6. Dr. A.K.Rauta (Math)
67.	Student's Advisory Bureau	1. Sri. R.K.Bhuyan (History) 2. Dr. J.N. Patnaik (Botany) 3. Dr. R.K.Samal(Chemistry) 4. Sri. D.C. Sethy (Com)
68.	Self Defence training to girl students-	1) Smt. P.Neeraja (Home Science) 2) Smt. Nibedita Sasmal (Phy) 3) Miss. Deeptimayee Panigrahi (Bot) 4) Dr. Snehaprava Panda (Eng) 5) Miss Komal Sikha Mallick (English) 6) Dr. Alaka Panda (Physics)
69.	College Planning Board Chairman: Members:	1) Dr. B.Behera (Principal) 1) Sri R.K.Bhuyan (COE) 2) Dr. J.N.Patanaik (OIC, IQAC, Estb.) 3) Dr. B. Mishra (Sas.) 4) Dr.S.Panda (Eng) OIC Library 5) Sri D.C. Sethi (Acco Bursar)
70.	Co-ordinator RUSA	1) Dr. J.N.Patnaik (Bot)
71	Centennial Guest House Maintenance & Management Committee	1) Principal 2) Dr. R.K. Samal (Chem.) 3) Sri Subir Tung (Math) 4) Dr. Sumanta Kumar Behera (Com) 5) Sri V.Behera (Jr. Clèrk)
72.	O.I.C. Identity Card	1) Dr. J.N. Pattanaik (Bot.) 2) Sri Subhranshu Sekhar Sahoo (Eco.) 3) Sri N.C.Panda (Bot. Demn.)
73.	Institutional Development Plan Co-ordinator	1) Dr. J.N.Patnaik (Botany)
74.	Co-ordinator AISHE	1) Dr. J.N.Patnaik (Botany)
75.	Equal Opportunity Cell	1) Sri Lalit Chowdhury (Bot.) 2) Smt. S.Gamango (History)
76.	OIC Online Govt. Training Programme	1) Sri A.K.Khatai (Logic) 2) Sri Alaka Panda (Physics)
77.	Spoken English Nodal Officer Associate	1) Dr. S.P.Panda (English) 2) Miss Komal Sikha (English)
78.	OIC Nodal Officer- Virtual Class Room	1) Dr. J.N.Patnaik (Botany) 2) Sri Subir Tung (Math)

79.	+2 Nodal Officer	1) Smt. P.Neeraja (Hm. Sc.)
80.	Residential Committee	1) Dr. B. Mishra (Sans.) (Coordinator) 2) Sri T. Murmu (Pol Sc) (Dy. Coordinator)
	Members:	All Superintendents, Deputy Superintendents and Managers of the Hostels
81.	OIC MO College Abhijan	1) Sri Sukanta Behera (Phy.)
82.	OIC MO School Abhijan	2) Smt. P.Neeraja (Home. Sc.)
83.	OIC Vocational	1) Sri A.K.Khatai (Logic)
84.	Covid Guideline Implementation Squad:	Timing from 07.00 AM to 12.00 Noon
		1. Dr. A.K. Rauta, (Math.), (Team Leader) 2. Sri S.K. Sahoo, (Eco.) 3. Smt. Sujata Gamango, (History) 4. Dr. Alaka Panda, (Phys.) 5. Sri Sworaj Kumar Jena, (VT-Plumbing) 6. Sri Subashish Jena, VT-Construction) 7. Sri Ramahari Karjee, (Eng.)
		Timing from 11.00 AM to 05.00 PM
		1. Dr. S.P.Panda, English 2. Prof. Subir Tung, (Math.), (Team Leader) 3. Dr. C.S. Dash, (Odia) 4. Dr. B.N. Dash, (Pol.Sc.) 5. Dr. Sumanta Behera, (Commerce) 6. Miss Deeptimayee Panigrahy 7. Sri Subash Chandra Khuntia, (Commerce)

APPLICATION FORM FOR COLLEGE LEAVING CERTIFICATE**(A)**

1. Name of the Applicant (In Block Letter)
2. Father's Name and permanent and present address
3. Years of 1st admission in College
Session Class Roll No.
4. Class in which he/she attended in the present session/ last studied
5. Examination passed or failed with Roll No. Year
6. Honours Subject
7. Pass Subject & Combination

(B)

8. No dues from Cash Counter / Account Section
9. No dues from the Library
10. No dues from the Botany Department
11. No dues from the Chemistry Department
12. No dues from Sports/ Games
a) Registration No. University CHSE
13. No dues from Zoology Department
14. No dues from Physics Department
15. No dues from the O.S.A.
16. No dues from the NCC
17. No dues from the Examination Section
18. No dues from HOD P .G. Department
19. Other dues if any
20. Reason for taking CLC Date :

N.B. : The receipt in support of outstanding fees must be attached

FOR ISSUE OF DUPLICATE IDENTITY CARD

Name of the College

Session

Class Roll No.

Name of the Student

Date of Admission

Reason for applying

Money receipt No. Date

Signature of the Principal

Signature of the Candidate

- N.B: 1. One pass port size photograph duly attested should be attached
2. The money receipt should be attached.



**Indira Gandhi National Open University (IGNOU),
S.K.C.G. AUTONOMOUS COLLEGE STUDY CENTRE (2121)
PARALAKHEMUNDI-761200, GAJAPATI.**



S.K.C.G. AUTONOMOUS COLLEGE has a study centre of **IGNOU**, a central university established by an act of parliament in 1985. The president of India is a visitor (Chancellor) of the university. IGNOU-study center has been running in our college since 1992 with prime objective of IGNOU.

- ❖ IGNOU Degrees/Diplomas/Certificate are nationally and internationally recognized.
- ❖ The programmes offered are highly need-based and career oriented.
- ❖ College Students can do the programmes like BCA, MCA, etc. while continuing regular studies in the college.
- ❖ The Programme fees are all inclusive of cost of Books and Examination Fees.
- ❖ The Programme Fees are Fully Reimbursable to SC, ST and Physically Handicapped Students.
- ❖ Programmes Available at this center are as follows:
- ❖ Course that can be pursued by **Post Graduate Students**:
 - **Master in** /Computer Application (MCA)/ History (MAH)/ English (MEG),
 - Master of Arts in Rural Development (MARD), Post Graduate Diploma in Rural Development, Post Graduate Diploma in Higher Education (PGDHE),

Details of IGNOU study center as follows:

CENTER CODE: 2121

COURSES: BAFC, CIG, BA (Eng), BPP, CDM, CES, CCP, BCA, PGDRD, CRD, DECE, CFN, CNCC, CTS, CIT.

PHONE: 06815-22223

CO-ORDINATOR: Prof. Radhakanta Bhuyan



Odisha State Open University

**S.K.C.G. AUTONOMOUS COLLEGE STUDY CENTRE (1001)
PARALAKHEMUNDI-761200, GAJAPATI.**



The Odisha State Open University shall have jurisdiction over the whole of the State of Odisha. The University shall focus on education, research and training by diversity on means of distance and continuing education including the use of new educational technology available to common man at affordable cost. Degrees, Diplomas and Certificates issued by the University shall be treated at par with Degrees/Diplomas issued by other Universities established by centre/states and recognized by UGC. All Norms and Regulations prescribed by statutory bodies like UGC, AICTE, NCTE, NCI, BCI, DEB, and MCI etc. shall be strictly followed in offering academic programmes by the Odisha State Open University. OSOU-study center has been running in our college since 2016 with prime objective of OSOU.

Details of OSOU study center as follows:

CENTER CODE: 1001

COURSES OFFERED

BAEC,BAEG,BAHI,BAOD,BAPS,CCS,CEC,CIT,CJMC,CRD,CSSITS,DDM,DIA,DJMC,MAE C,MAEG, MAHI, MAOD, MAPS, MARD, MASK, PGDCS, PGDRD.

PHONE: 06815-22223

Mail ID: osousc1001@osou.ac.in

CO-ORDINATOR: Sh. Sanjay Kumar Sahoo