

S.K.C.G. COLLEGE HANDBOOK

2025-2026

PRINCIPAL

Prof. Radha Kanta Bhuyan

COMPILERS

Dr. Bighneswar Mishra

Ms. Kananabala Patra



S.K.C.G. HIGHER SECONDARY SCHOOL

&

S.K.C.G. AUTONOMOUS COLLEGE

(NAAC ACCREDITED)

PARALAKHEMUNDI - 761 200

ODISHA

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THE PRINCIPAL
S.K.C.G. (AUTONOMOUS) COLLEGE
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Treasury officer	222267
DFO	222214
Executive Engineer (R & B)	222542
SP Gajapati	222533
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Govt. Hospital Ambulance	200644
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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"** (असतो मा सद्गमय) below the crest is a humble invocation to the supreme soul to lead the human being from non-being to true being.



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 the Paralakhemundi estate 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 Goura Chandra Gajapati Narayana Deo, although the idea of the establishment began in 1894 by Dr. Nangu Sreenivas Rao, the then Head Master of M.R.B.H. School who was given the charge 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. The new Classroom building and the new library were constructed in 2013-14. Later a Two storeyed building was constructed under the RUSA project. The World Bank(OHEPEE) funded three more Blocks with ten additional class rooms and five laboratories were added in 2023 that have sufficiently 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 Sciences. From session 2023-24, seven more subjects in PG namely, Physics, Computer Science, English, History, Geography, Political Science and Sanskrit were added. Besides teaching facilities for Honours courses in Mathematics, Physics, Chemistry Botany, Zoology, Computer Science, 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 and the Odisha State Open University have been running their Study centres in this college for the benefit of students and other learners.

The College hostels provide accommodation to over 260 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 GCG and SKCG New Women's hostel accommodates over 100 inmates. Two new more hostels are functioning from 2024 with over 100 seat capacity.

The college has a sanctioned strength of 2688 UG and PG students and 61 teachers across streams and programs while the SKCG HSS having around 1472 students runs in the same campus. The students of this college have the distinction of bright academic performance in the University and the State as well. The alumni of the college have occupied and continue to occupy the halo of position 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 celebrated its centenary from 10th to 12th January, 2001.

The Govt. of Odisha vide notification No. 26413/HE dt. 18-5-2001 have decided to restructure the Govt. College in the state As a result from the academic session of 2001-02, the +2 classes were functioning as the S.K.C.G Junior College which later on got declared as SKCG Higher Secondary School.

Further this College was conferred with Autonomous Status with effect from 1.4.2002, 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. Since then, three more extensions have already been accorded. These cycles 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 in conduct and evaluation 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, as per the mandates of UGC has been imparting UG and PG programmes in CBCS(Choice Based Credit System) pattern since 2014-15. As per the directions of the Department of Higher Education, Govt of Odisha, the college will be implementing the NEP-2020 from the next session.

The College has been assessed and accredited by the National Assessment and Accreditation Council (NAAC) of India for the 3rd Cycle and accredited with B Grade that is valid up to December 2027.

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

Sl. No.	Members of the Governing Body	Category	Position
01	Sri D.N. Padhi, IAS (Retd.) Former State Chief Information Commissioner, Odisha, At-A71/A-72, Saheed Nagar, Pin-751007, Bhubaneswar.	Professional	Chairperson
02	Sri Akshay Sunil Agrawal, IAS Collector and District Magistrate, Gajapati	State Govt. Nominee	Member
03	Dr. Jeetendranath Patnaik, Principal (Retd.), SKCG Autonomous College, (Nominated by Principal for two year)	Educationist	Member
04	Prof. (Dr.) Amiya Kumar Paricha, Retired & Visiting Professor (Pol. Sc.), Jasnal, Old Christian Street, Berhampur, Pin-760005.	Educationist	Member
05	Dr. Bighneswar Mishra, Assistant Professor of Sanskrit, SKCG (Auto) College, Paralakhemundi.	Teachers of the College	Member
06	Smt. Nibedita Sasmal, Assistant Professor of Physics, SKCG (Auto) College, Paralakhemundi.	Teachers of the College	Member
07	B. Avinash, Proprietor, MJ Steel, Ranipentha, Gajapati	Industrialist	Member
08	Dr. Ramakanta Samal, Administrative Bursar, SKCG Autonomous College, Paralakhemundi.	Administrative Bursar of college	Member
09	Prof. Dr. Sidharth Sankar Panda Berhampur University Nominee	University Professor	Member
10	Dr. Sidharth Sankar Padhy RDE, Dept. of Higher Education, Berhampur	Regional Director DHE	Special Invitee
11	Sri Radha Kanta Bhuyan, Principal I/C, SKCG (Auto) College, Paralakhemundi	Principal of College	Member Secretary

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

Sl. No.	Name	Date of Joining	Date of Relief
NON-GOVT. PERIOD			
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 Swammi M.A.L.T. (Calif)	31-03-1928	30-04-1938
6.	Mr. S.P. Regland, M.A. (Madras)	01-07-1938	30-04-1947
GOVT PERIOD			
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. Sing, M.A. (Punjab) M.A. (Cantab)	29-10-1951	08-08-1954
11.	Dr. D. Mishra, M.A. (Pat) 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	AN31-10-1993
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	AN31-03-1994
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.	Smt. Gayatri Devi, M.A. M.Phil	01-10-2019	03-06-2020
60.	Prof. Indubhusan Sahoo, M.A. M.Phil	04-06-2020	31-07-2020
61.	Dr. Bhajamana Behera, M.A. Ph.D.	01-08-2020	31-08-2022
62.	Prof. Radhakanta Bhuyan, M.A. B.Ed	01-09-2022	29-12-2022
63.	Dr. Ajay Kumar Tripathy M.A. LLB, Ph.D	30-12-2022	30-11-2023
64.	Dr. Jeetendranath Patnaik, I/C Ph.D	01-12-2023	30-09-2025
65.	Prof. Radhakanta Bhuyan, M.A. B.Ed	01-10-2026	continuing

(B) SUCCESSION LIST OF PRINCIPAL

S.K.C.G. (Junior) COLLEGE

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 & P.G.(ARTS/SCIENCE/COMMERCE) CLASSES

A candidate seeking admission into +2 Arts/Science/Commerce classes, +3 Arts/Science/Commerce and P.G. Arts/Science/Commerce classes of the college shall apply through the website <https://samsodisha.gov.in/>. +2/+3/PG admission is conducted centrally by SAMS (e-admission). Students applying for a seat in +2/ +3/P.G. 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. Selections for admission to different PG Programms are done through CPET, an all Odisha Common PG Entrance test since 2021. The merit list of the candidates shall be prepared by SAMS by considering the marks secured in the last qualifying examination along with the Entrance score and career marks wherever applicable. The merit list is available on the <https://samsodisha.gov.in/>. All the information are available from the prospectus in the said website.

REGISTRATION

Students taking admission in P.G.1st yr., +3 1st yr. & +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

Transfer from one HEI to another beyond the admission period shall be allowed by the affiliating Universities, even for Autonomous College. Transfer shall be subject to the following conditions: -

- HEI must not exceed the sanctioned strength of seat
- Availability of same combination of subjects in both the HEIs

- ☛ Attendance shall be combined in case one semester is pursued in two colleges.

Further, the University may allow migration from one university to another university on transfer of credit.

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 AND EXAMINATIONS

SUBJECTS & NO OF SEATS - U.G.

Sl No.	Stream Hons.	Subject	Strength
1	Arts	Economics	48
2	Arts	English	32
3	Arts	Geography	48
4	Arts	History	48
5	Arts	Home Science	16
6	Arts	Odia	32
7	Arts	Philosophy	16
8	Arts	Political Science	48
9	Arts	Sanskrit	32
10	Biological Science	Botany	32
11	Biological Science	Zoology	32
12	Physical Science	Chemistry	64
13	Physical Science	Mathematics	64
14	Physical Science	Physics	64
15	Self Financing	Computer Science	32
16	Commerce	Commerce	128

SUBJECTS & NO OF SEATS - P.G.

SI No.	Stream Hons.	Subject	Strength
SI No.	Stream	Hons. Subject	Strength
1	Arts	Political Science	16
2	Arts	Economics	16
3	Arts	English	16
4	Arts	Geography	16
5	Arts	History	16
6	Arts	Sanskrit	16
7	Arts	Odia	32
8	Science	Chemistry	16
9	Science	Life Science(Botany)	16
10	Science	Life Science(Zoology)	16
11	Science	M.Sc (Computer Science)	16
12	Science	Mathematics	16
13	Science	Physics	16
14	Commerce	Commerce	16

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 : 1. Economics, 2. Political Science,

Subjects 3. Logic/Geography (64) 4. History 5.Odia/Sans/
Hindi/Telugu, 6.Mathematics(16)/Home Sc (96),
7. Statistics(64)

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/Biology (can be opted for both 3rd and
4th Elective subject)

4. Electronics/Statistics 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. Company Accountancy

**RULES, REGULATIONS, ELIGIBILITIES, MODE OF CONDUCT
OF EXAMINATIONS & EVALUATIONS FOR U.G.**

**DURATION OF THE EXAMINATIONS - MID SEMESTER & END
SEMESTER:**

**Model Regulation for Under Graduate Programmes with Multiple
Entry and Exit Option**

Eligibility for Admission into UG 1st year Degree:

Student who has Passed Higher Secondary (Class-XII) Examination conducted by CHSE Odisha, Senior Secondary (CBSE/ ICSE) or any other equivalent course from any Board/Council established by the Govt. of India or any other state Government or any such course recognized by Higher Education Department, Skill Development & Technical Education Department or any other Dept. of Govt. of Odisha shall be eligible for admission into a first year UG programme satisfying "Curriculum and Credit Framework for undergraduate programmes", published by UGC on 12th December 2022. Those who have completed diploma course SCTEVT (State Council for Teacher Education and Vocational Training) Govt. of Odisha after completion of BSE, Odsiha are also eligible for admission to degree program.

Registration of HEIs/Students:

Registration of students : All the students admitted into UG 1st semester be compulsorily registered to the universities through their respective institutions and also register for 1st Semester examination by depositing the required examination fees during the time of admission.

Students Registration with ABC : It is mandatory for all the students to registrar themselves with Academic Bank of credit and upload all required information. During the beginning of the second semester, the students have to register for 2nd semester examination by depositing the required fees. However, for 2nd, 3rd and 4th year i.e., readmission into 3rd, 5th and 7th semester the students have to

register for Term- end exam of both odd and even semesters by depositing required fees. Admission to examination will be subject to attendance, appearance of sessional and mid-semester examinations. During the registration for final semester examination will collect fees for issue of the migration certificate prescribed by the concerned University and shall deposit the same with the University. After publication of final semester result migration certificate will be issued to all successful candidates along with their grade sheet.

Academic Bank of Credits (ABC):

Credit transfer shall be allowed in case the credit is registered under Academic Bank of Credits (ABC); a facility provided by UGC. The rules and regulations in this regard notified by UGC from time to time shall be applicable. All universities and Autonomous College shall join ABC, NAD and obtain Digi Locker as mandated by UGC. Every student including those of Affiliated College may also require to join ABC and obtain Digi Locker.

Duration and Types of Courses and Process of Multiple Entry and Exit :

Candidate has to complete the Three /Four years course within Seven Years from the date of admission. Under no circumstances, the candidate will be allowed to appear the backlog exam beyond the specific period.

Illustration: A candidate admitted in the academic year 2024-25 has to complete the programme by 2030-31 *(On multiple exit and entry option under four/three-year programme, the candidate has to enter himself/herself latest by 2029-30 or 2030-31 with completion of either two year or one year respectively).*

Each semester shall comprise of 15 weeks of academic activities with a minimum of 90 working days.

The undergraduate programmes shall extend over four academic years (Eight Semesters) with multiple entry and exit options. The students can exit a course as follows:

- i) **Certificate Course** - One academic year (First & Second Semesters and a summer / Vocational Course and Community Work)
- ii) **Diploma Course** - Two academic years (First, Second, Third & Four Semesters and a Summer/Vocational Course and Community Work)
- iii) **Three Year Degree Course with Single Major**
- iv) **Four Year Honours without Research with Major**
- v) **Four Year Honours with Research**

Awarding UG Certificate, UG Diploma, and Degrees:

UG Certificate : Students who **opt to exit** after completion of the first year and have secured **44 credits** will be awarded a UG certificate if, in addition, they complete one vocational course of 4 credits during the summer vacation of the first year (Table-I). These students are allowed to re-enter the degree programme within three years session of exit and complete the degree programme within the stipulated maximum period of seven years.

UG Diploma : Students who **opt to exit** after completion of the second year having secured **86 credits** will be awarded the UG diploma if, in addition, they complete one vocational course of 4 credits during the summer vacation (Table-II). These students are allowed to re-enter within a period of three years and complete the degree programme within the maximum period of seven years.

3-year UG Degree : Students who wish to undergo a 3-year UG programme will be awarded UG Degree in the Major subject after successful completion of three years, securing at least **126 credits** and satisfying the minimum credit requirement. The discipline or faculty shall be decided on the basis of the first Major, for example Physics major shall be under the B.Sc.

4-year UG Degree (Honours) : A four-year UG Honours degree in the major discipline will be awarded to those who complete a four-year degree programme with at least **166 credits** and have satisfied the credit requirements.

4-year UG Degree (Honours with Research) : Students who secure 7.5 CGPA and above in the first six semesters and wish to undertake research at the undergraduate level can choose a research stream in the fourth year. They should do a research project or dissertation under the guidance of a faculty member of the institution who is a recognized Ph.D. Supervisor of the affiliating University or who holds a Ph.D. Degree. The research project/dissertation will be in the major discipline. The students, who secure **166 credits**, including **12 credits** from a research project/dissertation, are awarded UG Degree (Honours with Research) The research work can be spread over both VII and VIII semester; however, the credit will be awarded in the Semester VIII.

UG Degree Programmes with Single Major : A student has to secure Credits as per credit requirement with **126 credits**.

Eligibility for Award of Degree : The university where a student has earned at least 60% of the Total Credit shall issue the certificate.

Process of Multiple Entry and Exit :

A student after completion of 1st academic Session with completion of 44 Credits and an additional 04 Credits in vocational stream can exit with a certificate issued by the HEI/University concerned. Such student can re-enter to the UG programme into the 3rd semester within two years from award of his certificate.

A student after completion of 2nd year with 86 and an additional 4 credit in Vocational Stream can exit with a diploma. Such students can re-enter to UG programme in 5th semester within two years from award of this diploma.

Student who desires to undergo a 3-year degree programme will be allowed to exit after completion of 3rd year with minimum of 126/150 credits with a degree.

However, the total duration for completing the UG program shall not exceed 7 years from the admission into the 1st year Academic Session.

Students may acquire additional credit under Value added / Multi-Disciplinary / Swayam etc. The additional credit shall not be taken into account for Division/ Grade/ Rank etc. They shall not count for admission into higher program.

Attendance and Change of Subject:**Attendance**

A candidate shall be required to attend at least 75% of the lectures in a course in theory and practical classes taken separately. The authorities may condone to the extent of 15% in exceptional cases i.e., serious illness & hospitalization, accident, mishap in the family or deputation by the college for any specific work for which the period of his/her absence shall not be counted towards the calculation of attendance on the condition that students concerned submit a certificate to that effect from the appropriate authority.

Absence to actual required days of attends Sports/NCC/NSS etc. activities shall be treated as presence for calculation of attendance. With prior permission of the Principal. A candidate is also required to fulfill the above clauses for practical component.

Change of Subjects : A student can change his core (I) subject within 4 weeks of the last date of admission which has to be duly communicated to the University by the College Concerned. The choice of Core (Major/Minor) subjects during the first admission to the 3rd semester has to be exercised by the candidate after proper counselling by the college authorities through **Course Counseling Cell**.

Examination Pattern :***Medium of Examination***

During registration for first semester examination, examinees will have to exercise their option for medium of examination (English/ Odia) which will be reflected in their final grade sheet/certificate.

Provided that for a language subject answers are to be in that language. However, excepting language subject all questions shall be in English / Odia and students are allowed to appear in the language opted by them during the registration for 1st semester examination.

Duration of the Examinations-Mid Semester & End Semester :

Duration of examination for all term End examination shall be for 3 hours and for all Mid Term examination for 1 hour irrespective of full marks in the course/subjects and irrespective of credit. The practical examinations shall be of 3 hours duration.

Continuous Evaluation and Mid Semester Examination:

Mid semester examination will be of 1-hour duration for 20/10 marks (20 for subjects having no practical and 10 for subject with practical papers). There shall be no pass mark in Mid Semester examination. The type of questions will be decided by the college authority (concerned Faculty member).

The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or by any external faculty in the college(s). A student who fails to appear in a Mid-Semester Examination **will be allowed one more chance** to take the same examination before appearing the concerned term-end examination. There will be no provision to re-appear in the Mid-Semester Examination for improvement. For subjects with practical there will be a Mid-Semester practical examination carrying 10 marks.

Semester examination will be considered as fail however the candidate may be allowed to appear the mid semester examination before commencement of the concerned Term-End examination under special case duly considered by the institutional authorities **(for the candidates who represent the University or State for Inter-University or inter-state competitions in Games and Sports or attending different recognized National level camps/ any critical medical case duly certified by the designated medical officer.**

Disciplinary action against unfair means adopted in examinations : A student adopting malpractice and/or showing any indiscipline behaviour, violating code of conduct [Which includes: Use of programmable calculators, mobile phones(except the paper in which it is asked to use such tools)/ smart watch (even in switch off

mode), document or any electronic devices having memory chips, leaving the Examination Hall within the first hour from the commencement of the examination, talking to other examinees in the Examination Hall, trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall, using question papers and/or answer scripts for communicating with fellow examinee, exchange of question papers and answer scripts with other examinees/outside, writing answers in question papers, writing obscene or filthy languages in answer scripts, taking away the answer scripts or any examination materials/papers to the outside of the examination hall without intimation/permission from the concerned authority of the examination etc.]

- a) Will be awarded "M" grade having 0(zero) Grade Point in the paper/papers concerned and he/she will be warned by the College with a copy to the parents/guardians or a notice in the official website of the College for the first offense.
- b) For repeated offense as described above in subsequent semester examinations in spite of the warning issued previously or grave misconduct despite warnings, he will be awarded "M" grade having 0(zero) Grade Point in all the papers of that examination and will be expelled from the college for one year.
- c) Any student found man-handling/threatening the officers/staff connected with the examinations (Invigilator, Centre Superintendent, Supervisors, Principal, Members of Flying squad, etc.) will be awarded "M" grade having 0(zero) Grade Point in all the papers of that Examination and will be expelled from the college for one year. Other disciplinary actions as deemed fit as per the Odisha conduct of examination Act-1988 or University first statute -1990 or IPC would be initiated by the University/ college.

Re-Addition/Re-Checking and Un-Evaluated Portion:

A Student may apply through head of the Institution for Re-addition/Re-Checking of a paper within 15 calendar days from the date of publication of the results in each Semester by depositing prescribed fees. In case, there is any answer left unvalued, the same will be placed before the Board of Conducting Examiners of the respective subjects for valuation. The photocopy of answer scripts and information regarding re- addition of marks will be intimated to the candidate within 45 days. There will be no re-evaluation processes of the answer scripts.

Re-Addition of Marks and Photo Copy of Answer Scripts:

For Re-addition of marks and photo copy of the answer scripts, the candidate may apply for the same in the prescribed application form available in the college concern with application fees within 15 days from the date of publication of the result. Here, publication means the date on which the result of the particular candidate has actually been published. For such purpose, all the Principals of the college are to provide prescribed application form of the University to the students of their college downloading from the website of the concerned Universities and receive the said application dully filled by the candidate with the prescribed fee within 15 days from the date of publication of the result. After completion of 15 days from the date of publication of the result, a list of applicants -

Distribution of Marks in Semester End and Continuous Evaluation :**(Irrespective of credit tea course/Paper)**

Course Type	Maximum Marks	Semester End theory Mark	Continuous Evaluation Marks / Sessional	Mid Semester theory Mark	Semester-End and Practical	Mid Semester Practical Mark
Without Practical	100	60	20	20	-	-
With Practical	100	50	10	10	20	10

Distribution of Sessional Marks:

College shall preserve all records of Sessional Examination.

Course Type	Maximum Marks	Mid Semester	Attendance	Surprise Test/Quiz	Assignment Presentation
Without Practical	40	20	Above 95% - 5 Marks	10	05
With Practical	30	(Theory 10+ Practical 10) = 20	84% - 94% - 4 Marks 75% - 84% - 3 Marks	05	Nil

Examination Question Pattern of Term End Examination: The term end theory examination shall be for 100 marks of tree hour's duration, the weightage shall be 50 with practical and 60 without practical.

Question Pattern		With Practical	Without Practical
Part – I – Objective	Answer in MCQ / One Word / Sentence (All are Compulsory)	1x10=10	1x10=10
Part –II – Very Short Type	Answer maximum 50 words. (All are Compulsory)	2x9=18	2x9=18
Part – III – Short Type	Answer maximum 250 words. Answer any 8 out of 10 questions.	5x8=40	5x8=40
Part – IV – Long Type	Answer maximum 800 words. Answer any 4 out of 5 questions.	8x4=32	8x4=32
	TOTAL	100	100
For Practical Paper		One Major Experiment – 10 Record – 05 Viva Voce - 05	

Grading System

Qualification	Grade	Mark Secured from 100	Grade Point	CGPA	Classification for Hons. (Applicable to 4yr Course only)	Classification for pass
Outstanding	"O"	90-100	10	≥ 9.5	First Class Hons.	Pass
Excellent	"A+"	80-89	9	≥ 8.5 - < 9.5		
Very Good	"A"	70-79	8	≥ 7.5 - < 8.5		
Good	"B+"	60-69	7	≥ 6.5 - < 7.5		
Above Average	"D"	50-59	6	≥ 5.5 - < 6.5	Second Class Hons.	
Fair	"C"	45-19	5	≥ 5.0 - < 5.5		
Pass	"D"	40-14	4	≥ 4.0 - < 5.0		
Fail	"F"	Below 40	0	Below 4.0		Fail
Absent	"AB:	00	0			Fail
Malpractice	"M"	00	0			MP

NB.

- ☛ **A candidate has to secured Grade D or above to pass in each of the paper (Individually in Theory, Practical and Project)**
- ☛ **FAIL MP/HARD CASE and Back Paper Clearance candidates In any Semester Examination are not eligible for award of Distinction.**

CALCULATION OF CP, SGPA, CGPA AND PERCENTAGE OF MARK

A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as : SGPA- Semester Grade Point Average, CGPA- Cumulative Grade Point Average

- a) Grade Point- Integer equivalent of each letter grade
- b) CREDIT- Integer signifying the relative emphasis of individual course item(s) in a semester as indicated by the Course structure and syllabus.

CREDIT POINT : CREDIT x GRADE POINT for each course item

CREDIT INDEX : Σ CREDIT POINT of course items in each Semester

$$\text{GRADE POINT AVERAGE} = \frac{\text{CREDIT INDEX}}{\Sigma \text{CREDIT}}$$

Semester Grade Point Average (SGPA) =

$$\frac{\text{CREDIT INDEX for each semester}}{\Sigma \text{CREDIT}}$$

Cumulative Grade Point Average (CGPA) =

$$\frac{\text{CREDIT INDEX of all previous Semesters up to the 6th/8th Semester}}{\Sigma \text{CREDIT}}$$

Case a : Equivalent Percentage of Mark =

$$(\text{CGPA} - 0.50) \times 10 \text{ (for CGPA} > 4.5 \text{ and CGPA} \geq 10)$$

Case b : Equivalent Percentage of Mark =

$$\text{CGPA} \times 10 \text{ (for CGPA} \leq 4.5$$

2% of the total as grace mark subject to maximum of 5 (five) marks in single paper shall be given to pass in a semester. This shall be applicable in each semester.

Application of admission to the Examination :

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.

Candidate who has earned the certificate mentioned in Regulation 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.

The fees payable for registration/admission to any examination under these regulations shall be as may be prescribed from time to time.

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).

Publication of Results :

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.

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

Award of Degree :

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.

Repeat Examination:

A student has to clear back paper(s) (if failed) by appearing at subsequent/alternate semester examinations within six academic years from the year/session of admission. A student may appear in improvement (having passed in that paper) in any number of papers ONLY ONCE in the next semester.

Improvement of Class

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,

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

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 two hours duration for 100 marks, and one 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 30% 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

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

	SUBJECTS :	MARKS
i.	English	100
ii.	M.I.L. (Odia/Telugu/Hindi/Alt. Eng/Sans)	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 35%.

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 boarder 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

1. Attendance	Rs	10.00
2. Athletic	Rs.	50.00
3. Cultural (for two years)	Rs.	30.00
4. Examination	Rs.	50.00
5. SCR	Rs.	10.00
6. Calendar	Rs.	50.00
7. D S A	Rs.	5.00
8. Drama	Rs.	15.00
9. J R C	Rs.	30.00
10. Magazine	Rs.	100.00
11. Proctorial	Rs.	6.00
12. Time Table	Rs.	10.00
13. S S G	Rs.	2.00
14. S A F	Re.	10.00
15. T W F	Re.	1.00
16. S I S	Rs.	2.00
17. Commemoration	Rs.	5.00
18. Reading Room	Rs.	50.00
19. Scout	Rs.	12.00
20. Furniture	Rs.	15.00
21. Cycle token	Rs	20.00
22. N C C	Rs.	5.00
23. Odia Sahitya Samaj	Rs.	2.00
24. Humanities Society	Rs.	5.00
25. Science Society	Rs.	5.00
26. Commerce Society	Rs.	5.00
27. Sports Council	Rs.	110.00
28. Cultural fee of Berhampur University	Rs.	45.00
29. Identity Card	Rs.	50.00
30. Library Deposit	Rs.	40.00
31. Laboratory Deposit (+3 Students)	Rs.	30.00
32. Laboratory Deposit (P. G. Students)	Rs.	30.00
33. Registration & Recognition fee	Rs.	200.00

34. Late fee (University admission) (for P.G.)	Rs. 200.00
35. Fee for duplicate Identity card	Rs. 100.00
36. Development fee	Rs. 1000.00
37. Social Service fees	Rs. 20.00
38. Campus Sanitization	Rs. 250.00
39. Infrastructure Maintenance	Rs. 250.00
40. OSS	Rs. 2.00
41. Seminar fee IQAC	Rs. 200.00

MONTHLY TUITION FEE

1. +3 Arts / Commerce (Honours)	Rs. 120.00
2. +3 Science (Hons.)	Rs. 132.00
3. P.G. Odia/Eco./Math & Commerce	Rs. 144.00
4. P.G. Chemistry/L.Sc.	Rs. 168.00
5. Admission fee (Equal to college fee)	Rs. -
6. Medical Exam. fee	Rs. 1.00
7. T C Fee / Duplicate T C Fee	Rs. 3.00
8. Search Fee	Rs. 1.00
9. Hostel Seat Rent (Montly)	Rs. 5.00
10. Hostel Admission fee	Rs. 2.00

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

1. Attendance	Rs. 10.00
2. Athletic	Rs. 50.00
3. Union	Rs. 15.00
4. Examination	Rs. 100.00
5. S. C. R.	Rs. 10.00
6. Calendar	Rs. 50.00
7. D.S.A.	Rs. 5.00
8. Drama	Rs. 15.00
9. J.R.C.	Rs. 30.00
10. Magazine	Rs. 100.00
11. Proctorial	Rs. 6.00
12. Timetable	Rs. 10.00
13. S. S. G	Rs. 2.00
14. S. A.F.	Re. 1.00
15. T. W. F.	Re. 1.00

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16. S. I. S.	Rs. 2.00
17. Commemoration	Rs. 5.00
18. Reading Room	Rs. 50.00
19. Scout	Rs. 12.00
20. Furniture	Rs. 15.00
21. Cycle token	Rs. 20.00
22. N. C. C.	Rs. 5.00
23. Odia Sahitya Samaja	Rs. 2.00
24. Humanities Society	Rs. 5.00
25. Science Society	Rs. 5.00
26. Commerce Society	Rs. 5.00
27. Sports Council	Rs. 110.00
28. Cultural fee of Berhampur University	Rs. 45.00
29. Identity Card	Rs. 50.00
30. Library deposit	Rs. 40.00
31. Laboratory deposit (+3 Students)	Rs. 30.00
32. Laboratory deposit (P.G. Students)	Rs. 30.00
33. Registration & Recognition fee	Rs. 200.00
34. Late fee (University admission) (for PG)	Rs. 200.00
35. Fee for duplicate Identity card	Rs. 100.00
36. Development fee	Rs.1000.00
37. Social Service fees	Rs. 20.00
38. Campus Sanitization	Rs. 250.00
39. Infrastructure Maintenance	Rs. 250.00
40. OSS	Rs. 2.00
41. Seminar fee IQAC	Rs. 200.00

MONTHLY TUITION FEE

1. +3 Arts / Commerce (Honours)	Rs. 120.00
2. +3 Science (Hons.)	Rs. 132.00
3. P. G. Odia/Eco./Math & Commerce	Rs. 144.00
4. P.G. Chemistry/L.Sc	Rs. 168.00
5. Admission fee (Equal to college fee)	Rs. -
6. Medical Exam. fee.	Rs. 1.00
7. T.C. Fee/Duplicate T.C. Fee.	Rs. 3.00

8. Search Fee.	Rs.	1.00
9. Hostel Seat Rent (Monthly)	Rs.	5.00
10. Hostel Admission fee	Rs.	2.00

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.	Re. 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	Re. 1.00
10. Electrify and water Charges	Rs. 15.00
11. Hostel Establishment (Annual)	Rs. 310.00
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. 310.00
2. Electricity and Water Tax	Rs. 180.00
3. Common Room fee	Rs. 10.00
Total :	Rs. 500.00

D) MONTHLY ESTABLISHMENT DUES FOR WOMENS HOSTEL

1. Hostel & Mess Establishment	Rs. 420.00
2. Electricity and Water Tax	Rs. 270.00
3. Common Room fee	Rs. 10.00
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

1. **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 Junior Merit for +2 students (Rs.3000/-per year), Senior Merit +3 students (Rs.5000/- per year), PG merit (Rs.10000/- per year).
2. **National Scholarship Scheme** : Students who have secured more than 70% of marks in the aggregate in the Annual H.S.C Examination are eligible. But students whose parents' annual income exceeds Rs. 25000/- are not entitled to the Scholarship.

However they are eligible for cash Prize of Rs. 100/- along with a Merit Certificate. This scheme is also applicable for UG students.

3. **National Loan Scholarship :** Students securing 50% and above marks in aggregate in their last qualifying examinations, provided their parents' annual income does not exceed Rs. 25000/-.
4. **Loan Stipend :** Students whose parents or guardians income does not exceed Rs. 60,000/- per annum and are prosecuting post Graduate courses are eligible for loan stipend from the Odisha. Loan stipend funds, Students should have secured 60% aggregate marks in the qualifying Examination.
5. **PRERANA :** All eligible ST/SC/OBC/SEBC/EBC (Economically Backward Class) students studying at Post- Matriculation courses can submit online application for availing the Post Matric Scholarship in the website: mpsc.mp.nic.in/scholarships.
6. **National Science Talent Search Scheme :** This Scholarship is awarded on the basis of a Competitive examination held at National Level
7. **Scholarship for Teachers Children :** It is awarded to the children of Primary & Secondary School Teachers on all Orissa basis whose aggregate of marks at Annual HSC Examination is 60% and above.
8. **Scholarships for the Children of Freedom Fighters :** The children of dependents of the freedom fighters studying in the college are eligible to get this scholarship.
9. **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 <http://documents.gov.in/OR/9735.pdf>.
10. **Hindi Scholarships :** Students belonging to non-Hindi Speaking areas who have secured at least 50% of marks in Hindi in the last qualifying examination are eligible. The Scholarship amount is Rs. 300/- per Month for +2 students & Rs. 500/- per Month for +3 students.
11. **Aid to the Children of Ex-Servicemen :** Aid is provided by the State Government to the children of Ex-serviceman.
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 Studentship** : 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 everyday. 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 actions 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 falls on authorised holiday, it should be returned to the library on next working day.
8. All books belonging to the library and in the possession of borrowers should be returned to the library before the college closes for the long vacations or before the date notified for the purpose. However a member of the teaching staff can take books on the requisitions granted by the Principal.
9. Whoever might have a library books in possession should return it to the library whenever he receives a requisition notice for the book from the librarian.
10. Books borrowed from the library must be returned to the librarian only.

Members of teaching staff are also expected to promote the observance of this rule whenever they are in the library and to report to the Principal the cases of deliberate disobedience and misbehavior. All talking except what is absolutely necessary is forbidden inside the library.

22. An unauthorised person who tries to force his way into the library may be turned out by the library staff.
23. A borrower against whom any over due or other charge is outstanding shall not be allowed to borrow books from the library.
24. No book will be issued to a student if he/she fails to produce his/ her identity card. If a student loses his library card another card will be issued to him on application and payment of 50 paisa.
25. For student who do not return the library book within the time allowed, a fine of 20 paisa per book will be charged for each day of delay The librarian shall submit to the Principal on the 7th day of every month a list of such defaulters of the previous month.
26. When a book is lost/damaged by the borrower it should be replaced by a new as per specification entered in accession register. Ten times the current price of the book lost/ damaged will be realised from the borrower if the book is not replaced. If the lost book is one of the set or series ten time the current cost of the whole set or series will be realised from the borrower. This rule governs ail the borrowers of the library including staff and students
"Damage" of the books includes such action on the part of borrower like mutilation or disfiguring in any manner in any portion of the book any/or and other such actions as determined by the Librarian which is tantamount to other term "Damage".
27. Borrowers holding books for more then 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. Women's Hostel | 50 |
| 4. | S.K.C.G. New Women's Hostel | 100 |

1. ADMISSION

- a) 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 first 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 new students will be given priority over those who have been in the hostel for some time.

2. CONTROL :

- a) Students living in the hostel will be considered to be under the direct control of the superintendent not only during their 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 :

- i) The hostel mess is controlled by the ASSISTANT SUPERINTENDENT 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. Thereafter, 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 lungi 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.

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.

5) 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.

6. 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.

7. 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.

8. 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 borders 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.
- c) Boarders entering in to the Common Room should be properly dressed.

9. 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.

10. 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.

11. 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.

13. 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.

14. 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.

15. 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 :

- d) Any member of College Union is eligible for the office of Secretary of the Union.
- e) 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.
- f) 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.
- g) 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 outgoing 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. Junior College 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 consultation 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.

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.

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 from July to March. The recommendation of the committee is provisional and a special committee constituted by the Principal for the 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 from among the boy students of the college)
- ii) 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(II), +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 all 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 from 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-fee 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 his\ 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 at beginning along with the annual fees of the College / Session.

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/- Eye or permanent total
to 10,000/- for different specified disablement or permanent
categories of disablement. 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 mean :

- 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 80 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 four 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 appointed by the Principal 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 responsibly .
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. 5/- 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 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.



CHAPTER - VIII

MEMBERS OF THE TEACHING STAFF

(A) SKCG (AUTONOMOUS) COLLEGE

Dr. Jeetendranath Patnaik, M.Sc, Ph.D.

Principal I/C

A) Department of Botany

- | | |
|-------------------------------|-----------------|
| 1. Miss Deeptimayee Panigrahi | Asst. Professor |
| 2. Dr. Ranjan Kumar Padhy | Asst. Professor |

B) Department of Chemistry :

- | | |
|-----------------------------|-----------------|
| 1. Dr. R.K.Samal | Asst. Professor |
| 2. Dr. Ganeswar Sahu, | Asst. Professor |
| 3. Dr. Sunasira Misra | Asst. Professor |
| 4. Dr. Anupama Sahoo | Asst. Professor |
| 5. Dr. Satish Samantaray | Asst. Professor |
| 6. Sri Paita Sabar | Asst. Professor |
| 7. Sri Bidyadhar Sethy | Asst. Professor |
| 8. Sri Ranjit Kumar Madkani | Asst. Professor |
| 9. Smt. Rajalaxmi Panda | Lecturer |

C) Department of Commerce

- | | |
|-------------------------------|-----------------|
| 1. Dr.Sandeepan Banerjee | Asst. Professor |
| 2. Sri Siba Prasad Sethi | Asst. Professor |
| 3. Sri Sumant Bahera | Asst. Professor |
| 4. Dr. Subhendu Kumar Pradhan | Asst. Professor |
| 5. Sri S.C. Khuntia (Adhoc) | Lecturer |

D) Department of Economics

- | | |
|-----------------------------|-----------------|
| 1. Dr. Priyabrata Satapathy | Asst. Professor |
| 2. Miss Santoshi Pradhan | Asst. Professor |
| 3. Lt. Kusha Kanhar | Asst. Professor |
| 4. Dr. Sanjaya Kumar Sahoo | Lecturer |

E) Department of English :

- | | |
|--------------------------------|-----------------|
| 1. Dr. Biswa Ranjan Sahoo | Asst. Professor |
| 2. Dr. Sanat Kumar Lenka | Asst. Professor |
| 3. Miss Komalsikha Mallick | Lecturer |
| 4. Sri Ramahari Karji, (Adhoc) | Lecturer |

F) Department of Geography :

- | | |
|-------------------------------|-----------------|
| 1. Sri Pulak Chandra Phillips | Asst. Professor |
| 2. Dr. S T Rehman | Asst. Professor |
| 3. Miss Urmila Badamundi | Asst. Professor |
| 4. Sri Archishman Sardar | Asst. Professor |

G) Department of Hindi :

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

H) Department of History :

- | | |
|-----------------------------|-----------------|
| 1. Sri Radhakant Bhuyan | Asst. Professor |
| 2. Dr. Sourav Kumar Mohanta | Asst. Professor |
| 3. Smt. Sujata Gamango | Lecturer |

I) P.G. Department of Life Science:

- | | |
|---------------------------------|-----------------|
| 1. Dr. Subhashree Priyadarshini | Asst. Professor |
|---------------------------------|-----------------|

J) Department of Mathematics :

- | | |
|---------------------------|-----------------|
| 1. Dr. Aswini Kumar Rauta | Asst. Professor |
| 2. Sri Mukteswar Wadaka | Asst. Professor |
| 3. Sri Rajendra Giri | Asst. Professor |
| 4. Sri Ajay Kumar Raita | Asst. Professor |
| 5. Dr. Manasi Sahukar | Asst. Professor |

K) Department of Odia :

- | | |
|------------------------------|-----------------|
| 1. Dr. Biplab Ranjan Pradhan | Asst. Professor |
| 2. Dr. Charuprabha Nayak | Asst. Professor |

L) Department of Physics

- | | |
|-----------------------------|-----------------|
| 1. Smt. Nibedita Sasmal | Asst. Professor |
| 2. Sri Sukanta Kumar Behera | Asst. Professor |
| 3. Dr. Paramananda Jena | Asst. Professor |
| 4. Sri Madhusudan Sabar | Asst. Professor |
| 5. Dr. Dillip Kumar Nandy | Asst. Professor |
| 6. Sri Dibakar Bauri | Asst. Professor |
| 7. Dr. Alaka Panda | Lecturer |

M) Department of Political Science :

- | | |
|-----------------------|----------|
| 1. Sri Tripathi Murmu | Lecturer |
| 2. Dr. Baidyanath Das | Lecturer |

N) Department of Sanskrit :

- | | |
|--------------------------|-----------------|
| 1. Dr. Bighneswar Mishra | Asst. Professor |
|--------------------------|-----------------|

O) Department of Telugu :

1. Vacant

P) Department of Zoology :

- | | |
|-------------------------|-----------------|
| 1. Dr. T. Sarita Achari | Asst. Professor |
| 2. Dr. Kananbala Patra | Asst. Professor |
| 3. Dr. Kiranbala Bhuyan | Asst. Professor |

(B) S.K.C.G JUNIOR COLLEGE

A) Department of Botany :

1. Vacant

B) Department of Chemistry :

1. Vacant

C) Department of Commerce :

1. Vacant

D) Department of Economics :

1. Vacant

E) Department of English :

1. Vacant

F) Department of Geography :

1. Vacant

G) Department of Hindi :

1. Vacant

H) Department of History :

1. Vacant

I) Department of Home Science :

1. Vacant

J) Department of Logic :

1. Vacant

K) Department of Mathematics :

1. Vacant

L) Department of Odia :

1. Vacant

M) Department of Physics :

1. Vacant

N) Department of Political Science :

1. Vacant

O) Department of Sanskrit :

Vacant

P) Department of Statistics :

Vacant

Q) Department of Zoology :

1. Vacant

(The list is prepared strictly not according to seniority)

DEMONSTRATORS/LABORATORY ASSISTANT**CUM STORE KEEPER****Department of Botany :**

1. Sri Obodia Bhuyan
2. Sri Alok Nath Sahoo

Department of Zoology :

1. Sri Santosh Kumar Patnaik
2. Miss Smrutimayee Patra

Department of Physics :

1. Sri Bilu Sabar
2. Smt. Sonali Dalai

Department of Chemistry :

1. Sri Rama Krushna Panda

Department of Geography :

Vacant

Department of Life Science :

Vacant

Department of Home Science :

Vacant

OFFICE STAFF

- | | |
|----------------------------|-----------------|
| 1. Sri Devi Prasad Panda | Section Officer |
| 2. Sri Venkateswar Behera | Jr. Assistant |
| 3. Sri Sanjay Kumar Behera | Jr. Assistant |
| 4. Sri Somanath Bhuyan | Attendant |
| 5. Sri Anuse Sabar | Attendant |

LIBRARY STAFF

- | | |
|----------------------|----------------|
| 1. Sri Prasad Behera | Lib. Attendant |
|----------------------|----------------|

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

1. Sri Niranjana Behera, PET

Department of Geography :

1. Miss Dharitri Behera Attendant

Department of Home Science:

1. Miss Dharitri Behera Attendant

Department of Botany :

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

Department of Chemistry :

1. Sri Debasish Pradhani Lab. Attendant

Department of Physics :

1. Sri Shyam Sundar Soren, Matric,ITI Jr. Mechanic

Department of Zoology :

1. Sri Bikram Pamulu Specimen Collector

Department of Life Science :

1. Vacant

Department of Automobile Mech:

1. Vacant

Department of Pisciculture:

1. Vacant

(The list is prepared strictly not according to seniority)

COMMON HOLIDAYS LIST FOR THE CALENDAR YEAR 2025

Sl. No.	Occasion	Date	Day	No of Holidays excluding Sundays
1	New Year's Day	01.01.2025	Wednesday	1
2	Makar Sankranti	14.01.2025	Tuesday	1
3	Subash Chandra Bose Jayanti / Vir Surendrasai Jayanti	23.01.2025	Thursday	1
4	Maha Shivaratri	26.02.2025	Wednesday	1
5	Panchayati Raj Divas	05.03.2025	Wednesday	1
6	Dola Purnima	14.03.2025	Friday	1
7	Holi	15.03.2025	Saturday	1
8	Id-ul-Fitre	31.03.2025	Monday	1
9	Utkal Divas	01.04.2025	Tuesday	1

10	Maha Visuva Sankranti / Dr. B.R.Ambedkar Jayanti	14.04.2025	Monday	1
11	Good Friday	18.04.2025	Friday	1
12	Summer Vacation	05.05.2025 to 16.06.2025	Monday to Monday	37 (Excluding 6 Sundays)
13	Ratha Yatra	27.06.2025	Friday	1
14	Bahuda Yatra	05.07.2025	Saturday	1
15	Jhulana Purnima	09.08.2025	Saturday	1
16	Independence Day/ Janmastami	15.08.2025	Friday	1
17	Ganesh Chaturthi	27.08.2025	Wednesday	[
18	Nuakhai	28.08.2025	Thursday	1
19	B'day of Prophet Mohammad	05.09.2025	Friday	1
20	Puja Vacation	29.09.2025 to 08.10.2025	Monday to Wednesday	9 (Excluding 1 Sunday)
21	Diwali	21.10.2025	Tuesday	1
22	Anla Nabami	31.10.2025	Friday	1
23	Bada Osha	04.11.2025	Tuesday	1
24	Rahas Purnima	05.11.2025	Wednesday	1
25	Prathamastami	12.11.2025	Wednesday	]
26	X-Mass Day	25.12.2025	Thursday	1
27	Local Holiday			2

Total number of Holidays 72

LIST OF OPTIONAL HOLIDAY - 2025

Sl. No.	Occasion	Date	Day	No of Holidays excluding Sundays
1	Guru Govind Singh Birthday	06.01.2025	Monday	1
2	Foundation Day of Brahmo Samaj	25.01.2025	Saturday	1
3	Sab - e- Quadar	28.03.2025	Friday	1
4	Easter Saturday	19.04.2025	Saturday	1
5	Birthday of Raja Ram Mohan Ray	22.05.2025	Thursday	1
6	Christmas Eve	24.12.2025	Wednesday	1

The State Government employees may avail one optional holiday on any of the occasions as listed above.

EXTRA CURRICULAR ACTIVITIES

- | | | |
|----|---|--|
| 1. | Secretary, Staff Council
Asst. Secretary, Staff Council | 1) Prof. Radhakanta Bhuyan (Hist)
2) Sri Tripathi Murmu (Pol Sc.)
Support Staff: Sri Devi Prasad Panda |
| 2. | Administrative Bursar (Gaz. & Non-Gaz)
Asso. Administrative Bursar | 1) Dr. Ramakanta Samal (Chem)
2) Dr Aswini Kumar Rauta (Math)
Support Staff: Sri Ajit Kumar Patnaik |
| 3. | Nodal Officer All HSS Affairs | 1) Sri Pulak Chandra Phillips (Geography) |
| 4. | Accounts Bursar
Associate Asst. Bursar | 1) Dr. Sumanta Behera (Com)
(All Financial Both +2 and UG/PG)
2) Dr. Priyabrata Satapathy (Eco)
3) Prof. Rajendra Giri (Math)
(DCR both +2 and UG/PG)
Support Staff: Sri Sanjay Kumar Behera |
| 5. | Academic Bursar
Associate Academic Bursars | 1) Sri Sukanta Kumar Behera (Phy)
(UG & PG)
2) Dr. Aswini Kumar Rauta (Math) (HSS)
3) Dr. Subhashri Priyadarshini (Life Sc.)
4) Dr. Dillip Kumar Nandy (Phy)
Support Staff: Sri Devi Prasad Panda |
| 6. | Controller of Examinations
Deputy Controller of Examination
Officer on Special Duty | 1) Dr. Bighneswar Mishra (Sans)
2) Dr. Sanjaya Kumar Sahoo (Eco)
3) Sri Paita Sabar (Chem)
4) Sri Achishman Sardar (Geog)
Support Staff: Sri Brajananda Patnaik |
| 7. | Examination
UG & PG | Examinations to be conducted by the
Controller section OIC Examinations:-
1) Dr. Satish Samantaray (Chem)
2) Sri Madhusudan Sabar (Phy)
3) Dr Durga Prasad Biswal (Bot)
(Issue of CLC, Migration & Certificate
and other Misc activities related to
students and Examination)
Support Staff: Sri Ghasia Parida |
| | HSS | 1) Shri Pulak Chandra Phillips (Geog)
2) Shri T. Murmu (Pol.Sci),
3) Dr. Kiranbala Bhuyan (Zool)
4) Ms Laxmi Devi (VT)
5) Sri Sworaj Kumar Jena (VT) |

- (Conduct of Class examination, office Correspondence including issue of CLC, Migration Certificate and other Misc. activities)
Support Staff: Sri Ghasia Parida
8. OIC Time table:
UG & PG
- 1) Dr. Sumanta Behera (Com)
 - 2) Dr. Sunasira misra (Chem)
 - 3) Dr Biplab Ranjan Pradhan (Odia)
 - 4) Sri Ajay Raita (Math)
 - 5) Ms Urmila Badamundi (Geog)
 - 6) Dr Ranjan Kumar Padhy (Bot)
- Support Staff: Sri Venketeswar Behera
- HSS
- 1) Dr Alaka Panda (Phy)
 - 2) Dr. Sanjaya Kumar Sahoo (Eco)
 - 3) Miss Komalsikha Mallick (Eng)
 - 4) Sri Subash Ch Khuntia (Com)
- Support Staff: Sri Venketeswar Behera
9. OIC, Library
Associate OICs
- 1) Sri Pulak Chandra Phillips (Geog)
 - 2) Dr. Biswaranjan Sahoo (Eng)
 - 3) Miss Santoshi Pradhan (Eco)
 - 4) Dr. Manasi Sahukar (Math)
 - 5) Dr. T. Sunita Achari (Zoo)
 - 6) Dr. Subhendu Kumar Pradhan
 - 7) Miss Komalsikha Mallick (Eng)
10. Purchase Committee
- 1) Prof. Radhakanta Bhuyan (Hist)
 - 2) Dr. Ramakanta Samal (Chem)
 - 3) Smt Panasa Neeraja (Home Sc)
 - 4) Dr Bighneswar Mishra (Sans)
 - 5) Smt. Nibedita Sasmal (Phy)
 - 6) Shri Sukant Behera (Phy)
 - 7) Dr. Sumanta Behera (Com)
 - 8) Dr Priyabrata Satapathy (Eco)
- Support Staff: Sri Ajit Kumar Patnaik
11. College Development Officer
Associate Officers
- 1) Sri Tripathi Murmu, Development Officer
 - 2) Dr. S T Rehman Development Officer
(External Liaison & Communications)
 - 3) Sri Bidyadhar Sethy
- Support Staff : Sri Ajit Kumar Patnaik
12. Development Committee
(General & Autonomous)
- 1) Prof. Radhakanta Bhuyan (Hist)
 - 2) Dr. Ramakanta Samal (Chem)

- 3) Smt Panasa Neeraja (Home Sc)
- 4) Dr. Bighnewar Mishra (Sans)
- 5) Shri Sukant Behera (Phy)
- 6) Dr. S T Rehman (Geog)
- 7) Dr. Alaka Panda (Phy)
- Support Staff : Sri Ajit Kumar Patnaik
13. Finance Committee
 - 1) Principal Chairman
 - 2) Dr. Amiya Kumar Parichha (GB Nominee)
 - 3) Dr. Bighneswar Mishra (Sans.) Member
 - 4) Dr. Sumanta Behera (Comm.) Convenor
 Support Staff: Sri Ajit Kumar Patnaik
14. College Autonomous Examination Committee
 - 1) Principal Chairman
 - 2) Prof. Radhakanta Bhuyan (Hist)
 - 3) Controller of Examination- Convener
 - 4) Accounts Bursar
 - 5) Academic Bursar
 - 6) All HODs (Member)
 Support Staff : Sri Brajananda Patnaik
15. Anti-Ragging and Sexual Harassment Cell
 - 1) Prof. Radhakanta Bhuyan (Hist)
 - 2) Smt. Panasa Neeraja (Home Sc)
 - 3) Dr. Sumanta Behera (Com)
 - 4) Dr. Manasi Sahukar (Math)
 - 5) Dr. Subhendu Kumar Pradhan (Com)
 - 6) Dr. T. Sarita Achary (Zool)
 - 7) All Superintendents of different Hostels
 Support Staff: Sri Venketeswar Behera
16. Institutional Development Committee
 - 1) Principal Chairman
 - 2) Prof Radhakanta Bhuyan (Hist)
 - 3) Representative of PWD/RD
(Not below the rank of Asst. Engineer)
 - 4) Dr. Sumanta Behera (Com) Accounts Bursar
Two members of teaching staff
 - 5) Dr. Ramakanta Samal (Chem)
 - 6) Smt. Panasa Neeraja (Home Sc)
 - 7) Sri S.P. Sethy (Com)
 - 8) Dr. Bighneswar Mishra (Sans.) Co-ordinator
 Support Staff: Sri Rajesh Behera
17. College Planning Board
 - 1) Administrative Bursar
(Dr. Ramakanta Samal) (Chem)

- | | |
|--|--|
| | 2) Asso. Admn Bursar
(Dr. Aswini Kumar Rauta) (Math) |
| | 3) COE (Dr. Bighneswar Mishra) (Sans) |
| | 4) OIC Library
(Sri Pulak Ch Phillips) (Geog) |
| | 5) Accounts Bursar
(Dr. Sumanta Behera) (Com) |
| | 6) Academic Bursar
(Sri Sukanta Ku Behera) (Phy) |
| | 7) Dr Kiranbala Bhuyan (Zool)
Support Staff : Sri Devi Prasad Panda |
| 18. OIC, SAMS
Associate Officers | 1) Prof R.K. Bhuyan (UG & P.G)
2) Smt. Rajalaxmi Panda (Chem) (HSS)
3) Dr Subhendu Kumar Pradhan (Com):
AEDP (Apprenticeship Embedded
Degree Program)
Support Staff : Sri Rajesh Behera |
| 19. Admission In-Charge | 1) Dr. S T Rehman (Geo) (UG & PG)
2) Dr. Sunasira Misra (Chem) (UG & PG)
3) Dr. K. B. Bhuyan (Zool) (HSS)
4) Prof. Triapthi Murmu (Pol. Sc.) (HSS)
5) Dr. Subhendu Kumar Pradhan (Com): AEDP
Support Staff : Sri Rajesh Behera |
| 20. Committee for
SAMS Affairs (HSS, UG & PG) | 1) Principal Chairman
2) Prof R.K. Bhuyan
3) Dr. Sunasira Misra (Chem)
4) Prof. Triapthi Murmu (Pol Sc)
5) Dr. S T Rehman (Geo)
6) Miss Santoshi Pradhan (Eco)
7) Administrative Bursar
8) Accounts Bursar
9) Academic Bursar
10) All Heads of the Departments
Support Staff : Sri Rajesh Behera |
| 21. OIC, College Calendar | 1) Dr. Bighneswar Mishra (Sans)
2) Dr. Kananbala Patra (Zoo)
Support Staff: Sri Venketeswar Behera |
| 22. OIC, Cycle stand & Canteen | 1) Dr. Satish Samantray (Chem)
2) Shri Bidyadhar Sethy (Chem)
Support Staff: Sri Venketeswar Behera |

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23. OIC, College Magazine
 - 1) Dr. Bighneswar Mishra (Sans)
 - 2) Dr. Biswa Ranjan Sahoo (Eng)
 - 3) Dr. Biplab Ranjan Pradhan (Odia)
 - 4) Dr. T. Sarita Achari (Zool.)
 - 5) Dr. Anupam Sahoo (Chem)Support Staff: Sri Venketeswar Behera
24. OIC, Legal Matters
 1. Dr. Ramakanta Samal (Com)
 2. Dr. Biswa Ranjan Sahoo (Eng)
 3. Dr. S T Rehman (Geog)Support Staff: Sri Venketeswar Behera
25. Internal Auditor (College Accounts)
 - 1) Dr. Priyabrata Satapathy (Eco)
 - 2) Dr. Subhendu Kumar Pradhan (Com)
 - 3) Sri Subash Chandra Khuntia (Com)Support Staff: Sri Sanjay Kumar Behera
26. Internal Auditor (All Hostels)
 - 1) Dr. Sumanta Behera (Com)
 - 2) Sri Subash Ch. Khuntia (Com)Support Staff: Sri Anuse Sabar
27. Gajapati Memorial Lectures
 - 1) Dr. Biplab Ranjan Pradhan (Odia)
 - 2) Dr. Sanat Kumar Lenka (Eng)
 - 3) Ms. Kananbala Patra (Zool.)
 - 4) Dr. Subhendu Kumar Pradhan (Com)Support Staff: Sri Devi Prasad Panda
28. OIC Empowerment of Minority Cell
 - 1) Prof Radhakanta Bhuyan (Hist)
 - 2) Shri Siba Prasad Sethy (Com)
 - 3) Shri Madhusudan Sabar (Phy)
 - 4) Dr. Kiranbala Bhuyan (Zool)
 - 5) Sri Dibakar Bauri (Phy)Support Staff : Sri Venketeswar Behera
29. OIC, Proctorial (Mentor-Mentee Cell) HSS, UG and P.G
 - 1) Dr. Subhashri Priyadarshini (Life Sc.)
 - 2) Dr. Baidyanath Dash (Pol Sc)
 - 3) Sri Rajendra Giri (Math)
 - 4) Dr. Ranjan Kumar Padhy (Bot)
 - 5) Dr Kiranbala Bhuyan (Zool.)
 - 6) Sri Ranjit Kumar Madkami (Chem)Support Staff : Sri Venketeswar Behera
30. Bus & Railway Concession
 - 1) Sri Madhusudan Sabar (Phy)
 - 2) Shri Paita Sabar (Chem)
 - 3) Sri Kusha Kanhar (Eco)Office Staff : Sri D.P. Panda

- | | |
|---|---|
| 31. OIC, Scholarship | <ol style="list-style-type: none"> 1. Prof Dibakar Bauri, (Phy) Nodal Officer 2. Dr Alaka Panda (OIC) All Scholarship (+2) 3. Miss Komalsikha Mallick (Eng)
Fakir Mohan Scholarship 4. Dr. Biplab Ranjan Pradhan (Odia),
Post Matric Scholarship (UG & PG) 5. Sri Tripathi Murmu (Pol Sc),
Post Matric Scholarship (+2) 6. Smt. Rajalaxmi Panda (Chem),
Jr. Merit Scholarship (+2) 7. Dr. Anupama Sahoo (Chem),
Sr. Merit Scholarship (UG&PG) 8. Dr. Baidyanath Dash (Pol Sc),
Senior Merit Scholarship 9. Dr. Aswini Kumar Rauta (Math),
Gopabandhu Scholarship 10. Sri Pulak Chandra Phillips (Geog), (NSP +2) 11. Sri Sukanta Kumar Behera (Phy),
(NSP UG&PG) 12. Sri Ajay Kumar Raita (Math),
Pathani Samanta 13. Sri Ramahari Karji (Eng), Nirman Sramik (+2) 14. Dr. Ranjit Kumar Madkami (Chem),
Nirman Sramik (UG)
Support Staff: Sri Rajesh Behera |
| 32. Student Grievance Redressal
Cell (SGRC) & Discipline
Committee-cum- Squad | <ol style="list-style-type: none"> 1) Prof Radhakanta Bhuyan (Hist) 2) Dr. Ramakanta Samal (Administrative Bursar) 3) Dr. Sumanta Behera (Com) 4) Dr. Aswini Kumar Rauta (Math) 5) Lt. Kusha Kanhar (Eco) 6) Dr. Ranjan Kumar Padhy (Bot) 7) Dr. Durga Prasad Biswal (Bot) 8) Sri Paita Sabar (Chem) 9) Sri Bidyadhar Sethy (Chem) 10) Sri Ramahari Kirjee (Eng) 11) Ms Komalsikha Mallick (Eng) 12) Sri Niranjan Behera (PET)
Support Staff : Sri Venketeswar Behera |
| 33. OIC, Conduct of competitions
(other than college competition) | <ol style="list-style-type: none"> 1) Dr. S T Rehman (Geog) 2) Sri Ranjit Kumar Madakami (Chem) |

- | | |
|--------------------------------------|---|
| | 3) Miss Komalsikha Mallick (Eng) |
| | 4) Shri Ramahari Karji (Eng) |
| | Support Staff : Sri Venketeswar Behera |
| 34. NCC | 1) Lt. Kusha Kanhar (Eco) |
| | Support Staff: Sri Devi Prasad Panda |
| 35. OICs, Rovers & Rangers | 1) Dr. Baidya Nath Das (Pol. Sc) |
| | 2) Ms. Urmila Badamundi (Geog) |
| | Support Staff: Sri Devi Prasad Panda |
| 36. NSS Programmer Officer (+3 & PG) | 1) Sri Bidyadhar Sethy (Chem) |
| NSS Programmer Officer (+2) | 2) Sri Tripathi Murmu (Pol Sc) |
| | Support Staff: Sri Devi Prasad Panda |
| 37. Youth Red Cross | 1) Dr Biswaranjan Sahoo (Eng.) |
| Convenor Secretary | Support Staff: Sri Devi Prasad Panda |
| 38. OIC, Youth Red Cross Society | 1) Mrs. Nibedita Sasmal (Phy) |
| | 2) Miss Urmila Badamundi (Geo) |
| | 3) Dr. Ajay Kumar Raita (Math) |
| | 4) Dr. Manasi Sahukar (Math) |
| | 5) Sri Paita Sabar (Chem) |
| | Support Staff : Sri Devi Prasad Panda |
| 39. RTI cell | 1) Dr. Ganeswar Sahu (Chem) PIO |
| Right to information cell: | 2) Shri Tripathi Murmu (Pol Sc) APIO |
| | Support Staff : Sri Venketeswar Behera |
| 40. Career Counseling & | 1) Dr. Priyabrata Satapathy (Eco) |
| Career Tracking Cell | Cell Coordinator |
| UG & PG | 2) Dr Ganeswar Sahu (Chem) Asst. Coordinator |
| | 3) Dr. S T Rehman (Geo) Asst. Coordinator |
| | 4) Dr. Anupam Sahoo (Chem) Asst. Coordinator |
| | 5) Dr. Manasi Sahukar (Math) Asst. Coordinator |
| | 6) Dr. Subhendu Kumar Pradhan (Com) |
| | Asst. Coordinator |
| | 7) Dr. Durga Prasad Biswal (Bot) Asst |
| | Support Staff : Sri Venketeswar Behera |
| HSS | 1) Smt. R.L. Panda (Chem) Cell Coordinator |
| | 2) Dr. Alaka Panda (Phy) Asst. Coordinator |
| | 3) Dr. Kiranbala Bhuyan (Zool) Asst Coordinator |
| | 4) Ms Komalsikha Mallick (Eng) Asst Coordinator |
| | Support Staff : Sri Venketeswar Behera |
| 41. College Union | 1) Prof. Radhakanta Bhuyan (Hist) Advisor |
| (Conduct College Elections) | 2) Dr. Ramakanta Samal (Chem) |
| | Associate Advisor |

- 3) Mrs Nibedita Sasmal (Phy) Associate Advisor
 - 4) Dr. Sumanta Behera (Com) Associate Advisor
 - 5) Miss Santoshi Pradhan (Eco)
Associate Advisor
 - 6) Sri Kusha Kanhar (Eco) Associate Advisor
Support Staff : Sri Devi Prasad Panda
42. Cultural Association (HSS)
- 1) Dr. Aswini Kumar Rauta (Math)
 - 2) Dr. Alaka Panda (Phy)
 - 3) Dr. Kiranbala Bhuyan (Zool.)
 - 4) Sri Ramahari Karji (Eng)
Support Staff : Sri Devi Prasad Panda
43. Athletic Club (UG& PG)
- 1) Dr. Sumanta Behera (Com) Vice President
 - 2) Dr. Biswaranjan Sahoo (Eng) Associate VP
 - 3) Dr. Sanat Kumar Lenka (Eng) Associate VP
 - 4) Shri Ajay Raita (Math) Associates VP
 - 5) Ms Santoshi Pradhan (Eco) Associate VP
 - 6) Ms Kananbala Patra (Zool) Ms Associate VP
 - 7) Sri Niranjana Behera (PET)
Support Staff : Sri Sanjay Kumar Behera
44. Athletic Club (HSS)
- 1) Smt. Panasa Neeraja (Home Sc)
Vice President
 - 2) Dr Alaka Panda (Phy) Associates VP
 - 3) Dr. Kiranbala Bhuyan (Zoo) Associates VP
 - 4) Sri Ramahari Karji (Eng) Associates VP
 - 5) Sri Niranjana Behera (PET)
Support Staff : Sri Sanjay Kumar Behera
45. Dramatic Society (UG & P.G)
- 1) Shri Pulak Chandra Phillips (Geog)
 - 2) Dr. Charuprabha Nayak (Odia)
 - 3) Shri Subash Chandra Khuntia (Com)
 - 4) Ms Kananbala Patra (Zool)
 - 5) Miss Santoshi Pradhan (Eco)
 - 6) Sri Ajay Kumar Raita (Math)
 - 7) Dr Ranjan Kumar Padhy (Bot)
Support Staff : Sri Devi Prasad Panda
- (HSS)
- 1) Smt. Rajalaxmi Panda (Chem)
 - 2) Miss Komalsikha Mallick (Eng)
 - 3) Sri Ramahari Karji (Eng)
Support Staff : Sri Devi Prasad Panda
46. Day Scholar Association
- 1) Shri Siba Prasad Sethy (Com)
 - 2) Dr. Sourav Kumar Mohanta (Hist)

- 3) Dr. Sunasira Misra (Chem)
- 4) Miss Subhashree Priyadarshini (Life Sc)
Support Staff : Sri Devi Prasad Panda
47. OIC, Student Common Room (Gents)
 - 1) Dr. Anupama Sahoo (Chem)
 - 2) Dr. Subhendu Kumar Pradhan (Com)
 - 3) Dr. Sanat Kumar Lenka (Eng)
Support Staff : Sri Devi Prasad Panda
48. OIC, Student Common Room (Girls)
 - 1) Miss Urmila Badamundi (Geog)
 - 2) Dr. Manasi Sahukar (Math)
 - 3) Ms. Kananbala Patra (Zool.)
Support Staff : Sri Devi Prasad Panda
49. Humanities Society
OIC & Associates
 - 1) Dr Biswaranjan Sahoo (Eng)
 - 2) Shri Archishman Sardar (Geog)
 - 3) Dr. T. Sarita Achary (Zool.)
 - 4) Dr. Charuprabha Nayak (Odia)
 - 5) Sri Kusha Kanhar (Eco)
Support Staff : Sri Devi Prasad Panda
50. Odia Sahitya Samaj
 - 1) Dr. Biplab Ranjan Pradhan (Odia)
 - 2) Dr. Charuprabha Nayak (Odia)
Support Staff : Sri Devi Prasad Panda
51. Commerce Association
 - 1) Shri Siba Prasad Sethi (Com)
 - 2) Dr. Sumanta Behera (Com)
 - 3) Dr. Subhendu Kumar Pradhan (Com)
 - 4) Shri S.C. Khuntia (Com)
Support Staff: Sri Venketesh Behera
52. OIC & Associates, Society for
Science & Environment & Eco-Club
 - 1) Prof. Nibedita Sasmal (Phy)
 - 2) Dr. Ganeswar Sahu (Chem)
 - 3) Dr. Subhashri Priyadarshini (Life Sc)
 - 4) Ms. Kananbala Patra (Zoo)
 - 5) Sri Rajendra Giri (Math)
 - 6) Dr. Durga Prasad Biswal (Bot)
Support Staff : Sri Devi Prasad Panda
53. OIC, Self-Financing Course
 - 1) Prof. R.K. Bhuyan (Hist) Coordinator
 - 2) Shri Rajendra Giri (Math) Asst. Coordinator
Support Staff : Sri Rajesh Behera
54. OIC, College Furniture
 - 1) Dr. Sumant Behera (Com)
 - 2) Dr. Satish Samantaray (Chem)
 - 3) Dr. Dillip Nandy (Phy)
 - 4) Sri Paita Sabar (Chem)
Support Staff : Sri Venketeswar Behera

55. Hostel Superintendents
S.K.C.G. Hostel
P.M.N. Hostel
G.C.G. Women's Hostel
S.K.C.G. New Women's Hostel
P.M.N. New Girl's Hostel
- 1) Dr S T Rehman (Geog), Supdt.
2) Dr Priyabrata Satapathy (Eco), Dy. Supdt.
Manager : Sri Santosh Kumar Patnaik (LASK)
1) Sri Madhusudan Sabar (Phy), Supdt.
2) Sri Ramahari Karji (Eng), Dy. Supdt.
Manager : Sri Billu Sabar (LASK)
1) Mrs Nibedita Sasmal (Phy), Suptd.
2) Smt. Rajalaxmi Panda (Chem) Dy. Supdt.
Manager : Sri Sanjay Kumar Behera
1) Dr Subhashree Priyadarshini (Life Sc) Supdt.
2) Miss Komalsikha Mallick (Eng), Dy. Supdt.
Manager : Sri Ajit Kumar Patnaik
1) Dr. Alaka Panda (Phy) Suptd.
2) Ms. Truptimayee Patra (LASK)
Manager : Sri Alok Kumar Sahu (LASK)
56. Coordinator, Self Defense Training Programme for Girls
Smt. Panasa Neeraja (Home Sc)
Support Staff: Sri Venketeswar Behera
57. Credit Coop Society Secretary Employee
1) Sri Sukanta Kumar Behera (Phy) OIC
2) Sri Rajendra Giri (Math) Associate
Support Staff : Sri Sanjay Kumar Behera
58. OIC, Press & Public Relation
1) Dr. S T Rehman (Geog)
2) Dr. Biswaranjan Sahoo (Eng)
2) Dr. Biplab Ranjan Pradhan (Odia)
Support Staff : Sri Devi Prasad Panda
59. Officer in Charge UGC & Autonomous affairs
1) Dr. Bighneswar Mishra (Sans)
2) Sri Sukanta Kumar Behera (Phy)
3) Sri Siba Prasad Sethy (Com)
Support Staff : Sri Rajesh Behera
60. Coordinator IQAC & NAAC
1) Dr. Bighneswar Mishra (Sans) Co-ordinator
2) Dr. Paramananda Jena (Phy)
Asst. Co-ordinator
3) Dr. Sanat Kumar Lenka (Eng)
4) Smt. Rajalaxmi Panda (Chem)
5) Sri Dibakar Bauri, (Phy)
6) Ms. Kananbala Patra (Zool)
7) Dr. Alaka Panda (Phy)
Support Staff : Sri Santosh Ku. Patnaik
61. Coordinator, OHEPEE & RUSA Audit Parameters
1) Principal, Director
2) Dr. Ramakanta Samal, Co-ordinator

- 3) Sri Tripathi Murmu, Civil Nodal Officer
Support Staff : Sri Rajesh Behera
62. College Website
 - 1) Sri Dibakar Bauri (Phy)
 - 2) Dr. Subhendu Kumar Pradhan (Com)
 - 3) Ms. Santoshi Pradhan (Eco)
Support Staff : Sri Rajesh Behera
63. OIC, Environmental Project work.
 - 1) Dr. Anupam Sahoo (Chem)
 - 2) Smt. Rajalaxmi Panda (Chemistry)
 - 3) Dr. Alaka Panda (Phy)
 - 4) Ms. T. Sunita Achari (Zool)
 - 5) Dr. Durga Prasad Biswal (Bot)
Support Staff : Sri Venketeswar Behera
64. OIC, Office Store
 - 1) Shri Madhusudan Sabar (Phy)
 - 2) Sri Paita Sabar (Chem)
 - 3) Sri Kusha Kanhar (Eco)
Support Staff: Sri Ajit Kumar Patnaik
65. OIC, SSG (Social Service Guild)

All Superintendents &
Dy. Superintendents of Hostels.
Support Staff : Sri Venketeswar Behera
66. Tabulation (Tabulator),
HSS Arts/ Science/ Commerce

Examination Section will notify the names
Support Staff: Sri Devi Prasad Panda
67. Return of Matriculate (HSS)

ARTS
SCIENCE
Commerce

 - 1) Dr. Sunasira Misra (Chem)
 - 2) Dr. Sourav Kumar Mohanto (Hist)
 - 1) Sri Bidyadhar Sethy (Chem.)
 - 2) Sri Ranjit Kumar Madkami (Chem)
 - 1) Dr. Subhendu Kumar Pradhan (Com)
 - 2) Shri S.C. Khuntia (Commerce)
Support Staff : Sri Rajesh Behera (for all ROM)
68. Return of Intermediate
& Graduates (UG & PG) ARTS

Science
Commerce

 - 1) Dr. Priyabrata Satapathy (Eco)
 - 2) Dr. S T Rehman (Geog)
 - 3) Dr. Baidya Nath Dash (Pol. Sc.)
 - 1) Dr. Dilip Kumar Nandy (Phy)
 - 2) Dr. Satish Samantray (Chem)
 - 3) Shri Ranjit Kumar Madkami (Chem)
 - 1) Dr. Sumanta Behera (Com)
 - 2) Dr. Subhendu Kumar Pradhan (Com)
 - 3) Shri Subash Chandra Khuntia (Com)
Support Staff : Sri Rajesh Behera
(for all ROM)

- | | |
|--|--|
| 69. OIC Gymnasium | 1) Lt. Kusha Kanhar (Eco)
2) Miss Santoshi Pradhan (Eco)
3) Sri Niranjan Behera (PET)
Support Staff : Sri Venketeswar Behera |
| 70. Student's Advisory Bureau | 1) Prof Radha Kanta Bhuyan (Hist)
2) Dr. Ramakanta Samal (Chem)
3) Dr. Bighneswar Mishra (Sans)
4) Mrs Nibedita Sasmal (Phy)
5) Shri Siba Prasad Sethy (Com)
Support Staff : Sri Venketeswar Behera |
| 71. Self Defence training to girl students | 1) Smt. P. Neeraja (Home Sci)
2) Mrs Nibedita Sasmal (Phy)
3) Dr. Kiranbala Bhuyan (Zool)
4) Dr. Manasi Sahukar (Math)
Support Staff : SriAjit Patnaik |
| 72. OIC Empowerment of PWD Cell | 1) Shri Siba Prasad Sethy (Com)
2) Ms. Santoshi Pardhan (Eco)
3) Sri Paita Sabar (Chem)
4) Dr Ranjan Kumar Padhy (Bot)
Support Staff : Sri Venketeswar Behera |
| 73. O.I.C. Identity Card & Associates | 1) Dr. Aswini Kumar Rauta (Math)
2) Dr. Ranjan Kumar Padhy (Bot)
3) Ms Kananbala Patra (Zool)
4) Sri Bidyadhar Sethy (Chem)
5) Ms Urmila Badamundi (geog)
Support Staff : Sri Venketeswar Behera |
| 74. Coordinator AISHE | 1) Dr. Aswini Kumar Rauta (Math)
2) Dr. Alaka Panda (Phy)
Support Staff : Sri Rajesh Behera |
| 75. Equal Opportunity Cell | 1) Prof. Radhakanta Bhuyan (Hist)
2) Mrs. Panasa Neeraja (Home Sc)
3) Sri Madhusudan Sabar (Phy)
4) Dr. Kiranbala Bhuyan (Zoo)
5) Seri Sworaj Kumar Jena, VT
Support Staff : Sri Venketeswar Behera |
| 76. OIC Online Govt. Training Programme & Skilling Courses ASP (academic Support Program for JEE/NEET) | 1) Dr Ganeswar Sahu (Chem)
2) Dr. Paramananda Jena (Phy)
3) Dr. Satish Samantaray (Chem)
4) Dr. Manasi Sahukar (Math) |

- 5) Ms. Kananbala Patra (Zool)
- 6) Mrs Rajalaxmi Panda (Chem)
- Support Staff : Sri Venketeswar Behera
77. Internal Complain Committee
 - 1) Smt P. Neeraja (Home Sc) President
 - 2) Dr Kiranbala Bhuyan (Zool) Member
 - 3) Ms Santoshi Pradhan (Eco) Member
 - 4) Ms Truptimayee Patra (LASK) Member
 - Office support : Sri D. P. Panda
78. Nodal Officer- & Associates;
Virtual Class Rooms,
Smart rooms & Digi-lab
 - 1) Sri Dibakar Bauri (Phy)
 - 2) Sri Rajendra Giri (Math)
 - 3) Ms Kananbala Patra (Zoo)
 - 4) Ms Santoshi Pradhan (Eco)
 - 5) Dr. Subhendu Kumar Pradhan (Com)
 - Support Staff : Sri Devi Prasad Panda
79. Residential Committee
Members:
 - 1) Dr. S T Rehman (Geog) (Coordinator)
 - 2) Mrs Rajalaxmi Panda (Dy. Coordinator)
 - All Superintendents, Deputy
Superintendents and Managers of the
Hostels
 - Support Staff : Sri Venketeswar Behera
80. Coordinator; AGACPS
(Ama Gaurav Ama College
Parichalana Sanstha)
 - 1) Shri Sukanta Behera (Phy.)
 - Support Staff : Sri Devi Prasad Panda
81. OIC MO School Abhijan
 - 1) Miss Komalsikha Mallick (Eng)
 - Support Staff : Sri Devi Prasad Panda
83. OIC Vocational
 - 1) Miss Komalsikha Mallick (Eng)
 - Support Staff : Sri Devi Prasad Panda
84. College Old Articles/
Items Disposal Committee
 - 1) Prof. R.K. Bhuyan (Chairperson)
 - 2) Dr. R.K. Samal (Dy Chairperson)
 - 3) Dr. B. Mishra (CoE)
 - 4) Dr. Sumanta Behera (Accts Bursar)
85. Literature Club
 - 1) Dr. Biswa Ranjan Sahoo (Eng)
 - 2) Dr. Biplab Ranjan Pradhan (Odia)
 - 3) Dr. Charuprabha Nayak (Odia)
86. Debating Club
 - 1) Smt. Nibedita Sasmal (Phy)
 - 2) Dr. Sanat Kumar Lenka (Eng)
 - 3) Ms Santoshi Pradhan (Eco)
87. Quizzer Club
 - 1) Dr. Subhendu Kumar Pradhan (Com)
 - 2) Dr. Sanjaya Kumar Sahoo (Eco)
 - 3) Sri Subash Chandra Khuntia (Com)

- | | |
|--------------------------------------|---|
| | 4) Prof Dibakar Bauri (Phy) |
| | 5) Ms Kananbala Patra (Zool) |
| 88. Research Cell | 1) Principal- Chairman |
| | 2) All HODs UG/PG |
| | 3) Dr. Dilip Kumar Nandy (Phy); Co-ordinator |
| | 4) Dr. Sourav Kumar Mohanta (Hist)-
Asst. Co-ordinator |
| | 5) Dr. Subhendu Kumar Pradhan (Com)
Asst. Co-ordinator |
| 89. Publication Cell | 1) Dr. Bighneswar Mishra (Sans) |
| | 2) Dr. Biplab Ranjan Pradhan (Odia) |
| | 3) Ms T. Sunita Achari (Zoo) |
| | 4) Ms Komalsikha Mallick (Eng) |
| 90. Entrepreneur Development Cell | 1) Dr. Sumanta Behera (Com) |
| | 2) Dr. Priyabrata Satapathy (Eco) |
| | 3) Dr. Anupam Sahoo (Chem) |
| 92. OIC, Reporting and documentation | 1) Dr. Sanat Kumar Lenka (Eng) |
| | 2) Dr. Biplab Ranjan Pradhan (Odia) |
| | 3) Dr. Alaka Panda (Phy)
Support Staff : Sri Devi Prasad Panda |
| 93. IDP (College) | 1) Dr. Bighneswar Mishra (Sans), Co-ordinator |
| | 2) Dr. Ganeswar Sahu (Chem),
Associate Co-ordinator |
| | 3) Dr. Subhendu Kumar Pradhan (Com),
Asso Co-ordinator |
| 94. UDISE+ Cell | 1) Sri Ranjit Kumar Madkarni (Chem) |
| | 2) Dr Alaka Panda (Phy)
Support Staff : Sri Rajesh Behera |



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.





ODISHA STATE OPEN UNIVERSITY
S.K.C.G. AUTONOMOUS COLLEGE
STUDY CENTRE (2121)
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 IGNOU study center as follows :

CENTER CODE : 1001

COURSES : BAEC, BAEG, BAH, 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