

# INFORMATION Bulletin 2020 - 2021



*Ignorance of rules and facts detailed in this publication can not be cited as excuses for their violation or non observance Students should read this book carefully and conduct themselves in the college with dignity and confidence.*

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Sri C. P. Ranjan  
Dr. D. K. Singh  
Sri D. Mahanta  
Sri A. K. Behera  
Sri A. K. Hota**

**GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA**

**&**

**GOVERNMENT JUNIOR COLLEGE, ROURKELA**

Pin Code : 769 004

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## ACADEMIC CALENDER SESSION-2019-20

**As per Common Minimum Standard (CMS) Guidelines, 2019-20**

REOPENING DAY AFTER SUMMER VACATION	17.06.2021
ADMISSION +3 1ST YEAR	June 2021
COMMENCEMENT OF CLASSES OF +3, 2ND YEAR	18.06.2021
COMMENCEMENT OF CLASSES OF +3, 3RD YEAR	18.06.2021
COMMENCEMENT OF CLASSES OF P.G., 2ND YEAR	18.06.2021
COMMENCEMENT OF CLASSES OF +3, 1ST YEAR	July 2021
COMMENCEMENT OF CLASSES OF P.G., 1ST YEAR	July 2021
STUDENTS UNION ELECTION	Election of Students Union & Societies will be held on for Colleges and Universities on a single date as per the Govt. notification. 11.10.21 to 20.10.21
POOJA VACATION	11.10.2021 to 20.10.2021
SEMESTER-END EXAMINATION +3, 1ST YEAR	2nd Week of November 2021
SEMESTER-END EXAMINATION +3, 2ND YEAR	2nd Week of November 2021
SEMESTER-END EXAMINATION +3, 3RD YEAR	2nd Week of November 2021
SEMESTER-END EXAMINATION P.G., 1ST YEAR	2nd Week of November 2021
SEMESTER-END EXAMINATION P.G., 2ND YEAR	2nd Week of November 2021
ANNUAL SPORTS / CULTURAL WEEK	As notified by the College
FILLING UP OF FORMS FOR MID-SEMESTER EXAM	As notified by the College
COMMENCEMENT OF SEMESTER-END EXAM	As notified by the College
PUBLICATION OF RESULT OF +3 1ST, 2ND AND 3RD YEAR DEGREE EXAM. P.G. 1ST AND 2ND YEAR	With 45 to 60 days from the date of last theory examination
TOTAL NO. OF HOLIDAYS	72 days, Excluding Sundays
TOTAL NO. OF RESERVE HOLIDAYS	Maximum 2 days
TOTAL NO. OF TEACHING DAYS	Minimum 180 days
SUMMER VACATION	6th May to 16th June 2021

**N.B. : (The above time line may be modified by the Government as and whe required)**

**BY ORDER OF THE PRINCIPAL**



### PERSONAL MEMORANDA

NAME.....

CLASS.....SEC.....ROLL NO.....

DATE OF BIRTH.....

BLOOD GROUP & RH TYPING.....

HEIGHT..... WEIGHT.....

SUBJECT COMBINATION.....

HONOURS/P.G./M. PHIL IN.....

FATHER'S NAME.....

MOTHER'S NAME.....

PERMANENT ADDRESS.....

.....

Email I.D.....PHONE NO.....

IDENTIFICATION MARK.....

CHSE / UNIVERSITY REGN. NO.....

DATE OF JOINING THE COLLEGE.....



## **CONTENTS**

Pages

	Mission and Objectives	
Chapter - I	The College & Its Infrastructure	
Chapter - II	Succession List of the Principals	
Chapter - III	Rules & Regulations Discipline	
Chapter - IV	Scheme of Studies & Fees Structure	
Chapter - V	M. Phil Course	
Chapter - VI	Union and Election Rules	
Chapter - VII	Students Supports, Scholarships, and other Financial Aids	
Chapter - VIII	Hostel Rules & Regulations	
Chapter - IX	College Library Rules	
Chapter - X	Draft Bye Law of Govt. Autonomous College, Rkl.	
Chapter - XI	Extra Curricular Assignment	
Chapter - XII	Some Important Telephone Numbers	

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**RAGGING IN ANY FORM  
IS PUNISHABLE  
UNDER LAW**

**COLLEGE WORKING HOURS**

Office : 11.00 a.m. to 6.00 p.m.  
Cash Counter : 11.00 a.m. to 2.30 p.m.  
Library : 10.00 a.m. to 5.00 p.m.  
Sams Lab : 11.00 a.m. to 6.00 p.m.

**Seat Sanction Strength +2**

Arts - 164                      Science - 320                      Commerce - 128

**Seat Sanction Strength +3**

Arts - 288    Physical Science - 144    Biological Science - 32  
Commerce - 128    Self Financing - 128

**Seat Sanction Strength P.G.**

Botany	-	48	History	-	32
Chemistry	-	32	Mathematics	-	32
Commerce	-	64 (SF)	Odia	-	48
Computer Science	-	64 (SF)	Physics	-	32
Economics	-	32	Pol. Science	-	32
Education	-	32	Psychology	-	32
English	-	32	Sociology	-	16
Hindi	-	32	Statistics	-	32
			Zoology	-	32

**CHAPTER - I****THE COLLEGE & ITS INFRASTRUCTURE**

The College started as Rourkela Science College from 16th August 1961 and was taken over by the Govt. of Odisha on 1.7.1963. With the vertical academic growth of the College was conferred with Autonomous status in 2002. In the year 2002 the College was accredited by NAAC with Grade 'B' again Grade 'B' in 2019.

At present this College holds its head high and stands as one of the front ranking Institutions in Odisha. It serves this backward region the best to keep the eternal flame of the learning ablaze so that the young aspiring minds of this area can prepare themselves to serve the country.

The College offers a variety of courses at different levels. Besides Arts, Science and Commerce at Higher Secondary & Degree levels the College also offers Post Graduation Teaching in 17 Subjects & M.Phil in Odia, English & Botany.

The College also offers self financing degree courses in Computer Science, Electronics & Tele Communication, Mathematics (Hons) with Computer, P.G. DCH & Net & Master degree in Computer Science and Commerce. The College also offers Diploma in Retail Management.

The College provides Distance Education through OSOU & IGNOU Study Centre.

As per the Circular of the Deptt. of Education Govt. of Odisha the college now stands bifurcated into the Govt. Junior College, Rourkela (+2 Stream) & Govt. Autonomous College, Rourkela with effect from Academic Session 2001 - 2002.

With an impeccable record of discipline the College has been the torch bearer in the new field of Higher Education & scaled great heights in excellence.

## THE COLLEGE CREST AND MISSION



The College Crest contains the name of the college, the view of blast furnace, rocket, a book and a lamp. The blaze of the furnace, suggestive of Rourkela Steel Plant, Symbolises Science in the Service of Mankind and characterises this college, as a seat of learning for scientific and technical advancement. The rocket imbibes the spirit to scientific temper and broadening horizon of man's mind. The symbol of the book, with the lamp by its side, stands for study and reserach.

The motto in sanskrit signifies non-dichotomy of the innerself and its application to the practical world. The knowledge gained by the students, is to be utilised in building up of a brighter world.

Our mission is to achieve academic excellence to make this premier institution, a centre of quality learning by training the students to be creative and competitive enough to face the challanges of the new millennium.

**GOVT. COLLEGE, ROURKELA**  
**ESTD. 1961**  
**SUCCESSION LIST OF PRINCIPALS**

Sl. No.	Name	From	To
01.	Sri P.K. Das	16.01.1961	06.03.1963
02.	Sri C. s. Murty	07.03.1963	31.01.1967
03.	Sri K.P. Nigam	03.03.1967	25.06.1967
04.	Sri B. N. Mishra	25.07.1967	01.06.1968
05.	Sri K. M. Senapati	03.06.1968	17.08.1969
06.	Sri J. K. Mishra	18.08.1969	24.06.1970
07.	Sri S. P. Mishra	25.06.1970	04.07.1972
08.	Major R. C. Mohanty	14.08.1972	09.09.1977
09.	Sri B. N. Mishra	19.09.1977	31.08.1979
10.	Sri H. P. Mohanty	01.09.1979	26.11.1980
11.	Sri B. C. Roy	26.11.1980	26.03.1984
12.	Sri S. B. Lingum	27.03.1984	03.04.1984
13.	Sri G. Das	04.04.1984	31.07.1991
14.	Dr. P. C. Roy	31.07.1991	25.02.1992
15.	Sri M. Asfor	25.02.1992	30.06.1992
16.	Dr. A. K. Das	01.07.1992	23.09.1992
17.	Dr. D. K. Mishra	01.10.1992	03.10.1993
18.	Sri L. K. Mishra	04.10.1993	19.05.1994
19.	Prof. M. N. Das	20.05.1994	28.02.1996
20.	Prof. K.R.P. Rao	10.04.1996	31.08.1998
21.	Dr. D. K. Panda	01.09.1998	15.09.1998
22.	Dr. Smt. M. Mishra	16.09.1998	30.11.1999





23.	Dr. D. K. Panda	01.12.1999	03.05.2000
24.	Dr. H. K. Patnaik	03.05.2000	28.02.2001
25.	Sri P. K. Bose	01.03.2001	24.04.2001
26.	Dr. D. K. Panda	25.04.2001	20.10.2002

**GOVT. AUTONOMOUS COLLEGE**

01.	Dr. D.K. Panda, M.Sc. Ph.D	21.10.2002	19.01.2003
02.	Sri P. K. Senapati, M.A.	19.01.2003	31.05.2003
03.	Md. A. Ahmed, M.A.	31.05.2003	16.01.2004
04.	Dr. N. K. Nanda, M.Sc., Ph.D.	16.01.2004	31.12.2005
05.	Dr. V. Senapati, M.Sc., Ph.D	01.01.2006	30.06.2007
06.	Prof. S.N. Khandagiri, M.Sc.	30.06.2007	31.01.2010
07.	Prof. B.M. Swain	31.01.2010	31.01.2011
08.	Dr.(Mrs.) S. K. Pradhan, M.Sc., Ph.D	31.01.2011	30.04.2012
09.	Dr. Sudam Dang, M.Sc., Ph.D	30.04.2012	28.02.2013
10.	Sri Arjun Meher, M.A.	28.02.2013	31.07.2013
11.	Dr. A. K. Patel, M.A., Ph.D	31.07.2013	30.04.2014
12.	Dr. (Mrs.) Pratiba Sahoo, M.Sc., Ph.D	01.05.2014	30.01.2017
13.	Dr. (Mrs.) Jyotirmayee Jena, M.A., Ph.D	30.01.2017	31.03.2017
14.	Dr. Debendranath Behera, M.A., LLB, Ph.D	31.03.2017	30.04.2020
15.	Dr. Bijay Kumar Behera, M.A. Ph.D	01.05.2020	Continuing



**GOVT. OF ODISHA, EDUCATION DEPARTMENT**

Shri Saswat Kumar Mishra, IAS  
(Principal Secretary to Govt. Dept. of Higher Education, Govt. of Odisa)

Tel No.

0674 - 2400202 (O), 2411302 (R)

Sri Aswini Mishra, IAS  
( Director of Higher Education, Govt. of Odisha )

0674 -2393529

**SAMBALPUR UNIVERSITY**

Prof. Sanjiv Mittal	Vice Chancellor	0663-2430158
Shri Sitaram Patel (OAS)	Registrar	0663-2430157
Shri Rabindra Panigrahi	Controller of Examination	0663-2430806
Dr. P.K. Behera	Director, College Development Council	0663-2430544

**COUNCIL OF HIGHER SECONDARY EDUCATION GOVT. OF ODISHA**

Chairman	- Shri Bhupendra Singh Poonia, IAS	0674 - 2300903
Vice-Chairman	- Shri Brundaban Behera, OES	0674 - 2300903
Secretary	- Mrs. Niyati Pattnaik, OAS	0674 - 2300905
Controller of Examination	- Dr. Bijay Kumar Sahoo	0674 - 2300907
Dy. Secretary (Sambalpur Zone)	- Dr. Uttam K. Pradhan	0663 - 2541756

**LIST OF THE TEACHING STAFF**

**Dr. B. K. Behera**

**Principal I/C**

**0661-2664586**

**ENGLISH :**

**Ph. No.**

1. Surat Giri

Asst. Professor

7978626921

2. Anita Jain

Jr. Lecturer

9861888620

**ODIA :**

1. Dr. P. K. Maharana

Jr. Lecture

9937900583

**HINDI :**

1. Dr. Bijay Kumar Behera

Assistant Professor

9437683504

**ECONOMICS :**

1. Smt. M.E.Kashmiri Nag

Assistant Professor

8895528172

2. Vacant

**POL. SCIENCE :**

1. Chudhary Prodosh Ranjan

Assistant Professor

8328824674

2. Rameswari Bhoi

Assistant Professor

9940569449

3. Vacant

**HISTORY :**

1. D. Sa

Assistant Professor

2. B. Kujur

Assistant Professor

9437222604

**LOGIC & PHILOSOPHY :**

1. Rashmi Rekha Paul

Assistant Professor

9337566816

**SOCIOLOGY :**

1. Vacant

**PSYCHOLOGY :**

1. Vanishree Panda

Lecturer (Adhoc)

9437504108

**STATISTICS :**

1. Vacant

2. Vacant

**MATHEMATICS :**

1. Alok Ku. Patel

Asst. Professor

9777226421

**EDUCATION :**

1. Lalita Mukta Barla

Assistant Professor

8895210991



**PHYSICS :**

1. Dr. A. Mahanta	Assistant Professor	9178867033
2. Dr. B. Parija	Lecturer (Adhoc)	9778456414
3. D. N. Sahu	Lecturer (Adhoc)	9437270252

**CHEMISTRY :**

1. Dr. Sasmita Samal	Assistant Professor	9437858072
2. Dr. Sonia	Assistant Professor	9178427125
3. Dr. S. S. Mishra	Assistant Professor	9938605094

**BOTANY :**

1. Sri R. Dasgupta	Assistant Professor	9438426351
2. Sri K.C. Jena	Assistant Professor	9437647899
3. Dr. L. Patra	Assistant Professor	9438554751

**ZOOLOGY :**

1. Dr. D. K. Singh	Assistant Professor	9437697473
2. Mr. S. S. Prusty	Assistant Professor	9467912672

**COMPUTER SCIENCE**

1. Dr. Abeg Jaiswal	Assistant Professor	9439946660
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**COMMERCE :**

1. Dhiren Kumar Mahanta	Assistant Professor	8917217127
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**OUR TEACHING STAFF (Non Gazetted)**

**Deptt. of Physics :**

**Demonstrators**

1. Sri B.P. Mahapatra		9437941546
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**Deptt. of Chemistry :**

**Demonstrators**

1. Sri R.C. Gochhayat		9937366604
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**Deptt. of Botany :**

**Demonstrators**

1. Vacant		
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**Deptt. of Zoology :**

**Demonstrators**

1. Vacant		
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**Deptt. of Electronics :****Demonstrators**

1. Sri A. Jena

9861076316 / 9937174323

**Deptt. of Statistics :****Demonstrators - Vacant****Deptt. of Psychology :****Demonstrators - Vacant****Deptt. of Physical Education :**

1. Smt. Meena Das, PET

**OFFICE STAFF****Head Clerk :**

1. Sri Narendra Kumar Nanda (HC)

9861278602

**Office :**

1. Mrs. J. P. Kindo

7205958821

2. Sri M. Majhi

9438045822

3. Sri A. Khadia

9937373164

4. Ms R. Manki

8249427289

5. Ms S. Mundari

7008711699

**Attendants :**

1. Sri Simanchal Mohapatra

9861203757

2. Sri Bhagaban Bisoi

9337409473

3. Sri Narayan Giri

9437479723

4. Sri J. Oram (Sweeper)

8028075723

5. Sri S. Deep (Gardener)

9937935430

**LIBRARY****Asst. Librarian :** Vacant**Jr. Librarian** Vacant**Library Asst. :** Vacant**Library Attendant :** Vacant**Book Binder :** Vacant**Lib. Watchman :** Vacant**LABORATORY STAFF****Deptt. of Physics****Store Keeper :****Mechanic :** Vacant**Jr. Machanic :** Vacant



<b>Lab. Attendants :</b>	Vacant	
<b>Lab. Attendant :</b>	Sk. M. Saha	7873185585
<b>Attendants :</b>	Sri B. Bhoi	9937508980
<b>DEPTT. OF CHEMISTRY</b>		
<b>Jr. Demonstrator -</b>		
<b>Comp. Asst.</b>	Vacant	
<b>Store Keeper</b>		
<b>Glass Blower -</b>		
<b>Lab. Attendants -</b>	Sri Naresh Naik	8270580377
<b>Gasman -</b>	Vacant	
<b>Attendants -</b>		
<b>Waterman -</b>		
<b>DEPTT. OF BOTANY</b>		
<b>Artist -cum</b>		
<b>Photographer -</b>	Vacant	
<b>Store Keeper -</b>	Sri S. S. Dehury	9437246512
<b>Lab. Attendants -</b>	Smt. Surekha Naik	9861368287
<b>Sp. Collector -</b>	Sri N. Mahanta	8895986924
<b>Gardeners -</b>	Vacant	
<b>DEPTT. OF ZOOLOGY :</b>		
<b>Artist cum</b>		
<b>Photographer -</b>	Vacant	
<b>Store Keeper -</b>	Vacant	
<b>Lab. Attendants -</b>	Santosh Patra	9937169721
<b>Sp. Collectors -</b>	Vacant	
<b>Attendants -</b>		
<b>DEPTT. OF PSYCHOLOGY :</b>		
<b>Lab. Attendant -</b>	Sri M. Patra	9948509031
<b>DEPTT. OF EDUCATION:</b>		
<b>Lab. Attendants -</b>	Vacant	
<b>DEPTT. OF STATISTICS :</b>		
<b>Lab. Attendant -</b>	Sri A. Lakra	8658455088

## LIST OF THE TEACHING STAFF, GOVT. JUNIOR COLLEGE

**Dr. Bijay Kumar Behera**                      *Principal I/C*                      **0661-2664586**

**ENGLISH :**

- |                      |              |            |
|----------------------|--------------|------------|
| 1. Sri P. Xess       | Lecturer     | 8895862082 |
| 2. Sri P. Toppo      | Lecturer     | 9078866758 |
| 3. P. Sonali Mausumi | Jr. Lecturer | 8280091599 |

**ODIA :**

- |              |          |            |
|--------------|----------|------------|
| 1. Sri S. Sa | Lecturer | 9938333892 |
|--------------|----------|------------|

**HINDI :**

- |                 |              |            |
|-----------------|--------------|------------|
| 1. Namita Swain | Jr. Lecturer | 7008042725 |
|-----------------|--------------|------------|

**ECONOMICS :**

- |                    |              |            |
|--------------------|--------------|------------|
| 1. Abhash Ku. Hota | Jr. Lecturer | 7978567563 |
|--------------------|--------------|------------|

**POL. SC. :**

- |                        |                      |            |
|------------------------|----------------------|------------|
| 1. Miss Ranjita Badaik | Jr. Lecturer (Adhoc) | 9937727305 |
|------------------------|----------------------|------------|

**HISTORY :**

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

**LOGIC :**

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

**SOCIOLOGY :**

- |                         |              |            |
|-------------------------|--------------|------------|
| 1. Sri Saniram Kerketta | Jr. Lecturer | 9348541593 |
|-------------------------|--------------|------------|

**PSYCHOLOGY :**

- |                   |          |            |
|-------------------|----------|------------|
| 1. Sri M. T. Tudu | Lecturer | 8280082642 |
|-------------------|----------|------------|

**EDUCATION :**

- |                         |              |            |
|-------------------------|--------------|------------|
| 1. Smt. Chonhati Tirkey | Jr. Lecturer | 9938628997 |
|-------------------------|--------------|------------|

**COMMERCE :**

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

**MATHEMATICS :**

- |                     |          |            |
|---------------------|----------|------------|
| 1. Sri A. K. Behera | Lecturer | 9438471450 |
|---------------------|----------|------------|



**STATISTICS :**

1. Sri P. K. Sethi Asst. Proffessor 9040075403

**PHYSICS :**

1. Vacant

**CHEMISTRY :**

1. Sri P. K. Swain Lecturer 9040753571

**BOTANY :**

1. Mrs. Manisha Nayak Lecturer 9437117149

2. Mrs. Lily Prema Minz Jr. Lecturer 9937499025

**ZOOLOGY :**

1. Mrs. Mamta Baxla Lecturer 9778728583

2. Sri S. K. Bag Lecturer 9556145768

**P.E.T. :**

1. Captain Meena Dash -- 9937458558

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**CHAPTER - III**  
**RULES & REGULATIONS**  
**DISCIPLINE**

**A. Rules Quoted from The Odisha Education Code and University Students.**

**( Article 106 (iv) of the Odisha Education Code)**

1. In case of concerted absence without leave on the part of student on or before the third day to such absence the names of such absentees will be struck of the college rolls. Students on such occasion will not be re-admitted except under the usual rule of admission unless they bring sufficient excuse in writing signed or countersigned by their parents or authorised guardians and may be excused at the discretion of the Principal. The decision as to the sufficiency of the cause will lie with the Principal.
2. A student who is rusticated or expelled or whose name is removed from the college rolls shall leave the college irrespective of his having paid the college fees in advance or not. Such fees paid in advance shall be forfeited to the college. If such a student does not leave the college by the date he / she is required to do so he / she shall be liable to pay such penalties or surcharge as the principal may direct for each day of his overstay in violation of the order and shall also be subject to any lawful course of action including reasonable amount of physical force as may be necessary by the principal for enforcing his compulsory removal from the college.

**ATTENDANCE AT POLITICAL MEETING : (Article 114 of the Odisha Education Code)**

3. No permission is required for college students (other than boarders) to attend political meetings but they should so conduct themselves as not to bring themselves into undesirable prominence and they must not take any active part in the proceedings. It is to be borne in mind however that the college exists for the purpose of education, and politics, in college should always be dealt with in a scholarly way in the form of lectures and thoughtful address. The principal may however, prohibit all students from attending a political meeting if he apprehends a breach of peace or communal feelings will be aroused.

**4. OTHER MEETING : (Article 115 of Odisha Education Code)**

The Principal in consultation with the Chairman of the Governing body of the college may prohibit students from attendance at any meeting which they jointly deem unsuitable or unnecessary.

**5. MEMBERSHIP OF OUTSIDE CLUB ETC. (Article 116 of the Odisha Education code)**

Any student on rolls of Government College, who wishes to join any Club or Society outside the college which has not been approved by the Government must obtain the

approval of the principal before doing so. Breach of this rule will be regarded as a serious offence. Permission will ordinarily be granted by the principal on presentation of written request duly signed by student's father or natural guardian.

**6. CLUBS IN GOVERNMENT COLLEGE : (Article 117 of Odisha Education code)**

No club or society should be started or maintained in any Government College without the approval of the principal nor shall it be affiliated to any outside body. It is permissible for societies to be formed for the quiet, and scholarly discussions on current political problems but meetings of such societies must be open to all members of the college & the Members of the staff may act as office bearers of the societies if invited by the students to do so and will always do all they can for the interest of the clubs of all kinds. No person who is not at the time a member of the college can be a member of any such club or society or address such a meeting on the invitation of a person duly authorised by the principal.

**7. Permission to sit in the examination :**

a) No candidate shall be permitted to sit for C.H.S.E. Examination unless the annual term certificate of attendance, conduct and progress of the order of exemption granted to him have been received by the controller before the commencement of the Examination.

b) The grant of the annual term certificate shall be subject to adherence to the following conditions.

i) The certificate shall not be granted to a student who has secured not less than three fourth of attendance prescribed by the college in course of instruction during the year in the college.

ii) The certificate shall not be granted unless the student has completed the course of instruction to the satisfaction of the authority of the college and his progress and conduct have been satisfactory.

iii) **As per Govt. order in order to be sent up to appear Annual H.S. Examination, a student must secure at least 20% marks in each subject in the test examination.**

## **B. GENERAL COLLEGE RULES :**

**1. Undertaking :**

A student seeking admission is required to apply in the prescribed form within the date specified for the purpose. As per govt. order at the time of admission the parents and the students are to give an undertaking in the prescribed proforma that they shall not resort to any ragging activities inside or outside in the college premises. Now, ragging is a cognizable offence.



**Note :** This is only a summary of the common rules and is by no means exhaustive. Before he is admitted into the college he/she and his/her guardian shall have to sign an undertaking in the form to the effect that the student shall abide by the rules of the college.

**2. Address, Mobile No. & E-Mail of Student & Parents.**

Every student must register in the college office the address, Mobile No. & E-Mail of own & Parents in which he/she lives. Any subsequent change must be intimated to the proctor mentor in writing immediately.

**3.** When a match is to be played away from Rourkela members of team and students who wish to accompany the team must obtain the permission of leave of absence from the principal.

**4. Discipline :**

Some general instructions to students.

- i) Students can meet the principal during the notified visiting hours regarding their grievances.
- ii) (a) Spitting on the walls, floors, pillars or doors of the college are strictly prohibited.
- b) Students are forbidden to loiter in the Verandah when they have no classes to attend. They should remain in the common room or reading Room & should not stand at the gates.
- c) Students are warned not to handle bicycle or other vehicles which, are not their own property.
- d) Misbehaviour of college students during games and sports will be regarded as a breach of college discipline.
- e) Students are forbidden to leave the hall or room in the midst of any of the college meetings.
- f) Students should invariably stand in a queue while waiting near the office for depositing their tuition fee or for any other purpose.
- g) Students are warned not to tamper with or damage any electrical or sanitary fittings.
- h) Scribbling, pasting, placards, posters and other papers or other wise disfiguring college walls or paths are strictly prohibited.
- i) Students should not ordinarily enter the college office.
- j) All students should come to college in proper uniform as per the dress code mention below :

	<b>Information Bulletin 2020-2021</b>
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I	For +2 Students (Boys)	Black terricot trousers, light blue colour full sleeve shirt and Black Tie with black socks & shoes
	For +2 Students (Girls)	Black Salwar, light blue colour kurta and black dupatta with black half & shoes.
II	For +3 Students (Boys)	Black terricot trousers, biscuit (Champa) colour full sleeve shirt and Black Tie with black socks & shoes
	For +3 Students (Girls)	Black Salwar, biscuit (Champa) colour Kurta and Black doppatta with black half and shoes
III	For P.G. Students (Boys)	Black terricot trousers, pink colour full sleeve shirt and black tie with black socks & shoes
	For P.G. Students (Girls)	Black Salwar, Pink colour Kurta and black duppatta with black half & shoes.
IV	For M. Phil Scholars	Pink Colour Sambalpuri shirt / Black Pant

**N. B. :** Jeans for boys and Leggines & Chudidar for girls, are strictly prohibited.

**Model Regulation for Under Graduate Programme for +3 (B.A./B.Com/B.Sc)  
(As per CBCS System) From the Session 2019-20**

**A. Attendance :**

1. A candidate shall be required to attend at least 75% of the lecturers in theory and practical classes taken separately.
2. Condonation may be granted by the Principal (In case of affiliated Colleges) 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.
3. Further to the above, the Principal may grant further condoning of shortage in attendance to the extent of 10% in respect of 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.
4. Under no circumstance, the condoning shall be beyond 25%.

**B. Duration of Examinations - Mid Semester & End Semester :**

The Choice Based Credit System (CBCS) examination shall be implemented in Semester pattern. Each semester examination shall consist of a **Mid-Semester (Internal) Examination**. Mid Semester examination shall be conducted only for theory papers. End Semester Examination in theory papers carrying full marks (e.g.60,80 etc.) shall be of 3 hours duration and practical shall be of **3 hours (for full marks carrying 25)**.

**C. Mid Semester Examination :**

1. Mid Semester Examination will be of 01 hour duration for 20/15 marks (20 for subjects having no practical and 15 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.
2. 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. There will be no provision to re-appear in a Mid-Semester Examination for improvement.
3. A student has to appear the Mid-Semester Examination. Absence in a Mid Semester paper will be declared as failed in that Paper. A student who is absent in the Mid Semester Examination during both the chances but has passed at the Semester End Term Examination shall be treated as failed in that Semester.

**D. Mark Distribution :**

<b>Subjects Without Practical</b>			
Mid Semester	End Semester		Total
20	80		100
<b>Subject With Practical</b>			
Mid Semester	End Semester		Total
15	Theory	Practical	100
	60	25 (20 + 05 (Record))	

**Projects :**

- \* The mark distribution would be subject specific.
- \* In general, the Project report will carry 80 marks and viva voce/Seminar will carry 20 marks.
- \* The report marks will be sub divided as :
  - \* Introduction and context : 10 marks
  - \* Literature Survey : 10 marks
  - \* Actual project work, methodology : 30 marks
  - \* Results, discussion, critical analysis : 30 marks
  - \* Clarity of thought and aesthetics of report : 20 marks

**E. Policy on DSE Papers :**

Individual faculty of the college are to prepare the list of probable project topics under their guidance for a batch in the beginning of the fifth semester to facilitate the students and such list to be notified by the respective departments for information of students.

Evaluation of project shall be completed before the commencement of the End Semester Examination of Semester-VI.

**F. Grade System in each Paper in a Semester**

**GRADING SYSTEM**

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

**CLASSIFICATION FOR HONOURS**

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

1. The candidate obtaining Grade-F is considered failed and will be required to clear the back paper(s) in the subsequent examinations within the stipulated time.
2. For candidate in Honours Courses securing 'B' Grade and above in aggregate in their first appearance will be awarded Distinction. However, students who could not appear at an examination due to their representation in the University or State in Inter-University or

Inter - State competitions in Games and Sports at National / International level or attending National level NCC/NSS camps will get one chance exemption for distinction.

3. FAIL/MP and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

**G. A student's level of competence shall be categorized by a GRADE POINT**

**AVERAGE to be specified as follows :**

SGPA - Semester Grade Point Average

CGPA - Cumulative Grade Point Average

GRADE POINT - Integer equivalent of each letter grade

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 - GRADE POINT for each course item.

$$CREDIT\ INDEX = \frac{\sum CREDIT\ POINT\ of\ course\ items\ in\ each\ Semester}{\sum CREDIT}$$

GRADE POINT AVERAGE =

$$SEMESTER\ GRADE\ POINT\ AVERAGE\ (SGPA) = \frac{CREDIT\ INDEX\ for\ each\ Semester}{\sum CREDIT}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$$\frac{CREDIT\ INDEX\ of\ all\ Semester\ upto\ 6^{th}\ Sem}{\sum CREDIT}$$

**Formula for Equivalent Percentage of Marks :**

The following formula will be used to obtain the equivalent percentage of marks for the CGPA awarded to the students of the University.

**Case a. Equivalent Percentage of Mark = (CGPA - 0.50) x 10 (for 4 < CGPA ≤ 10)**

**Case b. Equivalent Percentage of Mark = CGPA x 10 (for CGPA ≤ 4)**

**H. Minimum Percentage and Marks to be Secured for Passing :**
**Paper without Practical :**

Mid Semester Full Mark	End Semester Full Mark	Total	Pass Mark of End Semester (30% out of 80)	Paper Pass Mark
20	80	100	i.e. 24 marks	40 out of 100 By taking both Components (i.e. Mid-Sem- Marks + End Sem Marks)

**Paper with Practical :**

Mid Semester Full Mark	End Semester Full Mark (Theory)	End Semester Mark (Practical)	Total
15	60	25	100

Pass Mark of End Semester (Theory) (30% out of 60)	Pass Mark of End Semester (Practical) (40% out of 25)	Paper Pass Mark
i.e. 18 marks	i.e. 10 marks	40 out of 100 By taking all components (i.e. Mid-Sem marks + End Sem Marks + Practical marks)

N. B. :

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



\* In order to clear a Semester examination a candidate is required to pass in all theory & practical papers/project component of the said semester.

**I. Disciplinary action against unfair means in Examinations :**

A student adopting malpractice and/or showing any indiscipline behaviour, violating code of conduct [ which includes : Use of programmable calculators, mobile phones, smart watch, 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 answer 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.]

1. Will be awarded "M" grade having 0 (zero) Grade Point in the paper / papers concerned and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University for the first offense.
2. 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.
3. 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.

**J. Re-addition / Re-checking and un-evaluated portion :**

1. A student may apply through his/her college for Re-addition/Re-Checking of a paper within 15 calendar days from the date of publication of the results in each Semester. 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.
2. There will be no re-evaluation process of the answer scripts. However, in case of serious irregularities in evaluation detected/pointed out, the answer book has to be placed

before a **high level committee consisting of one member of the Examination Committee, one member of Board of Conducting Examination and one subject expert** for assessment provided the difference in marks claimed is more than 10% of total marks in the paper. If the new mark awarded by the high level committee is more than 5% of the total marks, the new mark is to be accepted. The recommendation of high level committee will be accepted under approval of the examination committee / Vice-Chancellor.

**K. Grade Sheet :**

At the end of each Semester, a Grade sheet shall be made available to each student. The final consolidated Grade sheet along with Provisional Certificate will be provided at the end of the course i.e. after 6th Semester Examination to the students who have cleared all semesters on approval of the result from University.

**L. Eligibility for Award of Degree :**

A candidate will be eligible for award of B.A/B.Sc./B. Com Degree if he/she satisfies all the following conditions :

1. Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points in all Semester.
2. Has secured a minimum Cumulative Grade Point Average.

**M. Publication of Result :**

- \* The Controller of Examinations of the college publishes the list of successful candidates subject wise, arranged in order of merit, after getting it approved by the Autonomous Examination Committee and subsequently approved by the University.
- \* Each successful candidate shall receive a Diploma/Degree in P.G. under the seal and signature of the Vice Chancellor, Sambalpur University.

**PROVISIONAL REGULATION FOR THE  
MASTER OF ARTS, COMMERCE AND SCIENCE EXAMINATIONS  
(Effective for students admitted to first year Post Graduate Course during the  
session 2020-21 and onwards)**

**1. DEGREE AND DURATION :**

- 1.1 The Master's Degree in Arts, Commerce and Science of Govt. Autonomous College, Rourkela (hereafter referred to as the College) shall spread over a period of two years.
- 1.2 The duration of the programme shall be governed by the existing regulation of Sambalpur University that may change from time to time. Two years of degree programme will have four semesters. Odd semester (i.e. 1st & 3rd semester) is from 1st June to 30th November and the examination shall be held normally in the month of November. Even semester (i.e. 2nd & 4th semester) is from 1st December to 31st May and the examination shall be held normally in the month of April/May.
- 1.3 However, the Final Semester shall be conducted in April and it is desirable that the **results shall be published within 45 days from in date of completion of the examination.** A student would be required to complete the course within five academic years from the date of admission.
- 1.4 A candidate for the Master's Degree in Arts / Science shall be required to pass all the four semesters.

**2. ELIGIBILITY :**

- 2.1 In order to be eligible for admission into any Post-Graduate course, a candidate should have passed Three-year Degree Examination in Arts / Commerce/Science (B.A. / B.Com./ B.Sc.) Examination of any recognized University or an examination recognized equivalent there to be academic Council, with Honours in the concerned subject. Students ordinarily may be selected for admission into the first year of three year Degree course in the College through merit in the qualifying examination.
- 2.2 Registration for the 1st semester examination is compulsory and will be at the time of admission. All the students admitted in 1st semester of a college will compulsorily be registered by the University. A registration / examination card will be issued to candidates admitted and that will remain valid till completion of the course. There will be no need to issue admit card for every semester. The candidates fulfilling the attendance norms and other eligibility criteria will be allowed to appear the examination. If a student does not appear for all the papers in both first and second semester examinations, his admission for the said course will be cancelled.
- 2.3 A candidate shall be eligible to appear the examination only if he/she has registered (Filled up form) for appearing examination respectively.
- 2.4 For Students desiring to appear in any back paper(s), they would be required to fill up the examination forms. Those who fail in any paper in a semester or unable to appear in

any semester or unable to submit forms for back papers of 2/3/4 may appear in those papers (failed) within 6 academic years starting from the year of admission batch.

- 2.5 The final semester regular students only can appear their back papers examination of odd semester with the even semester examination at the 4th semester (regular).

**3. ATTENDANCE :**

- 3.1 A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately.
- 3.2 Condonation may be granted by the Principal 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.
- 3.3 Further to the above, the Principal may grant further condoning of shortage in attendance to the extent of 10% in respect of candidates who represent the University or State for Inter attending different recognized National level camps.
- 3.4 Under no circumstance, the condone shall be beyond 25%.

**4. MODE OF EXAMINATION :**

- 4.1 A candidate for Post-Graduate (M.A./M.Com / M.Sc.) Degree may be examined in any one of the subjects and as per the syllabi approved by the Academic Council from time to time.
- 4.2 Each semester examination shall consist of a Mid Semester Examination and End Semester Examination. Mid Semester Examination shall be conducted only for theory papers.
- 4.3 Mid semester examination will be of 01 (one) hour duration for 20/15 marks (20 for subjects having no practical and 15 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.
- 4.4 In a semester one Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper. A student who fails to appear in a Mid-Semester Examination will be allowed one more chance to take the same examination. There will be no provision to re-appear in the Mid Semester Examination for improvement.
- 4.5 A student has to appear the Mid-Semester Examination. Absence in a Mid-Semester paper will be declared as failed in that Paper. A student who was absent in the Mid-Semester Examination during both the chances but has passed at the End Semester Examination shall be treated as failed in that Semester. Such candidates would be required to re-appear the Mid-Semester Examinations.
- 4.6 The End Semester theory paper will be 75/80 marks for subjects with practical and without practical paper respectively and a practical paper shall be of 100 marks. The duration of examination in a theory paper shall be 3 hours and that of the practical paper 6 hours.

- 4.7 In 3rd Semester a paper consists of seminar (50 Marks) and study tour (25 marks) and Book Review (Literature Review) total of 100 marks. A student has to prepare a report of all the three and Head of the Departments are to evaluate it and deposit the mark sheet to the examination section.
- 4.8 In 4th Semester Project paper the mark distribution would be subject specific. In general, the Project report will carry 80 marks and viva voce/Seminar will carry 20 marks.
- 4.9 The report marks will be subdivided as :
- |   |   |          |
|---|---|----------|
| Introduction and context                    | : | 10 marks |
| Literature Survey                           | : | 15 marks |
| Actual project work methodology             | : | 15 marks |
| Result, discussion, critical analysis       | : | 30 marks |
| Clarity of thought and aesthetics of report | : | 10 marks |

**5. GRADE SYSTEM IN EACH PAPER IN A SEMESTER :**

- 5.1 The grade awarded to a student in any particular course shall be based on his/her performance in all the tests conducted during a semester and shall be awarded at the end of the semester. The grade in each course is expressed in numerical value in 10.00 scale. The marks of a student shall be converted to 10.00 scale and the points scored thereby shall be called the "Grade Point" in the course. Respective "Semester Grade Point Average" (SGPA) and "Cumulative Grade Point Average" (CGPA) shall be awarded at the end of each semester.
- 5.2 A student is required for passing in individual paper and 4.0 SGPA/CGPA to pass any semester examination.

**5.3 GRADING SYSTEM**

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

**5.4 CLASSIFICATION FOR HONOURS**

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

5.5 The candidate obtaining Grade - F/ABS is considered failed and will be required to clear the back paper(s) in the subsequent examinations within the stipulated time.

5.6 **A student's level of competence shall be categorized by a GRADE POINT AVERAGE to be specified as follows :**

- SGPA - Semester Grade Point Average  $\frac{\sum \text{CREDIT POINT}}{\sum \text{CREDIT}}$
- CGPA - Cumulative Grade Point Average
- GRADE POINT - Integer equivalent of each letter grade
- 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 - GRADE POINT for each course item.

CREDIT INDEX =

GRADE POINT AVERAGE =

$$\text{SEMESTER GRADE POINT AVERAGE (SGPA)} = \frac{\text{CREDIT INDEX for each Semester}}{\sum \text{CREDIT}}$$

CUMULATIVE GRADE POINT AVERAGE (CGPA) =

$$\frac{\text{CREDIT INDEX of all Semester upto 6}^{\text{th}} \text{ Sem}}{\sum \text{CREDIT}}$$

**5.7 Formula for Equivalent Percentage of Marks :**

The following formula will be used to obtain the equivalent percentage of marks for the CGPA awarded to the students of the University.

**Case a. Equivalent Percentage of Mark = (CGPA - 0.50) x 10 (for 4 < CGPA ≤ 10)**

**Case b. Equivalent Percentage of Mark = CGPA x 10 (for CGPA ≤ 4)**

N. B. :

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

\* In order to clear a Semester examination a candidate is required to pass in all theory & practical papers/project component of the said semester.

**6. Disciplinary action against unfair means in Examinations :**

- 6.1 A student adopting malpractice and/or showing any indiscipline behaviour, violating code of conduct [ which includes : Use of programmable calculators, mobile phones, smart watch, 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 answer 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.]
- 6.2 Will be awarded "M" grade having 0 (zero) Grade Point in the paper / papers concerned and he/she will be warned by the University with a copy to the parents/guardians or a notice in the official website of the University for the first offense.
- 6.3 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.
- 6.4 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.

**7. Re-addition / Re-checking and un-evaluated portion :**

- 7.1 A student may apply through his/her college for Re-addition/Re-Checking of a paper within 15 calendar days from the date of publication of the results in each Semester. 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.
- 7.2 There will be no re-evaluation process of the answer scripts. However, in case of serious irregularities in evaluation detected/pointed out, the answer book has to be placed before a **high level committee consisting of one member of the Examination Committee, one member of Board of Conducting Examination and one subject expert** for assessment provided the difference in marks claimed is more than 10% of total marks in the paper. If the new mark awarded by the high level committee is more than 5% of the total marks, the new mark is to be accepted. The recommendation of high level committee will be accepted under approval of the examination committee / Principal.

**8. Grade Sheet :**

At the end of each Semester, a Grade sheet shall be made available to each student. The final consolidated Grade sheet along with Provisional Certificate will be provided at the end of the course i.e. after 4th Semester Examination to the students who have cleared all semesters on approval of the result from University.

**9. Eligibility for Award of Degree :**

- 9.1 A candidate will be eligible for award of M.A/M.Sc./M. Com Degree if he/she satisfies all the following conditions :
- 9.1.1 Has cleared (minimum pass grade) in all subjects and obtained requisite number of credit points in all Semester.
- 9.1.2 Has secured a minimum Cumulative Grade Point Average.

**10. Publication of Result :**

- 10.1 The Controller of Examinations of the college will be published the list of successful candidates subject wise, arranged in order of merit, after getting it approved by the Autonomous Examination Committee and subsequently ratified by the University.
- 10.2 Each successful candidate shall receive a Diploma/Degree in P.G. under the seal and signature of the Vice Chancellor, Sambalpur University.



**CHAPTER - IV**  
**SCHEME OF STUDIES & FEES STRUCTURE**  
**COURSE STRUCTURE AND SUBJECTS (Degree/P.G. /M. Phil)**

The Government Autonomous College, Rourkela is one of the premier colleges of the state. It started functioning as an Autonomous College from the session 2002-2003. Accordingly, it frames syllabi, conducts examinations and publishes results for its students.

Moreover the College has implemented the Choice Based Credit System (CBCS) from the session 2015-16 for the degree courses. The CBCS pattern is student centric approach or learning and acquiring higher education.

**Outlines of Choice Based Credit System (Arts/Science/Commerce Stream)**

**Core Course (14 Papers) for Bachelor's Degree in a particular discipline :**

The Course designed for papers under this category aim to cover the basics that a student is expected to imbibe in that particular discipline. A course, which should compulsorily be studied by a candidate as a core requirement is termed as a Core course. The Institution / student may refer to the Corresponding syllabus for the same.

**Discipline Specific Elective (DSE) Course (4 Papers) :**

Elective courses offered under the main discipline/subject of study are referred to as Discipline Specific Elective.

**Dissertation / Project :**

An elective course designed to acquire special / advanced knowledge, such as supplement study / support study to a project work. A candidate studies such a course on his own with an advisory support by a teacher / faculty member is called dissertation / project.

**Generic Elective (GE) Course (4 Papers) :**

An elective course chosen from an unrelated discipline / subject, with an intention to seek exposure beyond discipline/s of choice is called a Generic Elective. The purpose of this category of papers is to offer the students the option to explore disciplines of interest beyond the choices they make in Core and Discipline Specific Elective papers.



**Ability Enhancement Compulsory Courses (AECC) (2 Papers) :**

This course is compulsory all the streams and the courses are based upon the contents that lead to knowledge enhancement.

Paper I : Environmental Science.

Paper II : MIL Communication (English / Odia / Hindi)

**Skill Enhancement Courses (SEC) (2 Papers) :**

These courses designed to provide skill-based knowledge. The main purpose of these courses is to provide students life-skills so as to increase their employability. A Student has to take two SEC paper.

An undergraduate Degree with Honours in a discipline may be awarded if a student completes 14 (fourteen) core papers in that discipline, 2 (two) Ability Enhancement Compulsory Courses (AECC) paper, 2 (two) Skill Enhancement Courses (SEC) paper, 4 (four) Generic Elective (GE) paper and 4 (four) Discipline Specific Elective papers.

**Courses Offered :**

Bachelors Degree in this College is offered in all three streams i.e. Arts, Commerce and Science. The college has provision for intake of 288 students in **Arts** Stream and the subjects with intake capacity are as follows : Economics (32), English (32) Education (32), History (16), Hindi (16), Odia (16), Philosophy (16), Political Science (32), Psychology (64) and Sociology (32), Similarly in **Science** stream total intake capacity is 176 seats out of which the physical science has allotment of 144 seats and biological science is 32 seats. The science stream offers courses in regular mode as well as in the self-finance mode. The subject intake capacity is as follows : Botany (16), Chemistry (32), Mathematics (32), Physics (48), Statistics (32) and Zoology (16). The courses offered under self-finance mode are Computer Science (64), Mathematics Honours with Computer (32) and Electronics and Telecommunication (32), Commerce stream of this college have the provision for 128 seats.

**UG Course Structure Table**

<b>Semester</b>	<b>Course</b>	<b>Credit with Practical</b>	<b>Total Marks</b>	<b>Credit Without Practical</b>	<b>Total Marks</b>
Semester-I	AECC -I	4	100	4	100
	C - 1 (Theory)	4	75	6	100
	C - 1 (Practical)	2	25	-	-
	C - 2 (Theory)	4	75	6	100
	C - 2 (Practical)	2	25	-	-
	GE - 1 (Theory)	4	75	6	100
	GE - 1 (Practical)	2	25	-	-
Semester-II	AECC -II	4	100	4	100
	C - 3 (Theory)	4	75	6	100
	C - 3 (Practical)	2	25	-	-
	C - 4 (Theory)	4	75	6	100
	C - 4 (Practical)	2	25	-	-
	GE - 2 (Theory)	4	75	6	100
	GE - 2 (Practical)	2	25	-	-
Semester-III	C - 5 (Theory)	4	75	6	100
	C - 5 (Practical)	2	25	-	-
	C - 6 (Theory)	4	75	6	100
	C - 6 (Practical)	2	25	-	-
	C - 7 (Theory)	4	75	6	100
	C - 7 (Practical)	2	25	-	-
	SEC - I	4	100	4	100
	GE - I (Theory)	4	75	6	100
	GE - I (Practical)	2	25	-	-

Semester	Course	Credit with	Total	Credit Without	Total
Semester-IV	C - 8 (Theory)	4	75	6	100
	C - 8 (Practical)	2	25	-	-
	C - 9 (Theory)	4	75	6	100
	C - 9 (Practical)	2	25	-	-
	C - 10 (Theory)	4	75	6	100
	C - 10 (Practical)	2	25	-	-
	SEC - II	4	100	4	100
	GE - II (Theory)	4	75	6	100
	GE - II (Practical)	2	25	-	-
Semester-V	C - 11 (Theory)	4	75	6	100
	C - 11 (Practical)	2	25	-	-
	C - 12 (Theory)	4	75	6	100
	C - 12 (Practical)	2	25	-	-
	DSE - I (Theory)	4	75	6	100
	DSE - I (Practical)	2	25	-	-
	DSE -II (Theory)	4	75	6	100
	DSE - II (Practical)	2	25	-	-
Semester-VI	C - 13 (Theory)	4	75	6	100
	C - 13 (Practical)	2	25	-	-
	C - 14 (Theory)	4	75	6	100
	C - 14 (Practical)	2	25	-	-
	DSE - III (Theory)	4	75	6	100
	DSE - III (Practical)	2	25	-	-
	DSE -IV Project Work	6	100	6	100
<b>Total</b>		<b>148</b>	<b>2600</b>	<b>148</b>	<b>2600</b>

**Fees for Self-Finance Courses :**

This College offers three Bachelors Degree courses under self finance Mode viz. Computer Science, Mathematics Honours with Computer (MTC) and Electronics and Telecommunication (ETC). The self finance fee for all the above three is @ Rs. 15,000/- (Rupees fifteen thousand) only per annum i.e. the total course fee for the said course is around Rs. 45,000/-.

**POSTGRADUATE DEGREE COURSES :**

The Government Autonomous College Rourkela offers two year postgraduate courses in Arts, Commerce and Science out of which two courses are offered under self finance scheme, it comprises of four semesters and each semester is awarded with credits.

The subject for PG courses and with their intake capacity as follows : Botany (48), Chemistry (32), Economics (32), Education (32), English (32), History (32), Hindi (32), Mathematics (32), Odia (48), Physics (32), Political Science (32), Psychology (32), Sociology (16), Statistics (32) and Zoology (32). While postgraduate courses like Computer Science (64) and Commerce (64) are offered in self finance scheme.

**POST GRADUATE COURSE STRUCTURE  
With Effect from 2018 - 2020  
SEMESTER WISE PAPER DESCRIPTION**

SEM	PAPER CODE	MAX MARKS		TOTAL MARKS	CREDIT POINT		TOTAL CREDIT POINTS
		Without Practical	With Practical		Without Practical	With Practical	
I	P-101	100	75	400	5	4	20
	P-102	100	75		5	4	
	P-103	100	75		5	4	
	P-104	100	75		5	4	
	P-105	---	100		---	4	
II	P-201	100	75	400	5	4	20
	P-202	100	75		5	4	
	P-203	100	75		5	4	
	P-204	100	75		5	4	
	P-205	---	100		---	4	
III	P-301	100	75	500	5	4	25
	P-302	100	75		5	4	
	P-303	100	75		5	4	
	P-304	100	75		5	4	
	P-305	---	100		5	5	
	P-306	---	100		---	4	

**Information Bulletin 2020-2021**

SEM	PAPER CODE	MAX MARKS		TOTAL MARKS	CREDIT POINT		TOTAL CREDIT POINTS
		Without Practical	With Practical		Without Practical	With Practical	
IV	P-401	100	75	500	5	4	25
	P-402	100	75		5	4	
	P-403	100	75		5	4	
	P-404	100	75		5	4	
	P-405	100	100		5	5	
	P-405	---	100		---	4	
<b>TOTAL MARKS</b>				<b>1800</b>	<b>TOTAL CREDITS</b>		<b>90</b>

- \* P-105, P-205, P-306, P-406 are Practical Papers applicable for the courses with practical
- \* P-305 is Seminar + Study Tour + Review of Literature.
- \* P-305 is Project / Dissertation Paper.

**MASTER IN PHILOSOPHY (M.PHIL.) DEGREE COURSES :**

This college offers M.Phil. Degree in three subjects from the session 2018-19 i.e. English, Botany and Odia with intake capacity of 08 (eight) seat each. The course duration is of one year and it consists of two semesters. The Examination is awarded with credit points in each semester. The session of the M.Phil. courses is from January to December. Selection to the M.Phil. courses is through the entrance test and career assessment.

**M.PHIL COURSE STRUCTURE**

With Effect from 2018 - 2020

**SEMESTER WISE PAPER DESCRIPTION**

SEM	PAPER CODE	MAX MARKS	TOTAL MARKS	CREDIT POINT	TOTAL CREDIT POINTS
I	P-611	100	400	4	16
	P-612	100		4	
	P-613	100		4	
	P-614	100		4	
II	P-621	50 + 50	300	2 + 2=4	24
	P-622	200		8 + 12=20	
			700		40

- \* P-622 is Project/Dissertation Paper.
- \* For P-621, Seminar 50 Marks and Review of Literature 50 Marks
- \* For P-622, 08 credit for Interim Project Report and 12 credit for Final Project Report.

**Admission :** As per the circular from the Govt. the Admission to the 1st year, Degree and P.G. Classes shall be done on the basis of marks at the last qualifying Examination through SAMS. Admission to P.G. 1st Year & M. Phil Classes through Entrance & Career Marking together.

## +2 CLASSES

### ARTS STREAM (160 SEATS)

The following combinations in Arts Stream are allowed. Any deviation of this will not be entertained.

Compulsory Subjects :

(Compulsory subjects English and M.I.L. carries 200 marks)  
(100 Marks in 1st year and 100 marks in 2nd year)

1. English
2. MIL (Odia/Hindi/ Alternative English )
3. Environmental Education will be assessed at the college level for 100 marks (70 marks for theory and 30 marks for project work) at the end of 1st year +2 course and the grades (A + A, B.C.D, in order of merit) for the same shall be recorded in the body of the pass certificate given by the council subsequently. The grade secured in the Environmental Education (EE) will not affect the result of the candidate.

Mark	Grade
above 70%	Gr. A +
above 60%	Gr. A
above 50%	Gr. B
above 35%	Gr. C
below 35%	Gr. D

**Elective Subjects :**

(Each Elective Subject carries 200 marks  
100 marks in 1st year and 100 marks in 2nd year)

A student shall have to offer any four elective subjects out of the following six groups.

1. Political Science
2. History / Mathematics
3. Logic / Sociology
4. Economics
5. Education / Psychology / Statistics
6. Odia / Hindi
7. IT

#### SEAT LIMIT :

Sociology	:	64 Seats
Psychology		64 Seats
Education	:	64 Seats
Statistics	:	16 Seats
Information Technology	:	32 Seats

**SUBJECT RESTRICTIONS :**

The following subject combinations can not be taken together

- i) Sociology and Statistics
- ii) Odia and Hindi
- iii) IT
- iv) History and Mathematics
- v) Any one of the following practical subjects.
  - a) Psychology
  - b) Education
  - c) Statistics

**SCIENCE STREAM (320 SEATS)**

The following combinations in Science Stream are allowed. Any deviation from this will not be entertained.

**Compulsory Subject :**

Compulsory subject in English and MIL carries 200 marks.

(100 marks in 1st year and 100 marks in 2nd year)

English / M.I.L. (Odia / Hindi / Alternative English )

Environmental Education (Compulsory) - 100 Marks, Yoga (100 Marks)

The Environmental Education Yoga will be assessed in the college level for 100 marks (70 marks for theory and 30 marks for project work) at the end of 1st year of +2 Course and the grades (A+, A, B.C.D. in order of merit) are to be awarded by the College and the same shall be recorded in the body of the pass certificate given by the Council subsequently. The grade Secured in the Environmental Education (EE) will not affect the result of the candidate.

Marks	Grade
Above 70%	Gr. A+
above 60%	Gr. A
above 50%	Gr. B
above 35%	Gr. C
below 35%	Gr. D

**Elective Subjects :**

Each elective subject carries 200 marks

(100 marks in 1st yr. and 100 marks in 2nd yr.)

1. PHYSICS
2. CHEMISTRY

A student shall have to offer two Elective Subjects out of the following groups as 3rd and 4th elective Either Group "A" or Group "B".



<b>Group -A</b>	<b>Group - B</b>
3. Mathematics	3. Biology / Statistics / Information Technology
4. Biology / Statistics / Information Technology	4. Mathematics

**SEAT LIMITS :**

Statistics	-	128
Information -Technology	-	128

**Commerce Stream (128 Seats)**

The following combinations in Commerce Stream are allowed. Any deviation will not be entertained.

Compulsory Subjects : English and M.I.L. carries 200 marks)  
(100 Marks in 1st year and 100 marks in 2nd year)

1. English
2. M.I.L. (Odia / Hindi / Alternative English )
3. **Environmental Education / Yoga**

(Environmental Education will be assessed at the college level for 100 marks (70 marks for theory and 30 marks for project work)at the end of 1st year +2 course and the grades (A+A, B.C.D. in order of merit) are to be awarded by the College and the same shall be recorded in the body of the pass certificate given by the Council subsequently. The grade Secured in the Environmental Education (EE) will not affect the result of the candidate.

<b>Marks</b>	<b>Grade</b>
Above 70%	Gr. A+
above 60%	Gr. A
above 50%	Gr. B
above 35%	Gr. C
below 35%	Gr. D

**Elective Subjects :**

Each elective subject carries 200 marks  
(100 marks in 1st yr. and 100 marks in 2nd yr.)

1. Accounting
2. Business Studies & Management
3. Business Mathematics & Statistics

A Student shall have to take any one of the following Groups.



**1st Year**

MIL (O/H/Al. Eng)  
ACC  
BMS  
BSM  
B & I

**2nd Year**

MIL (O/H/Al. Eng)  
ACC  
BMS  
BSM  
CA

**GENERAL INFORMATION :**

(For both Arts / Science and Commerce Students)

**1. Duration of Course :**

The syllabus is divided into two parts i.e. Part - I and Part - II. The council will conduct one examination at the end of +2 2nd year class.

**2. Pass Criteria :**

a) Subject with practical 30% of the total marks is meant for practical examination and 70% of the total marks is meant for theory. A candidate has to pass separately in theory and practical.

**3. Non-Examination Subject : Work Experience :**

This is a subject to be assessed internally through grading like A.B.C. and D. and is to be noted on the basis of the certificate. Students with D grade can not fill up their forms for the Annual H.S. Examination.

**4. Important Points :**

The students will have to attend classes regularly in order to attain the required percentage of attendance for their promotion to next higher class, or to appear at the council examination as per the provision of CHSE, Orissa.

5. Those students who would like to contest the college election shall have to secure 75% of their attendance as on the date of notification of college election, else their nomination shall be declared invalid.

6. The applicant as well as his parents / guardians must sign and submit an undertaking duly filled in for the Antiragging activities, attached with the application form.

7. The students must have to secure minimum 20% of marks in each subject in their test examination in order to be sent up for annual H.S. Examination and for promotion from 1st year class to 2nd year class.

**Fee Structure for UG and PG 2019-20**

Sl. No	Name of Heads of Collection	Under Graduation (+3)			Post Graduation	
		1st	2nd	3rd	1st	2nd
1.	Admission Fee Science	11	11	11	14	14
2.	Admission Fee Arts	10	10	10	12	12
3.	Admission Fee Commerce	10	10	10	14	14
4.	Tution Fee (Science) Per Annum	132	132	132	168	168
5.	Tution Fee (Arts) Per Annum	120	120	120	144	144
6.	Tution Fee (Commerce) Per Annum	120	120	120	144	144
<b>B. College Annual Charges</b>						
1.	Development Fee	250	250	250	250	250
2.	Magazine Fee	100	100	100	100	100
3.	Proctorial Fee	20	20	20	20	20
4.	Abstact Attendance	20	20	20	20	20
5.	Athletic Association	50	50	50	50	50
6.	Common Room	20	20	20	20	20
7.	Dramatic Association	50	50	50	50	50
8.	College Calender / information Buletin	50	50	50	50	50
9.	Identity Card & Library Card	70	70	70	70	70
10.	Faculty Association (For Sc./Arts/Comm.)	50	50	50	50	50
11.	Time Table & Lesson Plan	30	30	30	30	30
12.	Teachers Welfare Fund	10	10	10	10	10
13.	SAF	10	10	10	10	10
14.	Medical / Health Care	20	20	20	20	20
15.	DSA	20	20	20	20	20
16.	Courses of Studies	140			140	
17.	Maintanance Fee (Civil/Elec. & Furniture)	300	300	300	300	300
18.	Students Safety Insurance	25	25	25	25	25
19.	Cycle/Motor Cycle Stand	100	100	100	100	100
20.	e-Governance	100	100	100	100	100
21.	Career Counselling Fee	50	50	50	50	50
22.	Student's Union (College Union)	50	50	50	50	50
23.	Internal Assessment	600	600	600	600	600

24.	Annual Day, Independence Day & Republic Day Celebration	50	50	50	50	50
25.	Red Cross	10	10	10	10	10
26.	NCC	15	15	15	15	15
27.	SSG	20	20	20	20	20
28.	NSS	15	15	15	15	15
29.	Sanitation Fee	200	200	200	200	200
30.	Lab Caution Money (Science) N.R.	100	100	100	100	100
31.	Departmental Caution Money (Arts) N.R.	100	100	100	100	100
32.	Departmental Caution Money (Com) N.R.	100	100	100	100	100
33.	Library Caution Money (Non-Refundable)	50	50	50	50	50
34.	Department Dev. Fee (For P.G. only)	Nil	Nil	Nil	5000	Nil

**C. UNIVERSITY FEE**

1.	Registration Fee (Only 1st year)	100	Nil	Nil	Nil	Nil
2.	Registration Fee (other University) for P.G. 1st year	Nil	Nil	Nil	100	Nil
3.	Recognition Fees (Only 1st year)	70	Nil	Nil	70	Nil
4.	Enrollment Fee (Only 1st year)	100	Nil	Nil	100	Nil
5.	Sports Fee (Per year)	50	50	50	50	50
6.	Affiliation Fee (CBCS)	50	50	50	50	50
7.	Degree Diploma Certificate Fee (For Final year Students)	Nil	Nil	200	Nil	200

**D. AUTO EXAMINATION FEE (Per Annum 2 Semester**

1.	Examination Fee	700	700	700	700	700
2.	Centre Charges	300	300	300	300	300
3.	Fee for Computer Marksheet	100	100	100	100	100
4.	Fee for Provisional-cum Marksheet	Nil	Nil	100	Nil	100
5.	Enrollment Fee	100	Nil	Nil	100	Nil
6.	Coading Fee	150	150	150	150	150
6.	Examination Form Fee	50	50	50	50	50
7.	DSE - IV	Nil	Nil	200	Nil	Nil
8.	Project / Dissertation Fee	Nil	Nil	Nil	Nil	500
9.	Practical Fee for Science, Arts, Commerce					

& Self Financing Students (Per Practical  
Paper x 100 =

**E. SELF FINANCING FEE**

- |  |       |       |       |       |       |
|--|-------|-------|-------|-------|-------|
| 1. Self-Financing Fee UG (For CSC, ETC & MTC)<br>(For M.CSC, M.Comm.) Students | 15000 | 15000 | 15000 | 20000 | 20000 |
|--|-------|-------|-------|-------|-------|

**F. OTHER FEES / EXTRA CHARGES (If Applicable)**

- |  |     |     |      |      |      |
|--|-----|-----|------|------|------|
| 1. Duplicate (Computer Marksheet / Grade Card<br>Provisional-cum-Marksheet)          | 500 | 500 | 500  | 500  | 500  |
| 2. Correction in Degree Certificate  |     |     | 200  |      | 200  |
| 3. Re-Addition/Rechecking/Answer script<br>Form fee                                  | 10  | 10  | 10   | 10   | 10   |
| 4. Re-Addition/Rechecking (Fee per Paper)<br>@ Rs. 100/-                             |     |     |      |      |      |
| 5. Photocopies of Answer Script (Fee per<br>Paper) @ Rs. 500/-                       |     |     |      |      |      |
| 6. Seminar Fee for UG/PG Students (To be<br>Deposited in the Department) per year    | 500 | 500 | 500  | 2000 | 2000 |
| 7. Study Tour Fee for UG/PG Students (To be<br>Deposited in the Department) per year |     |     |      | 1500 | 1500 |
| 8. TC/CLC  |     |     | 10   |      | 10   |
| 9. TC/CLC (Duplicate)  |     |     | 100  |      | 100  |
| 10. Identity Card / Library Card (Duplicate)   |     |     | 200  |      | 200  |
| 11. Educational Verification Fee   |     |     | 500  |      | 500  |
| 12. Transcript Fee   |     |     | 1000 |      | 1000 |
| 13. Misc. Fee  |     |     |      |      |      |

**G. AUTO EXAMINATION FEE (For Back Paper/Improvement each Semester)**

- |   |  |  |  |  |      |
|---|--|--|--|--|------|
| 1. Examination Fee  |  |  |  |  | 1000 |
| 2. Centre Charges   |  |  |  |  | 300  |
| 3. Fee for Computer Marksheet   |  |  |  |  | 100  |
| 4. Fee for Provisional-cum-Marksheet (for Last Semester)  |  |  |  |  | 100  |
| 5. Degree Certificate Fee (for last Semester)   |  |  |  |  | 200  |
| 6. Practical Fee for Science, Arts. Commerce & Self Financing<br>Students (Per Practical Paper) @ Rs. 100/- |  |  |  |  |      |

**G. HOSTEL FEE (To be deposited in Hostels)**

1.	Hostel Fees Annual Charges (Consolidated)					
	Hostel Fees Excluding mess charges)	8000	8000	8000	8000	8000
2.	Hostel Seat Rent	65	65	65	65	65
3.	Hostel Fees Caution Money Refundable (Subject to Adjustment Against					
	Actual Expenses	1000	1000	1000	1000	1000
4.	Mess Charges	Extra	Extra	Extra	Extra	Extra

**N. B. :**

1. Tution Fee is not Applicable for SC/ST / Girls Students' & Odia Hons. Students of UG.
2. Tution Fee is not Applicable for SC /ST Students' of PG.
3. Handicapped Students' having 75% and above disability are exempted from the Tution fee, Exam fee, Certificate fee.
4. Fee revision may be made if necessary.

Principal

Govt. (Auto) College, Rourkela

**Fee Structure for +2 Session 2019-20**

Sl. No	Name of Heads of Collection	( +2)	
		1st	2nd
<b>A. GOVT. FEES</b>			
1.	Admission Fee Science	9	9
2.	Admission Fee Arts	8	8
3.	Admission Fee Commerce	8	8
4.	Tution Fee (Science) Per Annum	108	108
5.	Tution Fee (Arts) Per Annum	96	96
6.	Tution Fee (Commerce) Per Annum	96	96
<b>B. College Annual Charges</b>			
1.	Development Fee	250	250
2.	Magazine Fee	100	100
3.	Proctorial Fee	20	20
4.	Abstact Attendance	20	20
5.	Athletic Association	50	50
6.	Common Room	20	20
7.	Dramatic Association	50	50
8.	College Calender / information Buletin	50	50
9.	Identity Card & Library Card	70	70
10.	Faculty Association (For Sc./Arts/Comm.)	50	50
11.	Time Table & Lesson Plan	30	30
12.	Teachers Welfare Fund	10	10
13.	SAF	10	10
14.	Medical / Health Care	20	20
15.	DSA	20	20
16.	Maintanance Fee (Civil/Elec. & Furniture)	300	300
17.	Students Safety Insurance	25	25
18.	Cycle/Motor Cycle Stand	100	100
19.	e-Governance	50	50
20.	Cultural Association	50	50
21.	College Examination	250	250
22.	Annual Day, Independence Day & Repuclic Day Celebration	50	50
23.	Red Cross	10	10
24.	NCC	15	15
25.	SSG	20	20
26.	NSS	15	15
27.	Sanitation Fee	200	200



28. Library Caution Money (Non-Refundable)	50	50
<b>C. COUNCIL FEE</b>		
1. Registration Fee (Fee for Students passing BSE (O))	50	Nil
2. Other Boards	70	Nil
3. Recognition Fees	50	Nil
4. Sports & Cultural Fees	120	120
5. Academic Fee	45	Nil
6. Fee for Syllabus	5	Nil
7. EMH Fees	150	Nil
<b>Rs. 370/- all + (50/- for BSE or 70/- for Other Board Extra</b>		
<b>D. EXTRA CHARGES (LABORATORY FEE NON REFUNDABLE)</b>		
1. Arts (for Education & Psychology)	50	50
2. Commerce (with I.T.)	50	50
3. PCMB	200	200
4. PCMIT / ST	150	150
<b>E. SELF FINANCING FEE</b>		
1. Information Technology	1500	1500
<b>F. OTHER FEES/EXTRA CHARGES (if applicable)</b>		
1. TC / CLC		10
2. TC/CLC (Duplicate)		100
3. Identity Card / Library Card (Duplicate)		200
4. Educational Verification		500
5. Transcript Fee		1000
<b>G. HOSTEL FEE (To be deposited in Hostels)</b>		
1. Hostel Fees Annual Charges (Consolated Hostel Fees Excluding mess charges)	8000	8000
2. Hostel Seat Rent	65	65
3. Hostel Fees Caution Money Refundable (Subject to Adjustment Against Actual Expenses)	1000	1000
4. Mess Charges	Extra	Extra
<b>N. B. :</b>		
1. Tution Fee is not Applicable for SC/ST/Girls Students' of +2.		
2. Handicapped Students' having 75% and above disability are exempted from the Tution fee, Exam fee, Certificate fee.		
3. Fee revision may be made if necessary.		

Principal  
Govt. (Auto) College, Rourkela





**ADMISSION INFORMATION BROCHURE 2020-21**  
**PROSPECTUS-CUM-ADMISSION BROCHURE FOR POST GRADUATE COURSES**

**COLLEGE PROFILE:**

Government Autonomous College, Rourkela maintains its reputation as a premier college under Sambalpur University. At the time of its inception in 1961, it was located in a small building at the sector area of the Steel Township and it was then named as Government Science College, Rourkela. The college has always identified itself with the values that our society upholds and in doing so it has solidly anchored itself as an institution that helps in building personality and character that play a vital role in the ultimate analysis. Our students are certainly equipped to encounter the varied experiences of the life with an active and contemplative mind. They are guided by a committed and determined group of faculty members and other college staffs. Students come to this citadel of learning from far-flung places. One significant aspect of this institution is that a majority of the students come mostly from economically weaker sections & from the Scheduled Tribe & Caste segments of the society. The institution is located in an SC/ST sub-area. Our stress has all along been on quality and may be for that reason the capital cost of educating a student remains high. This temple of learning has carved out for itself an enviable place among its counterparts affiliated to Sambalpur University.

The College aims at providing quality higher education, building the character and conduct of the students and molding the all-round development of their personality through various extension services and healthy practices.

**1. REGULAR COURSES:**

**a. P.G. COURSES:**

The College provides regular teaching facilities in fifteen subjects. They are BOTANY, ZOOLOGY, CHEMISTRY, PHYSICS, MATHEMATICS, STATISTICS, ODIA, HINDI, ENGLISH, PSYCHOLOGY, POL. SCIENCE, ECONOMICS, HISTORY, EDUCATION, SOCIOLOGY.

**b. SELF FINANCING P.G. COURSES:**

The College provides regular teaching facilities in two subjects. They are COMPUTER SCIENCE and COMMERCE.

**2. FACULTY PROFILE:**

The College has a team of highly qualified and experienced faculty members to impart



quality education to the students. It also hires the services of guest faculties from renowned institutions to quench the intellectual thirst of the students.

**3. HOSTELS:**

The College has two boys hostels (one exclusively for Tribal boys) and two girls hostels (one exclusively for Tribal girls) to accommodate students of both U.G.&P.G. Classes.

**4. OTHER ACTIVITIES:**

The College provides the students with ample scope to develop their personality and service to humanity through the NSS/NCC and YOUTH RED CROSS activities.

**5. DRESS CODE:**

The College has introduced the dress code for the students: Black trousers (Full pants) and pink full sleeve shirt for boys and black salwar and dupatta, pink kameej for girls. Students after admission are required to come to the college in the uniform, while attending Classes, Examinations and for other college activities.

**6. EXAMINATION:**

There shall be two semester examinations (i.e. November and April) in an academic session. Two Internal Examinations are there before each Semester End Examination.

**7. ELIGIBILITY FOR ADMISSION:**

- a) CPET-2020 is compulsory for all the aspirants interested to take admission in the listed P.G. Courses (Annexure-II) in the Govt. Autonomous College, Rourkela offering P.G. in the State of Odisha for the Academic Session 2020-21.
- b) Applicants desirous of admission into Post Graduate Courses of enlisted Public Universities and Colleges of the State during the Academic Year 2020-21 have to apply through ONLINE mode ONLY. There will be no OFFLINE mode for submission of CAF.
- c) The on-line Common Application Form (CAF) is available on the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and can be accessed at any place where internet facility is available. Please read the Common Prospectus (CP) carefully before filling the on-line Common Application Form (CAF). Submission of application does not automatically confirm the right to admission.
- d) An applicant can also apply for multiple PG subjects (limited to 05 subjects per candidate) as per his/her choice and eligibility while applying in the CAF. The candidate fulfilling the eligibility criteria can indicate this in the option provided in the CAF. However, in case of multiple subjects, additional fee per each additional subject must be paid. The CAF will indicate the total amount to be paid in such cases.

- e) For applicants submitting multiple options must provide the combination of subject and University/College, where he/she wants to get admitted in order of preference. For example, one wants to apply for Public Administration in Utkal University, Political Science in Berhampur University and Political Science in F.M. (Autonomous) College, Balasore with first choice as Berhampur University Political Science, second choice Utkal University - Public Administration and third choice F.M. (Autonomous) College, Balasore - Political Science. He must provide the combined option in the following manner :

Option 1 : Political Science @ Berhampur University

Option 2 : Public Administration @ Utkal University

Option 3 : Political Science @ F.M. (Autonomous) College, Balasore

These must be clearly indicated in the CAF. A candidate is permitted to indicate 10 (Ten) option at the maximum.

- f) Once the CAF fees are deposited , one cannot change the option (s).
- g) Only computer (Internet) generated CAF with Barcode shall be accepted, DTP or typed or other form of CAF shall not be accepted.
- h) ONLINE payment is compulsory to deposit the CAF Fees through the prescribed gateways.
- i) Maximum 10% weightage mark shall be provided to an applicant.

**Important Notes :**

- j) The application fees will be as follows :
- 1) **General Candidates** : Rs. 500/- for the first subject applied for (CAF) with Rs. 200/- for each subsequent subject (CAF) there will be no additional fee for subjects sharing same entrance tests e.g. economics and applied economics)
  - 2) **SC/ST candidates** : Rs. 300/- for the first subject applied for (CAF) with Rs. 200/- for each subsequent subject (CAF)
  - 3) ***The PWD (Persons with Disabilities) and TG (Third Gender / Transgender) candidates are exempted from paying the CAF Fees.***

The fees amount will be calculate and printed at the top of the application printout copy of CAF. **No refund can be claimed at a later date.**

- k) The applicant's caste (ST/SC) certificate, which is not verified online, will have to submit physically at the time of admission. If an applicant is not able to produce caste certificate at the time of admission, then s/he will not be entitled for taking admission, even her/his name appears in Common PG Entrance Test (CPET-2020) Merit List.

- l) For any problem relating to ONLINE payment, please send queries to [epay.sams@gmail.com](mailto:epay.sams@gmail.com).
- m) Applicants will be intimated regarding their individual status of Application through four modes i.e. (i) SMS (mobile number as given in CAF) (ii) e-Mail (As given in the CAF) (iii) Website ([www.dheodisha.gov.in](http://www.dheodisha.gov.in)) / [www.samsodisha.gov.in](http://www.samsodisha.gov.in) (iv) Toll Free Numbers (155335) or 1800-345-6770) to get information on call.
- n) The candidates, whose final U.G. results are awaited (not published), can also apply on-line in the CAF to appear CPET 2020. But, they must upload their marks by logging into the SAMS Student Portal prior to fixed dateline given in the point No. 4 (e).
- o) The candidate needs to submit the original certificates, mark sheets and other necessary documents at the time of document verification during admission at the University/College, which will invite him/her for admission. The admission shall be cancelled at any point of time if the certificates / mark sheets / any other documents are found to be forged/manipulated.
- p) The candidate is expected to continuously visit the website : [www.samsodisha.gov.in](http://www.samsodisha.gov.in) and [www.dheodisha.gov.in](http://www.dheodisha.gov.in) for up to date information regarding admission modalities and University & College websites for hostel seats and fees.
- q) A student with Elective Papers which carries 24 credits at U.G. Level may also apply for that subject at PG Level. But, she/he will not get 04 marks like Core/Honours subject.
- r) Higher Education Department has introduced **“One Course One Fee”** for CPET - 2020 under SAMS.

#### 1. Background :

For the first time, Odisha State Higher Education Council (OSHEC) in Higher Education Department, Government of Odisha is conducting a Common Entrance Test for admission into the PG programs of State Public Universities and Colleges of the State through Students Academic Management System (SAMS). A common subject-wise rank list will be prepared and the applicants will be admitted into the Universities/Colleges of their choice on the basis of their rank and the reservation policy/weightage policy of the concerned institution. Admission will be done in the Universities/Colleges and it is the University/College which will frame its own policy regarding admission, hostel accommodation etc. This prospectus covers only the entrance test and common merit list part of the admission. **Once the subject-wise, category wise rank lists are notified, the enlisted Universities/Colleges will frame their mechanism to complete the admission process. Admission fees, hostel fee and other fees shall be decided by the respective HEIs.** Therefore, the



applicants are required to visit the websites of the enlisted Universities/Colleges on regular basis for admission related information.

**2. Brief notes on SAMS Via a Via Common PG Entrance Examination :**

SAMS stands for Student Academic Management System of Higher Education Department, Government of Odisha which has been conducting the common e-admission into Degree (+3) colleges in the State of Odisha. From the Academic Year 2020-21, the Common Entrance Test for Post Graduate Courses will also be conducted through SAMS. The entrance test will be conducted in a number of subjects (Annexure-II). Candidates desirous of taking admission into the various Post Graduate courses as mentioned in the CP will have to apply for CPET-2020 through "Online" mode only. Candidates are advised to go carefully through the detailed CP available on website. The CP contains all the important information relating to CPET-2020 including instructions for making online application, important dates and notes for applicants, Eligibility criteria, subjects and principles for preparation of state wide merit list etc. For subjects and seats that are not included in the present list, Higher Education Institutions (HEI) will proceed with their own admission process. During the academic year 2020-21, the entrance tests will be conducted by Utkal, Sambalpur and Berhampur Universities in Humanities, Science and Business & Commerce streams, respectively. The details are mentioned in the subsequent paragraphs.

**3. Objectives :**

- Ensure single window system for CPET-2020 for reducing inconvenience of students in terms of travel and appearing entrance test separately at each University/College
- To make the entire CPET-2020 process transparent, thereby reducing the anxiety of applicants/parents regarding selection.
- Ensure uniform schedule across the state for declaration of Degree (+3) results.
- Reduce the work load of Universities and Colleges by developing several modules of administration using the database of admission process and thereby improve services to the students.
- Develop a subject wise common merit list of students for admission in to Universities and Colleges of their choice.

**4. Important Dates (Tentative Dateline) :**

SAMS operates through pre-fixed dates for all its activities. It helps in creating awareness and transparency & timely Completion of activities. There dates have been finalized by the Higher Education Department, Government of Odisha.

### **Dateline for PG Common Entrance Test - 2020**

Dateline for Common PG Entrance Test-2020 for State Public Universities and Colleges with PG Courses under project Student Academic Management System (SAMS) is given below. Any Change in the dateline will be published in the newspapers as well as in the website [www.dheodisha.gov.in](http://www.dheodisha.gov.in) / [www.samsodisha.gov.in](http://www.samsodisha.gov.in). Common Prospectus (CP) for CPET-2020 is available in the said websites. Kindly refer the CP before filling up the CAF.

Sl. No.	Item	Timeline
1)	Available of online Common Application Form (CAF) in the website <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>	12 Aug 2020 <b>(2.00 p.m.)</b>
2)	Last Date of Applying online CAF through <a href="http://www.samsodisha.gov.in">www.samsodisha.gov.in</a>	31 Aug 2020 <b>(11.45 a.m.)</b>
3)	Available of Hall Ticket in applicant e-Space for downloading	20 Sept. 2020 <b>(2.00 p.m.)</b>
4)	Commencement of Entrance Examination (CPET - 2020)	30th Sept.to 7th Oct 2020
5)	Updation of Graduation/Equivalent mark by applicant till	10 Oct. 2020 <b>(11.45 a.m.)</b>
6)	Handing over the entrance marks to OCAC by the Entrance Exam Conducting Universities	20 Oct. 2020
7)	Publication of State wide merit list	25 Oct. 2020
8)	Completion of Admission Process by the respective Universities and Colleges, offering PG teaching facility	20 Nov. 2020
9)	Commencement of PG 1st Year Classes	01.Dec.2020

**For more details please contact  
e-Admission Helpline (Toll free) Number 155335 / 1800-345-6770**

**N.B. :** Candidates, whose final U.G. results are awaited (not published), can also apply on-line in the Common Application Form (CAF) to appear CPET-2020. But, they must upload their marks prior to preparation of Final State Merit List within the dateline, failing which, their applications will not be considered.

#### **5. e-Admission Procedure**

##### **5.1 Application Process**

- \* The CAF will be available in [www.dheodisha.gov.in](http://www.dheodisha.gov.in) / [www.samsodisha.gov.in](http://www.samsodisha.gov.in) if PDF format for applying online only. There will be one Common Application Form (CAF) and one Common Prospectus (CP) for CPET-2020 to any subjects as listed in annexure -II to this CP.

- \* Following category of courses are not included in CPET-2020. Individual HEI will make their own admission as per the approved names of their institution as well Government. Therefore, candidates desirous of taking admission in the subjects are requested to visit the website of the concerned HEIs for more information.
  - a) Courses run in PPP mode
  - b) Post Graduate Diploma Certificates/Diploma Courses
  - c) Subjects unique to that HEI only
- \* The CAF includes only choice of subject and institutions combination wherein the quantum of admission fees charged by the HEI become a critical factor in decision making. Considering the variety of Self Financing Courses, the applicants are requested to check the fees in the concerned websites of the Universities and Colleges.

#### **5.2 Where to apply Online ?**

Students can apply online at Cybercafe, Common Service Centre, Internet Facility Centre etc. or they can do it on their own.

#### **5.3 How to apply Online ?**

Applicants are required to visit the website [www.samsodisha.gov.in](http://www.samsodisha.gov.in) to download the user manual to know the step by step procedure to fill the CAF of CPET-2020.

#### **5.4 Fee Structure of Application**

- \* Option wise fees will be collected. General candidates will pay Rs. 500/- per subject and SC/ST candidates will pay Rs. 300/- per subject.
- \* For candidates desirous to appear for more than one subject, need to fill up their HEI subject combination options in the CAF. The fees in case of appearing multiple subject entrance will be as follows
  - First or only subject : Rs. 500/- for General candidates and Rs. 300/- for SC/ST candidates
  - Every additional entrance subject choice : Rs. 200/- for both General and SC/ST Candidates
  - No fee will be collected from PWD and Transgender candidates.
  - A candidate can apply to appear for entrance in maximum of 05 subjects and also provide preferences for the Universities of Colleges of his preference. The subject + University / Colleges combination will define his option. A candidate is permitted **maximum 10 nos. of options** for Subject + University/Colleges Combination.
  - **CAF Fees will be deposited online only.** No refund can be claimed at later date.



**6. Reservation :**

**Scheduled Caste [SC]  
& Schedules Tribe  
[ST]**

- a) SC-16-25% of the sanctioned strength of each course shall be reserved for SC applicants [G.O. 1170/HE, Dtd. : 01.06.2015]
- b) ST-22.5% of the sanctioned strength of each course shall be reserved for ST applicants [G.O. 11710/HE, Dtd. : 01/06/2015]
- c) The reserved seats are not interchangeable between SC & ST.
- d) SC/ST applicants selected for admission on their merit shall not be counted against reserved seats.
- e) However, any modification made by the Government in the reservation policy will be followed during admission.

**Persons with  
Disabilities (PwD)**

5% of sanctioned seats shall be reserved for PWD students with extent of disability not below 40% (Blind and Low Vision, Hard of Hearing, Locomotors Disability including Cerebral Palsy, Leprosy Cured, Dwarfism, Acid Attack Victims and Muscular Dystrophy, Autism, Intellectual Disability, Specific Learning Disability and Mental Illness). [G.O. 10161/HE, Dtd. : 07.04.2018]

**Ex-Serviceman  
[ESM],  
Serving Defence  
Personel [SDP],  
Children of Martyrs  
[CoM]**

1% of the sanctioned seats shall be reserved for Self/Children/Wife/Husband/Ex-Serviceman, Serving Defence Personel and Children of Martyrs. [G.O. 10161/HE, Dtd. : 07.04.2018]

**7. Weightage :**

Number of seats in each stream, filled up by the applicants with weightage, shall not exceed 10% of the sanctioned strength. This 10% of seats shall be proportionately distributed among all categories of applicants. An applicant, who is selected with weightage and taken admission, shall continue to remain in this 10% bracket, even if cut-off mark is reduced in subsequent selections. Maximum 10% weightage mark shall be provided to an applicant.

**7.1 NCC**

- a) Applicants holding B Certificate shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Degree (+3) or Equivalent examination.



- b) Applicants who have represented the state at the **All India Leve NCC Camps / Courses/ Activities** shall be given weightage of additional 3% of marks over and above the aggregate marks secured at the Degree (+3) or Equivalent Examination.

### **7.2 NSS**

- a) Applicants who have represented the Country at International level shall be given first priority during preparation CPET-2020 state rank.
- b) Applicants who have represented the state at National Level Camp shall be given Weightage of additional 5% of marks over and above the aggregate marks secured at the Degree / Equivalent Examination.
- c) Applicants who have represented the inter State Category Camp shall be given Weightage of additional 3% of marks over and above the aggregate marks secured at the Degree/Equivalent Examination.
- d) Applicants who have got the best NSS Volunteer award in University level shall be given Weightage of additional 2% of mark over and above the aggregate marks secured in Degree/Equivalent Examination.

### **7.3 Rover & Ranger**

- a) Rovers & Rangers possessing and producing the original certificate signed by the President of India shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Degree (+3) / Equivalent examination.
- b) Rovers & Rangers possessing and producing the original certificate signed by the Governor / PATRON / President of the State association shall be given weightage of additional 2% of marks over and above the aggregate marks secured at the Degree (+3)/ Equivalent Examination.

### **7.4 Sports & Games**

- a) Applicants who have represented the country at international level shall be given first priority during preparation CPET-2020 state rank.
- b) Applicants who have represented the state at national level shall be given weightage of additional 10% of marks over and above the aggregate marks secured at the Degree (+3)/Equivalent examination.
- c) Applicants who have represented the school at the Inter-State School Sports Meet level shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Degree (+3)/Equivalent examination.
- d) Applicant who have represented their university at Inter University Sports meets shall be given weightage of additional 5% of marks over and above the aggregate marks secured at the Degree (+3) / Equivalent examination.

***N.B. : There will be no validity limit for NCC/NSS/Scouts/Sports certificate.***

**8. Principles for preparation of state wide and subject wise merit list of CPET-2020 :**

- \* The subject wise minimum eligibility for the CPET-2020 is listed in Annexure-II. Those who have appeared in the Final Year/Semester Degree Examination-2020 can also apply and appear in the entrance test. However, they must upload their marks by logging into the SAMS Student Portal prior to fixed dateline given in the point no.4 (e). Failing in submission of final degree results before declaration of merit list will debar them from being part of the merit list.
- \* The CPET-2020 State wide merit list will be prepared by combining the career marks (30% of the total) and marks secured in the entrance examination (70% of the total) by a candidate.
- \* Career mark shall be calculated from a total of 30 marks out of which 5 marks will be for 10th Examination (See Annexure for 10th equivalent Board list), 10 marks will be reserved for +2 Examination (See Annexure for +2 equivalent Board list) and 15 marks are reserved for performance in the +3 results. The applicants are requested to indicate either the marks of the CGPA as reflected in their mark sheet. The marks awarded for career will be as follows.
  - Percentage of marks expressed as a fraction of CGPA expressed as a fraction of 10 multiplied by 5 in 10th examination, and multiplied by 10 in +2 examinations. (For example a person having 40% or CGPA of 4 will get 2 marks for 10th and 4 marks for +2 examinations.
  - If the Applicant applies for the subject at P.G. level, which she/he had taken as Core/Honours at U.G. Level, then she/he will get 04 marks. For Distinction, 01 marks will be awarded. Rest 10 marks will follow the same formula as +2.
- \* In case of identical total mark in (entrance + career), entrance mark will be taken for deciding merit. If entrance marks are also identical then career mark in graduation examination (+3) and then +2 marks will be considered for deciding rank respectively. In case, of +2 career mark being identical, the applicant born earlier will get the higher rank.
- \* Reservation policy of Government of Odisha will be strictly followed in preparing the CPET-2020 State wide subject wise merit list.
- \* Persons with Disabilities selected on their merit without relaxed standards, along with other candidates shall not be adjusted against the reserved share of vacancies. The reserve vacancies shall be filled up separately from amongst the eligible candidates with disabilities, which will thus comprise person with disabilities who are lower in merit than the last candidate in general merit list but otherwise found suitable as an applicant, if necessary, by relaxed standard available for persons with disabilities in addition to the SC and ST candidates.

- \* The entrance examination will consist of multiple choice type questions with 1 mark for correct answer and zero for a wrong answer (no negative marketing). The answers will have to be marked on OMR sheets as per instructions given in the sheet. Each paper will be of 90 minute duration with 70 multiple choice questions. The question will consist of 40 questions from Honours/Core papers and 30 questions from the same subject's generic elective papers as per the OLD CBCS UG syllabus (2016-2019). In multidisciplinary subjects where one dedicated Undergraduate course is not available, the questions will be from the UG curricula relevant to the subject applied for, with distribution of questions decided by relative importance of each.
- \* In the subject Anthropology, some universities in the state reserve a portion of the seat exclusively for science students and give M. Sc. degree in addition to M.A. in Anthropology. Therefore, there will be a separate entrance for science students in Anthropology.
- \* As the COVID-19 infection level continues to be fluid in various regions of the state and the country, there might be a situation where it may not be possible to conduct the PG entrance examination. In such an eventuality, the career mark will be the deciding factor for drawing up the merit list. In such case, the relative weightages shall be assigned to 10th board, +2 and +3 marks in the ratio of 30:30:40 respectively.

#### **9. Universities Designated to Conduct the Entrance Test :**

The following Universities have been assigned responsibilities for conducting the entrance examinations in the following streams.

##### **9.1 Humanities :**

Utkal University will conduct Entrance Examination for admission in to the following subjects:

- \* Anthropology (For Science Students)
- \* Anthropology / Anthropology and Tribal Studies (For Arts Students)
- \* Economics / Analytical & Applied Economics / Environmental Economics.
- \* Education
- \* English
- \* Gender Studies / Women's Studies
- \* Geography / Applied Geography / Remote Sensing and Geographic Information Systems
- \* Hindi
- \* History / Ancient Indian History, Culture and Archeology (AIHCA)
- \* Home Science
- \* Journalism and Mass Communication / Mass communication and Media Technology
- \* LAW (LLM) / LLM (Human Rights)
- \* Library and Information Science (L & IS)

- \* Linguistics
- \* Odia
- \* Philosophy / Applied Psychology / Critical Thinking
- \* Political Science
- \* Psychology / Applied Psychology / Clinical Psychology
- \* Public Administration
- \* Rural Development
- \* Sanskrit
- \* Santali
- \* Sociology / Social Work
- \* Urdu
- \* Yoga and Naturopathy

## **9.2 Science**

Sambalpur University will conduct Entrance Examination for admission in to the following Subjects :

- \* Bio-Sciences and Bio-Informatics / Bio-Informatics
- \* Bio-Chemistry
- \* Biotechnology
- \* Botany
- \* Chemistry/Analytical Chemistry / Applied Chemistry / Industrial Chemistry
- \* Computer Science / MCA / M.Sc. (IT) M.Sc. (CS)
- \* Electronic Science / Electronics and Telecommunication
- \* Environmental Science
- \* Geology / Applied Geology / Earth Science
- \* Life Science
- \* Marine Sciences (Marine Biology)
- \* Marine Sciences (Oceanography)
- \* Material Science
- \* Mathematics
- \* Microbiology / Applied Microbiology/Industrial Microbiology
- \* Natural Resources Management and Geo-Informatics
- \* Physics / Applied Physics/Ballistics Physics

- \* Public Health
- \* Statistics
- \* Wildlife and Biodiversity Conservation
- \* Zoology

### **9.3 Business and Commerce :**

Berhampur University will conduct Entrance Examination for Admission in to the following Subjects :

- \* Business Administration (MBA)
  - \* Business Economics
  - \* Commerce / Entrepreneurship
  - \* MBA (Business Economics)
  - \* MBA (Tourism and Travel Management)
  - \* MBA (FM) / MFC
  - \* MBA (Rural Management)
  - \* Personnel Management and Industrial Relations (PMIR)
  - \* Population Studies
- Subjects shown in the same bullet point will share the same entrance examination. For example, A & A Economics, Economics, Environmental Economics will have the same entrance. Merit List will be prepared based on candidate's choice indicated on the CAF.
- Any other subject not covered in the above, the HEI is required to conduct its own entrance examination and admission.

### **10. Examination Centres :**

Following Universities and Colleges will be the centres for entrance examination. The applicant will have the choice of selecting centre nearest to him/her for taking the examination. However, the final allocation of centre will be decided by the conducting University who will notify the information in the University website, DHE website and SAMS website.

#### **10.1 Universities as Examination Centre :**

Utkal University, Rama Devi University, Ravenshaw University, Berhampur University, Khalikote University, Sambalpur University, Gangadhar Meher University, Fakir Mohan University, North Odisha University (Both Campuses), Kalahandi University, Rajendra University, Shree Jagannath Sanskrit University and their designated Centres.

**10.2 Autonomous Colleges as Examination Centre :**

Government Autonomous College, Angul, Fakir Mohan Autonomous College, Balasore, Bhadrak Autonomous College, Bhadrak, Sailabala Women's Autonomous College, Cuttack, Dhenkanal Autonomous College, Dhenkanal, S.K.C.G Autonomous College, Paralakhemundi, Khalikote Autonomous College, Berhampur, S.B.R.G Autonomous College, Berhampur, Narasingh Choudhury Autonomous College, Jajpur, Government Autonomous College, Phulbani, Dharanidhar Autonomous College, Keonjhar, B.J.B. Autonomous College, Bhubaneswar, Vikram Dev Autonomous College, Jaypore, M.P.C. Autonomous College, Baripada, S.C.S (A) College, Puri and Government Autonomous College, Rourkela.

**10.3 Designated Authorities :**

While the three Universities conducting the CPET-2020 will be in charge of the entire Logistics, the Centre Management will be the responsibility of the respective PG Council Chairpersons in Universities and the Principals in case of the College.

**Reservation as per Seat Strength (P.G. Classes Regular and Self-Financing)**

Sl. No.	Subject	Strength	Duration
1.	Botany	48	2 Year
2.	Chemistry	32	2 year
3.	Commerce	64 (SF)	2 Year
4.	Computer Science	64 (SF)	2 Year
5.	Economics	32	2 Year
6.	Education	32	2 year
7.	English	32	2 Year
8.	Hindi	32	2 Year
9.	History	32	2 Year
10.	Mathematics	32	2 Year
11.	Odia	48	2 Year
12.	Physics	32	2 Year
13.	Political Science	32	2 Year
14.	Psychology	32	2 Year
15.	Sociology	16	2 Year
16.	Statistics	32	2 Year
17.	Zoology	32	2 Year

**CHAPTER - V**

**ADMISSION INFORMATION BROCHER-2021**

**PROSPECTUS-CUM-ADMISSION BROCHER FOR M.PHIL COURSES**

**COLLEGE PROFILE :**

Government Autonomous College, Rourkela maintains its reputation as a premier College under Sambalpur University. At the time of its inception in 1961. It was located in a small building at the sector area of the Steel Township and it was then named as Government Science College, Rourkela. The College has always identified itself with the value that our society upholds and in doing so it has solidly anchored itself as an institution that helps in building personality and character that play a vital role in the ultimate analysis. Our students are certainly equipped to encounter the varied experiences of the life with an active and contemplative mind. They are guided by a committed and determined group of faculty members and other college staffs. Students come to this citadel of learning from far-flung places. One significant aspect of this institution is that a majority of the students come mostly from economically weaker sections & from the Scheduled Tribe & Caste segments of the society. The institution is located in an SC/ST sub-area. Our stress has all along been on quality and may be for that reason the capital cost of educating a student remains high. This temple of learning has covered out for itself an enviable place among its counterparts affiliated to Sambalpur University.

The College aims at providing quality higher education, building the character and conduct of the students and modelling the all-round development of their personality through various extension services and healthy practices.

I. One Year M. Phil Programme under semester system in the subjects detailed below.

Sl. No.	Department	No. of Seats
1.	Odia	01
2.	Botany	01

**N.B. : Number of seats are subject to change as per availability of guide/supervisor during the time of Admission.**

II. Course Duration : **January, 2021 to December, 2021**

III. Commencement of ClsSES : **Will be notified later on.**

IV. Eligibility :

a) A Consistently good academic career with not less than 60% marks or equivalent grade in the subject for general candidates and 55% marks for SC/ST candidates.

Candidates having secured 60% marks in aggregate or having secured a cumulative grade point average equivalent to 60% of marks by conversion.

- b) M. Phil is a full - time course and as such as a candidate who is employed cannot be admitted or allowed to continue in the program unless he/she has been duly relieved and produces proof to that effect.

**V. Admission :**

Admission into M. Phil. Programmes shall be based strictly on merit. The merit of a candidate shall be determined on the basis of Career-cum-Entrance Test. The entrance test will be held on **12.01.2021 (Tuesday)**

**VI. Mode of obtaining Admission Form :**

Candidates should download the Admission Form from the College Website [www.gacrkl.ac.in](http://www.gacrkl.ac.in) and deposit the same duly filled in along with the original money receipt/ Bank Draft amounting **Rs. 1000/- (Rupees one thousand) only** towards application cum Entrance fee in the College cash counter or by Speed Post.

**Demand Draft in favour of Principal, Government Autonomous College, Rourkela.**

**Payable at Panposh, Rourkela.**

**VII. Last Date of Submission :**

The Application duly filled in along with required documents should be submitted in the College Counter reached on or before **05.01.2021 (Tuesday) by 4 p.m.** positively.

**VIII. Entrance Test :**

- a) The Entrance Test in the Subjects of Odia & Botany will be held on **12.01.2021 (Tuesday) from 11 A.M. to 12.30P.M.**
- b) Admission to M. Phil course will be made on the basis of entrance test, career assessment, **i.e. 70% entrance + 30 % Career assessment.**
- c) Multiple Choice Questions (M.C.Q) will be set as per the syllabi of P.G. courses of Universities of Odisha.
- d) The question paper will contain 70 Nos. of Multiple-Choice Questions (M.C.Q) No Negative marks.
- e) **Admit Card for the Entrance Examination will be issued on the time of entrance date i.e., on 9.30 A.M. of 12.01.2021 (Tuesday)**
- f) **The Candidates are directed to come with an original valid photo Identity proof on the date of Entrance Test. No candidate will be allowed to appear the entrance test without original valid photo Identity proof.**
- g) **No. candidate will be allowed to appear the Entrance Test 30 minutes after the commencement of examination. i.e., 11.30 A.M.**



- h) The candidates are directed to follow SOP of COVID-19 guideline strictly.
- i) The result of Entrance Test and selection of merit list will be published in the College Notice Board & College website.
- j) College teachers availing themselves of study leave from Govt. of Odisha. Dept. of Higher Education will have to appear entrance test and will be treated as UR candidates.

**IX. Career Assessment : 30 marks**

Degree	1st Division	2nd Division	3rd Division/Pass Compartmental
H.S.C	3	2	1.5
+2 or Equivalent	5	4	3
+3, Degree Honours	9	7	-
+3, Degree Pass	-	-	5
Distinction	1	1	-
P.G.	12	9	-

- b) Honours & P.G. in the concerned subject will be given preference.

**X. Documents to be submitted with application form Self - Certified copies of the following:**

- a) Mark sheets & certificates of all examinations starting from HSC/equivalent.
- b) Caste Certificate from the competent authority (Revenue Officer not below the rank of a Tehsildar)
- c) Documents in support of submission of study leave application to DHE.
- d) In-service candidates will have to submit no objection certificate from their employer.
- e) Admit Card for Entrance Test-2021 with Photograph **(To be returned)**
- f) Two pass-port size photographs, one in the application form & the other on the Admit Card.

**XI. Documents required at the time of Admission :**

- a) The originals of all certificates & mark sheets from HSC to M.A/M.Sc. Class.
- b) Original CLC / Conduct Certificate
- c) Three passport size photographs
- d) Migration Certificate
- e) Relieve order (In case of in-service candidates) from the competent authority.
- f) Admission Fees in shape of cash.

**XII. Attendance :**

A candidate shall be required to attend 75% of Lectures. Tutorials & Practicals classes taken together offered during the year.

**XIII. Examination :**

The M.Phil students will have to appear 02 Semester Examinations during the year. 1st Semester during June 2021 and 2nd Semester during December, 2021.

The M.Phil Students failing to attend 75% of total classes shall not be allowed to sit for the semester examination.

**XIV. Important Notes :**

- a) A candidate cannot claim the refund of fees (Entrance fee / Admission Fee), if his/her application is rejected / the candidate fails to take the test / take CLC.
- b) Any misinformation found on verification of the original documents shall lead to cancellation of admission & will be treated as a cognizable offence.
- c) In case the applicant for admission is found to have indulged in ragging in the past or if it is noticed later that he/she is indulged in ragging, admission may be refused or he/she shall be expelled from the Educational Institution.
- d) The College reserves the right to suspend the starting of any of the programmes, if the circumstances so warrant.
- e) Submission of incomplete application/Information will be rejected.
- f) The decision of the Admission Committee relating admission is final & binding.

**XV. Schedule of M.Phil Admission :**

1	<b>Availability of Application form and Brochures in the College website - <a href="http://www.gacrkl.ac.in">http://www.gacrkl.ac.in</a></b>	<b>15.12.2020 (Tuesday)</b>
2.	<b>Last Date of Receiving</b>	<b>05.01.2021 (Tuesday) by 4 PM (by Post/by hand College Counter)</b>
3.	<b>Date of Entrance Examination</b>	<b>12.01.2021 (Tuesday) from 11 AM to 12.30 PM</b>
4.	<b>Date of publication of Result</b>	<b>15.01.2021 (Friday)</b>
5.	<b>Date of Admission</b>	<b>22.01.2021 (Friday)</b>
6.	<b>Commencement of classes</b>	<b>Will be notified later on.</b>

Sd/-  
**Dr. B. K. Behera**  
Principal & Chairman  
Govt. Auto. College, Rourkela

**FEE STRUCTURE FOR M.PHIL-2021  
(FULL TIME ONE YEAR COURSE)**

Sl. No.	Details	Arts (Odia)	Science (Botany)
1	Course Fee	15,000	15,000
2	Admission / Tution Fee	260	260
3.	University Registration Fee (for other University Students only)	225	225
4.	University Recognition Fee	100	100
5.	Enrolment Fee	100	100
6.	Affiliation Fee	100	100
7.	Final Degree/Diploma Certificate Fee	200	200
8.	Department Development Fee	6000	6000
9.	Lab. Development Fee		2000
10.	Library Fee	750	1250
11.	Computer Centre Charges	1000	1000
12.	Abstract Attendance	20	20
13.	Annual Day, Independence Day & Republic Day Celebration	50	50
14.	Athletic Association	50	50
15.	Career Counselling Fee	50	50
16.	College Calender / Information Bulletin	50	50
17.	Common Room	20	20
18.	Courses of Studies	140	140
19.	Cycle/Motor Cycle Stand	100	100
20.	Development Fee	250	250
21.	Dramatic Association	50	50
22.	DSA	20	20
23.	e-Governance	100	100
24.	Faculty Association (For Sc., Arts & Comm.)	50	50
25.	Identity Card & Library Card	70	70
26.	Internal Assessment	600	600

**Information Bulletin 2020-2021**

27.	Library Caution Money (Non-Refundable)	50	50
28.	Magazine Fee	100	100
29.	Maintenance Fee (Civil,Electrical & Furniture)	300	300
30.	Medical / Health Care	20	20
31.	NSS	20	20
32.	Proctrial Fee	20	20
33.	Red Cross	20	20
34.	SAF	10	10
35.	Sanitation Fee	200	200
36.	SSG	20	20
37.	Students Safety Insurance	25	25
38.	Students Union (College Union)	50	50
39.	Teachers Welfare Fund	10	10
40.	Time Table & Lesson Plan	30	30

**N.B.**

- \* Amount to be paid at the time of Admission in shape of Cash.
- \* Fee once deposited will not be refunded in any circumstances.

Sd/-  
**Dr. B. K. Behera**  
Principal & Chairman  
Govt. Auto. College, Rourkela

**CHAPTER - VI****STUDENTS UNION****FORMATION OF STUDENTS' UNION & ASSOCIATION WITH EFFECT  
FROM THE SESSION - 2017-18**

Consequent upon the directives of the Govt. in the Higher Education Department vide their letter No. 25838 (4), Dt. 22.06.2007 there shall be the formation of the Students' Union along with sisters associations and societies for both the Government Autonomous College, Rourkela w.e.f. the academic session 2011-12 through a process of election of office bearers and the other for the Autonomous College called "Students Union"

The elections to the Students' Union will be held as per the programme outlined in the directives of the Govt.

**THE STUDENTS' UNION (+3 & PG)**

The Students' Union shall remain the sole tribune of students' opinion in the College.

**1. OBJECTIVE OF THE UNION :**

- a) Organization of discussions on general, cultural academic issues of national and international importance.
- b) Organization of debates and symposia.
- c) Inviting eminent persons to address the Union.
- d) To represent to the authorities the view of the members on all matters relating to them; and
- e) Taking up such other activities as proposed by the Union and approved by the Principal.

**2. MEMBERSHIP OF THE UNION**

Every bonafide student (one who is on the long rolls) except those belonging to the +2 Classes is member of the Union.

All Meeting of the Union shall be open to all members of the staff who, if they so desire can take part in the proceeding.

**3. THE OFFICE BEARERS**

The following shall be the office bearers of the College Union (i) The President (ii) The Vice-President (iii) The Secretary (iv) The Assistant Secretary.

**a) The President**

The Post Graduate students is eligible to contest for the post of the President of the Union. The President shall preside over all ordinary meetings of the Union in which he/she is present. He/she shall be responsible for maintaining order and interpreting rules.

His/Her ruling shall be final except where he/she requested the Advisor to give a ruling, in which case the ruling of the Advisor shall be considered final.

**b) The Vice-President**

(i) The Vice-President shall be student of either the +3 3rd year or 2nd year or P.G. 5th year Class.

(ii) In the absence of the President, the Vice-President shall assume all his/her rights and discharge all his/her duties.

**c) The Secretary**

(i) P.G. Students is eligible to contest for the Post of the Secretary of the Union.

(ii) The Secretary shall arrange debates, give notice of all meetings whether annual, ordinary or extra-ordinary, and record the minutes.

(iii) He/She shall select the subject for debate in consultation with the President and Advisor.

(iv) He/She shall keep the accounts of the Union.

**d) The Assistant Secretary**

(i) The Assistant Secretary shall be student of either +3 1st year or 2nd year Class.

(ii) The Assistant Secretary shall assist the Secretary in discharge his/her duties and in his/her absence perform all his/her functions.

**4. THE ADVISOR AND ASSOCIATE ADVISORS**

a) (i) There shall be an Advisor appointed by the Principal from among the members of the teaching staff.

(ii) The Advisor shall be present at all meetings of the Union. He/She will assist by his/her helpful suggestions, if necessary, in the proper conduct of the meetings.

(iii) The President may refer to him/her any rule for interpretation and the decision of the Advisor when so referred to shall be final.

(iv) Subject to provisions in rule 12 (a) below, the Advisor will not preside over a meeting of the Union unless the President requests him/her to do so in writing

b) The Principal may appoint any member of the staff as Associate Advisor to assist the Advisor in the discharge of his / her duties.

**5. THE EXECUTIVE COMMITTEE**

a) (i) All office-bearers of the College Union

(ii) One representative from each class Arts, Science and Commerce taken separately.



- b) The Advisor shall be present at all meetings of the Executive Committee.
- c) The function of the Executive Committee shall be
  - (i) To draw up the programme of the Union for the session.
  - (ii) To adopt the Union budget for the session.
  - (iii) To undertake such activities as are consistent with the objectives of the Union.
- d) (i) An ordinary meeting of the executive Committee may be called by the Secretary in consultation with the President and Advisor.
  - (ii) Notice of an ordinary meeting with date, time, place and agenda shall be given to members at least 48 hours prior to the meeting.
  - (iii) An extra ordinary meeting of the committee can be convened at any time either by the President or by the Principal.
- e) (i) A meeting of the Executive Committee shall be presided over by the President or in his/her absence by the Vice-President.
  - (ii) Fifty percent of the members of the Executive Committee shall constitute the quorum.
- f) The minutes of the meeting of the Executive Committee shall be maintained by the Secretary and a copy thereof shall be communicated to the Principal through the Advisor within two days after every meeting.

**6. COLLEGE UNION FUND**

All members of the College Union shall pay a consolidated membership fee per annum to be collected by the College Office.

**7. VACANCIES OF OFFICES**

- a) The Office bearers shall hold office for the entire academic session unless.
  - (i) They cease to be students of the college.
  - (ii) They voluntarily resign in writing addressed to the Principal.
  - (iii) They are removed by a motion passed by a two third majority of the members of the Union present expressing lack of confidence in them, at an extra ordinary meeting of the Union called for the purpose.
- b) Notwithstanding any vacancy Executive Committee shall function to discharge its duties in the normal way.
- c) (i) Office bearers who appear at the final University Examination shall be deemed to have vacated their offices on the dates they fill up the application forms for final term end examinations.
  - (ii) If the President and the Secretary shall succeed them as Acting President and the

Acting-Secretary respectively.

**8. EXTRA - ORDINARY MEETING OF THE UNION**

- a) An extra-ordinary meeting of the Union may be convened.
- (i) At the Principal's discretion.
  - (ii) At the instance of the President.
  - (iii) On a written requisition addressed to the Principal and signed by not less than one third of the members of the Union.

The Principal or his/her nominee shall preside over all extra ordinary meetings.

**9. ORDINARY MEETING OF THE UNION**

- (i) All meetings other than mentioned in article 9, above shall be deemed ordinary meetings which will usually be presided over by the President.
- (ii) At least two days notice shall be given to convene an ordinary meeting by the Secretary indicating the time, place and agenda of the meeting.

**10. INVITATION OF A NON-MEMBER OF THE UNION**

- (i) In the absence of both the President and the Vice-President in an ordinary meeting the members present will elect a Chairman from among themselves and the Advisor takes as the Chairman until such election is over. The Chairman shall assume all the rights and discharge all the duties of the President in that meeting.
- (ii) At the commencement of each ordinary meeting the Secretary shall read out the minutes of the last ordinary meeting and other subsequent meetings of the Union. If any. The minutes on being approved shall be signed by the President.
- (iii) Amendments to the motion if any, shall be submitted in writing to the Secretary at the beginning of the meeting. No amendment will be in order which in effect negates the original motion. An amendment shall be discussed only after the amendment is proposed.
- (iv) No member other than the mover of a motion shall speak more than once in the course of the debate. At the conclusion of the debate the mover may at his/her option replay the debate.
- (v) Point or order : The Advisor, the Associate Advisor or any member may call the President's attention on a point of order even while a member is speaking but his speech shall be made on such a point of order.

**11. VOTES ON DEBATE**

- (i) At the conclusion of the debates as soon as the mover of the original motion has exercised or formally waived his/her right of replaying to the amendment, if any, the



motion shall first be put to vote. If the amendment is carried the motion as amended shall be put to vote.

(ii) All questions in the debate shall be determined by majority of votes of members present.

(iii) In the votes are equally divided, the President shall decide the question by casting his/her vote.

## **12. DISCIPLINE**

(i) The President may call any member to order if a member disobeys or disregards any order or ruling of the President or the Advisor or the Associate Advisor, the President may forthwith ask the member to withdraw from the meeting and shall report his/her name to the Principal. If necessary, the President may dissolve the meeting.

(ii) In any case not provided for in these rules the Advisor or the Associate Advisor shall give a ruling as to procedure or the Principles already laid down, and his ruling be final.

## **13. AMENDMENT OF THE CONSTITUTION**

(i) Amendment to any of the provisions of the Constitution may be brought by any member of the Union.

(ii) Such Proposal shall be notified and circulated for eliciting the member's opinions thereon.

(iii) A period of 5 days must elapse between the notification and the day the amendment is discussed in a meeting of the Union.

(iv) A motion for amendment shall come into force immediately unless otherwise decided by members of the Union.

(v) Any amendment regarding students union formation should be passed by Academic Council and Executive Committee of the College.

**The Principal shall be the final authority in all matters relating to the Union.**

## **DRAMA SOCIETY**

1. The name of the Society shall be the Government Autonomous College, Rourkela. Drama Society.

2. The aims and objectives of the Society shall be

a) To encourage the cultivation of dramatic art among the members by arranging a theatrical performance/performance or by any other means incidental or conducive to this as the committee of management may from time to time determine.

b) To administer the funds that may be available for the achievements of the aims and objects of the society.

3. All +3 and P.G. students of the College are members of the Society.

4. For the management of the matters connected with the Society the Committee of management shall consist of
  - a) President - Principal (ex-officio)
  - b) Vice-President - a member of the staff to be nominated by the Principal.
  - c) Association Vice-President - Nominated by the Principal.
  - d) Secretary.
  - e) Assistant Secretary.
5. At the beginning of each session election shall be held to different offices on such date and in such manner as the Principal may determine.
6. Any student of the College is eligible to contest for the Post of the Secretary of the Drama Society.
7. The Assistant Secretary shall be a student of either the +3 First Year or the Second Year or the P.G. 5th Year Class. He/she shall assist the Secretary in the discharge of his duties and in his absence perform all his functions.
8. These shall be an annual meeting of the members of the Society within two months from the beginning of the session. This meeting will (i) receive and consider the accounts (ii) bring amendments to the constitutions, if any.
9. The committee of management shall perform the following duties.
  - a) Decide the play or plays to be staged and fix the date of performance, The decision shall be subject to Principal's approval.
  - b) Present statement of accounts in the Annual General Meeting.
  - c) Transact all other business incidental to the management of the Society.
10. In furtherance of his duties, the Secretary shall convene meeting and keep all accounts of the society accurate and up to date.
11. The quorum for an ordinary meeting of the committee of management shall be five.
12. The Principal may alter or amend or abrogate any or all these rules at his discretion.

#### **THE ATHLETIC ASSOCIATION**

The Athletic Association of the College undertakes the organisation of athletic activities in the College. It sends College teams to join athletic meets and tournaments held locally and under the auspices of the University and District bodies.

1. The Athletic Association of Government Autonomous College, Rourkela shall consist of all the students of the College.



2. The affairs of the society shall be managed by an executive committee consisting of the following.
  - a) President - Principal (ex-officio)
  - b) Vice-President - nominated by the Principal from among the members of the teaching staff.
  - c) Associate Vice-President - as nominated by the Principal.
  - d) The Physical Training Instructor.
  - e) A Secretary and Asst. Secretary elected by the students of the College.
  - f) One girl's representative elected by the girl students or nominated by the Principal. Only playing members shall be preferred as class representatives. As mentioned under (vii) and (viii) above.
3. Election of office bearers of the Association shall be held at the beginning of each session on such date and in such manner as decided by the Principal.
4. The tenure of the executive shall be one academic session.
5. The executive will prepare and pass the budget and get it approved by the Principal.
6. The Vice-President will be in charge of the accounts and all correspondence in connection with the Association including the ordering of goods. He will be the General Superintendent of the games.
7. The Secretary will convene all meetings of the Committee. Prepare the annual report, conduct all business assigned to him by the Vice-President and organize the College games.
8. The PET will
  - a) Copy all the invoice in the stock book.
  - b) Keep an account of the sport goods.
  - c) Look after playground.
  - d) Do such work in connection with sports activities as the Vice-President assigns him and
  - e) Attend to any other work assigned by the Principal.
9. The Principal is the final authority in all matters relating to the Athletic Society.

#### **THE HUMANITIES SOCIETY CONSTITUTION**

1. There shall be a society of the students of the College who study humanities named as Humanities Society of Government Autonomous College, Rourkela.



2. The aim of the society is to arrange seminars, lectures by eminent persons and symposia of different subjects.
3. The affairs of the society shall be managed by an executive committee consisting of the following.
  - a) President - Principal (ex-officio)
  - b) Vice-President - nominated by the Principal from among the teachers in the Humanities Departments.
  - c) Associate Vice-President as nominated by the Principal.
  - d) Secretary to be elected by the Humanities students.
  - e) Assistant Secretary to be elected by the Humanities students from among the non examination classes.
4. The Secretary shall in consultation with the Vice-President.
  - a) Call meetings of the Society and the Executive Committee.
  - b) Maintain all records and proceedings and
  - c) Do all other work as instructed by the Executive Committee.
5. The Assistant Secretary shall assist the Secretary in the discharge of his duties and perform all his work in his absence.

#### **THE SCIENCE SOCIETY**

1. There shall be an Association of Science students of the college to be called Science Society of Government Autonomous College, Rourkela.
2. The objects of the society are to organize meetings on popular science subjects, arrange for competitions in subjects having a scientific basis and organize science exhibitions in the College to popularize science among the students and to invite eminent men of science to deliver lectures.
3. The affairs of the society shall be managed by the Executive Committee consisting of :
  - a) President - Principal (ex-officio)
  - b) Vice-President and associate Vice-President - nominated by the Principal from among the members of Science staff.
  - c) A Secretary and an Assistant Secretary to be elected from among the members of the Society. Assistant Secretary should be a non-examine (+3 1st year and 2nd year) Science Classes.
4. The elected office bearers shall hold office for one session.
5. The Secretary shall maintain accounts and incur expenditure as per the budget in consultation with the V.P.
6. The Principal is the final authority in all matters relating to the society.

#### **STUDENTS' COMMON ROOM**

Two common rooms, one for men students and the other for women students are there



where they can retire and relax. The common rooms are open during college hours and are provided with newspapers and the facilities for indoor games. Each common room is under the supervision of the Vice-President nominated by the Principal. Each common room has a Secretary, Assistant Secretary and class representatives elected in the same procedure as of any other society. The Secretary shall organise the affairs of the common room in consultation with the respective Vice-President and will maintain accounts.

### **THE COMMERCE SOCIETY**

The name of the society is Commerce Society of Government Autonomous College, Rourkela.

### **AIMS**

The aims and objects of this society are (1) To promote interest among the students for the study of commerce (2) To popularize commerce among the students and public and (3) Organize symposia, debates etc.

All the students of Commerce are members of the Society, There will be an Executive Committee consisting of :

- a) President - Principal (ex-officio)
- b) Vice-President - to be nominated by the Principal.
- c) Secretary to be elected annually from among the students of commerce.
- d) Assistant Secretary - to be elected by the Commerce students from among the students of +3 1st year and +3 2nd year Commerce.
- e) The funds at the disposal of the Commerce Society can be used only for academic purpose.
- f) The Principal is the final authority in respect of all matters relating to the Society.

### **+2 CULTURAL ASSOCIATION**

1. Aims :
  - i) To organise cultural activities and debates
  - ii) To invite eminent persons to address the Association
  - iii) To render social service in time of necessity as approved by Principal.
2. Membership :

All Student of +2 classes are the members.
3. Executive Committee :
  - i) Principal - Ex-Officio President
  - ii) Advisor - Nominated by the Principal
  - iii) Secretary - To be elected from among students of 2nd year of +2 Classes.
- (iii) The Office Bearers for different +2 Cultural Association and other Associations / Societies will be nominated on the basis of highest mark obtainer from among the students.



- iv) Cultural Association will arrange debates and other cultural activities.
- 4. In some matters the decision of the Principal shall be binding and final.

#### **ASSOCIATIONS AND CLUBS**

- 1. Cultural Association
- 2. Dramatic Club
- 3. Day Scholar Association
- 4. Bigyan Parishad
- 5. Student Common Room
- 6. Athletic Club

#### **DRAMATIC CLUB**

- 1. The Dramatic Club of the College is called "The Government Junior College, Rourkela Dramatic Society.
- 2. All the students of +2 classes are members of this Association.
- 3. The Principal of the College shall be the Ex-Officio President of the Dramatic Club.
- 4. The affairs of the club shall be managed by a committee consisting of the following members.
  - a) Principal - Ex-Officio President
  - b) Vice - President, Associate Vice - President and some member of the staff Nominated by the Principal.
  - c) Secretary - Elected from among the students of +2 classes. Jt. Sec-Elected from +2 1st yr. students.
  - d) Six Class Representatives - One from each Class
  - e) One Women Representative -
- 5. The duties of the committee are :-
  - a) To decide the subject of the drama to be staged during the Spring Festival and get it approved by the Principal.
  - b) To prepare the budget for the year and get it approved by the Principal.
  - c) To audit the expenditure of drama within a month after staging drama.
  - d) To sanction expenditure for the purpose to stage the drama.
- 6. a) The Secretary shall keep the minutes of the society and the Joint Secretary shall be incharge of the accounts. Both of them will be responsible for the successful staging of



the drama and all other works between them will be done by the Dramatic Club,

- b) Either the Secretary shall submit the expenditure statement supported by proper vouchers & certificates to the President through the Dramatic Vice-President within 30 days from the last day of Club's Annual Function.
- c) The Secretary or the Joint Secretary cannot incur any expenditure for the Society without the prior sanction of Dramatic Club Committee.
- d) The quorum for any ordinary meeting of the Committee shall be seven.

**DAY SCHOLARS ASSOCIATION :**

- 1. All the day scholars of the college shall be members of the forum.
- 2. The objects of the forum shall be taking up such activities as will foster a spirit of fellowship and co-operation among all the day scholars of the college.
- 3. There shall be an Executive Committee consisting of
  - a) The Principal - Ex-Officio President
  - b) The Vice-President - Nominated by the Principal  
Associate Vice-President-
  - c) Secretary - Elected from among the day Scholars
  - d) Joint-Secretary - Elected from among 1st year of day Scholars
  - e) Class Representatives - One from each of the classes
  - f) Women Representatives - One representative from women students.
- 4. a) The Secretary shall be entrusted with the financial disbursement and account of the association. He shall submit the expenditure statement with proper vouchers and certificates to the president through the Vice-President / Associate Vice-President.  
b) The Secretary shall not incur any expenditure for the forum without the prior sanction of the Vice-President.
- 5. The elected office bearers shall ordinarily hold office till results of the Annual / Test Examinations are announced.
- 6. The Principal shall be the final authority in all matters relating to the forum.
- 7. Meeting of the forum shall be open to all members of the staff and visitors.

**BIGYAN PARISHAD (Science Society)**

- 1. **Aims :**
  - a) To spread scientific knowledge by arranging popular lecturer discussions, seminars,



symposia and exhibitions.

- b) To invite eminent scientists to deliver lectures

2. **Members :**

- a) All science students of +2 classes are members.
- b) Members of the staff of the institution including laboratory assistants and ministerial staff may become members.

The day to day management of the Parishad shall vest in Executive Committee consisting of :

- i) The Principal - Ex-Officio President
  - ii) The Vice-President - Members of the staff and nominated by the Principal  
Associate Vice-President
  - iii) The Secretary - Elected from among the +2 2nd year science students.
  - iv) The Joint-Secretary - Elected from among the +2 1st year science students.
  - v) Class representative - One from each of the +2 classes.
- a) The Secretary shall be responsible for maintaining the accounts with proper vouchers which should be audited each year.
  - b) He shall give notice of the meetings, whether executive and general body and record minutes of all meetings.
  - c) He shall submit the accounts of the Parishad to the Principal through the Vice-President.
5. The Joint Secretary shall assist the Secretary in the discharge of his duties.
6. In all matters, the decision of the Principal shall be binding and final.

**STUDENTS COMMON ROOM**

Two Common Rooms (one for men students and the other for women students) have been provided for, where students may relax. The Common Rooms are open at during the College hours and are provided with newspapers and facilities for indoor games. Each Common Room is under the supervision of a faculty member nominated by a Committee consisting of the Secretary and the Jt. Secretary to be elected from among the students. Women students Common Room is managed by Secretary and the Joint Secretary elected from among women students.

Every year the students may avail the chance to go on excursion study tour. Students joining such excursion parties get the following advantages.

- a) A guided study tour under the supervision of the staff.
- b) Railway concession available at the moment.





Excursion are highly educative and students are advised to take full advantage of the facilities provided.

### **ATHLETIC CLUB**

The Athletic club of the college managed by the students representative under the supervision of the members of teaching staff working with the assistance of the Physical Training Instructor, undertakes the organisation of the athletic activities in the college and sends college teams to join Athletic meet and Tournaments, held locally as well as under the auspices of CHSE District Bodies.

The aims and the functions of the Athletic Club are given below.

1. The Athletic Club consists of all the members of the staff and students.
2. The Executive Committee of the Government Jr. College, Rourkela Athletic Club shall be called the Government Jr. College, Rourkela Athletic Council.

It shall consist of :

- a) The Principal as Ex-Officio President
- b) A Vice-President nominated by the Principal from among the members of the staff.
- c) Associate Vice-President nominated by the Principal from among the members of the staff.
- d) The Physical Training Instructor.
- e) A Secretary and Joint Secretary elected by the students of the college.
- f) Class Representatives - One from each of the classes.
- g) Captain & Vice-Captain of Football, Hockey, Cricket, Volleyball and such other organised outdoor games as might exist in the college.

One third of the elected members of the Executive Committee excluding the Ex-Officio members will form the quorum for a meeting.

### **ELECTION**

***The Student Union on Elections shall be conducted as per the rules and regulations of the Lingdon Commission.***

- a) Election of the office bearers to this club will be held by ballots through election.
- b) Only the playing members are eligible as class representatives and they can be elected only by the members of the class which they represent.



- c) The Principal, the Vice-President, the Associate Vice-President, Physical Training Instructor and class representatives will elect Captains & Vice-Captains for Football, Hockey, Cricket, Volley Ball, Tennis and such other organised outdoor games as may exist.
- d) The choice for Secretaryship and Joint Secretaryship shall be confined to students.
- e) The Secretary or Joint Secretary can not at the same time be captain for any game. If a student is elected both secretary and captain, he shall resign from one of the offices.

**ELIGIBILITY CRITERIA FOR CANDIDATES (+3 & P.G. Classes General Rules)**

Eligibility of a candidate shall be decided as per the new guidelines given by the Hon'ble Supreme Court of India, as specified below.

- a. **Age Limit** : (15-22) Degree students and maximum 25 years for P.G. students as on the date of nominations.
- b. Candidates should not had any academic arrears (back paper) in the year of contesting the election.
- c. **Attendance** : At least 75% in the current session.
- d. **Criminal Records** : The candidates should not have been tried or convicted of any criminal offence or misdemeanor nor have been subjected to any disciplinary action by the College. (Desirous candidates must have to produce a Police Verification Certificate to satisfy this requirement).
- e. The candidate must be a regular full time student of the College.

**CODE OF CONDUCT AND OTHER CONDITIONS**

- a. **Expenditure** : A candidate can make an election expenditure upto a maximum of Rs. 5000/-. He is required to submit complete and certified accounts to the College authorities within two weeks of the declaration of the results, failing which election of the candidate shall be nullified.
- b. **Posters and Pamphlets** : No printed posters or pamphlets or any other printed matter can be used by the candidate for the purpose of canvassing. They can only use handmade posters and can fix the same in the place specified for the purpose by the college authorities. Fixing of posters/banners on the college walls and outside the premises shall render his candidature ineligible.
- c. **Meetings and Canvassing** : Candidates are not permitted to hold meetings or processions outside the college campus nor they can disturb the normal functioning of the classes and other academic activities within the campus. They are only permitted to make a



speech during the meeting on “why I stand”. They can not use loud speakers, vehicles and animals for the purpose of canvassing.

The candidates are not permitted to cast aspersions on other candidates or the college authorities during their speech. They can neither indulge in activities that would aggravate commotion by creating feeling among castes, communities, religious or languages. They can only speak about their policies and programme. Candidates can't canvass 24 hours before the commencement of the election.

- d. **Corrupt Practices** : Candidate are prohibited from corrupt practices like bribing of voters. Intriguing of voters, distribution of eatables and other consumables to voters, and providing transportation to voters. They are also prohibited to have association with political parties and received funds from them for the election. Candidates found to be involved in defacing the College or loss of college property shall be subject to disciplinary action.

#### **VIOLATION OF CODE OF CONDUCT**

The candidate founds to be violating any of the above mentioned code of conduct shall be liable to be stripped of his candidature/ elected post and shall be subject to disciplinary action under the provisions of Indian Penal Code 1860 sec 153 -A Chapter IX - AX offences relating to elections.

#### **ELECTION**

The Principal shall notify the entire election schedule as per the directives of the Govt.

#### **FILLING OF NOMINATION**

Desirous and eligible candidates for different posts of the Union/Sister Association may file their nominations with the verifying officer in the specified venture and time as notified by the Principal. Forms for nomination shall be made available in the college counter on production of the Identity Card (duly renewed for the current session) and on payment of Rs. 50/- per form.

No student can contest for more than one post under the students' Union / Sister Association.

The desirous candidates shall appear before the verifying officer along with proposer and a seconder who should be bonafied student of the College. No student can become a proposer / seconder for more than one candidate for the same post.

The candidate, proposer or the seconder can be any bonafied student of the college (+3 & P.G. separately) for the post of office bearers of the Students' Union / Athletic Association and Dramatic Society. However, for the post of Humanities Society, Science

Society and Commerce Society, the candidate, proposer and seconder shall have to be from the corresponding stream. For the post of Students' Common Room (Boys / Girls) the candidates, Proposer and Secunder shall have to from corresponding gender.

In case of the post of class representative the candidate, proposer and the seconder must belong to the corresponding class and stream.

The aspiring candidates, while filling the nomination shall have to produce the following original documents along with Xerox copies for verifications.

1. Police Verification Certificate.
2. Mark sheets of all previous end-term / P.G. Part-I Exams.

The filled in nomination form shall be signed by the candidate, proposer and seconder before the verifying officer(s) by producing authentic Identity Cards (Renewed for the session 2018-19)

### **CONDUCT OF ELECTION**

On the date of election bonafied student voters shall be permitted to enter into the college premises to cast their votes only on the production of authentic Identity Cards (renewed for the session 2014-15). They shall cast their votes in the notified venue at the notified time only.

Ballot papers shall be provided by the Polling Officer on duty after verifying the identification of the voter and taking his signature on the voters list.

The voter shall put "X" mark within the space provided against the name of the candidate to whom he/she wishes to vote, in a secret manner and drop the same in the ballot box after folding it. The empty ballot box shall be shown to voters, if present in the room and then locked with seal at the beginning of the voting hour. The voters shall enter the polling room in a queue and vacate the room as well as college premises immediately after casting their vote.

The ballot box shall be sealed by the verifying officer immediately, at the close of the election hour.

The polling officer shall submit the closed and sealed ballot box to the advisor, College Union along with other documents after the closure of the voting process.

Counting of votes shall commence at the stipulated time and venue on the same day by Central Counting process in presence of one agent per candidate. The candidate may issue agent slip duly supplied and countersigned by the advisor. The candidate for whom highest number of votes have been cast shall be declared elected. However, in case of equality of votes or a tie between two or more candidates the candidate shall be chosen by drawing of a lot. There shall be no recounting of votes under any circumstances.



**GRIEVANCE REDRESSAL MECHANISM**

There shall be a Grievance Redressal Cell to be constituted as follows :

1. Advisor, Student Union Chairman
2. Two Senior Faculty Members Member
3. Two Final year Students on the basis of merit (One girl and One boy) Member serve as the Court of Original Jurisdiction. However, the Principal shall have appellate jurisdiction in legal controversies.
4. **If any contesting candidate wants recounting he/she will apply to the Principal within two hours of result publication subject to condition he/she defeated by five votes.**

**Principal, Government Autonomous College, Rourkela shall be the final authority in the matters relating to the formation of the Student's Union.**

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***Student Election cancelled as per declaration of  
Honble Govt. of Odisha***

## CHAPTER - VII

### STUDENTS SUPPORTS, SCHOLARSHIPS, FINANCIAL AIDS

#### NATIONAL SERVICE SCHEME :

There are three units (Two for Boys & One for Girls) in Govt. Auto College, Rourkela & in Govt. Junior College, Rourkela with 50 student members in each unit on the rolls.

The objectives of a unit of N.S.S. in the college are :

1. To develop in the students spirit for social services.
2. To channelise the energy of the youth for constructive activities of social and economic importance.
3. To provide opportunities to the students youth for community life and to help them to know their own land and the people.
4. The involvement of N.S.S. students in Mass Programme for functional literacy has been accepted as a part of normal NSS activities.

Plan and projects are taken up periodically on Sunday, holiday and during the Puja holidays, the X-mass and Summer Vacation, Student completing 120 hours of social service are awarded certificates.

It has been decided by the Ministry of Human Resource Development of Govt. of India that the hours of Literacy work rendered by each NSS work i.e. NSS students involved in MPFL need not render 120 hours of NSS work separately in a particular year.

#### RED CROSS :

Red Cross is a student wing of India's Red Cross Society. The Honourable Governor of Odisha is the Chairman, the Minister of Education and Youth Services is the Working Chairman and Secretary to the Governor is the Honorary Secretary of the Youth Red Cross Society of Odisha.

Our college has a unit of the Red Cross Society of Orissa. All the Students of college are the members of this Society. The Principal of the College is Ex-Officio President of the College Units. One Councillor nominated by the Principal from the teaching staff and four students selected by the Principal as members comprise the Committee which streamlines its activities.

#### Aims of Red Cross :

1. Promotion of Health
2. Service to others
3. Forstering of World Friendliness

The motto of Red Cross is to create a balance in society.

- a) Taking the College to the community
- b) Bringing community to the college.



**Recommended Activities of RC Group in College during the Academic year.**

1. Constitute Executive Committee and held at least one meeting in each quarter from the month of July.  
The first Meeting should transact the following business.
  - a) Ascertain the funds position.
  - b) Decide action programme for the whole year.  
During subsequent meetings review compliance of the plan and decide future programme.
2. Observe the following important days :
  - a) World disabled day on 15th March.
  - b) World health day on 7th April.
  - c) Anti smoking day on 24th February.
  - d) Red Cross day on 8th May and
  - e) Voluntary Blood Donation Day on 2nd October.
3. Visit patient in the near by Hospital / Old Age Home at least three days in a year and offer them greetings and gifts. Enliven their hopes by spending some time with them and saying encouraging words.
4. Visit Orphanage, Homes for specific children and Anganwadis at least on two occasions and offer gifts and greetings and play with the child inmates.
5. In case of mofussils school, undertake cleaning the Road, Harijan Basti at least on three days in a year. In case of School in cities and towns undertake similar service in slums areas.
6. During voluntary Blood Donation week motivate the able bodied persons to donate blood and prepare the list of potential donors and have their blood grouping done with the help of the nearest Blood Bank / CDMO.
7. Arrange Training Programme of First Aid Service with the help of doctor/hospital / PHC / Dispensary at least on two occasions in the year.
8. Offer voluntary labour (Shrama Dan) for construction of Road/ Tanks/ Embankments etc. Meant to service public purpose at least once in a year for 3 consecutive days.
9. Maintain First Aid Cup Board well stocked and in excellent condition and render First Aid to those who need them.
10. Prepare and maintain height and weight card of students class wise and up date them once in a year.



11. Prepare posters and greetings / cards for use in hospital, Orphanage etc. Undertaking pasting of posters prepared by the group or received from other sources, conveying important messages for the public.
12. Prepare albums containing photos and picture of the activities undertaken by the group & use in the inter college / interstate & inter-country exchange activities.
13. Participate in relief operations on account of Fire, Flood and Drought, Identify the victims, offer solace, organise local relief, run feeding centres, intimate regarding calamity to the local authority as well as Red Cross authorities.

**MEDICAL EXAMINATION :**

All the students of the college are medically examined usually once a year and medical report is sent to the guardians of the students.

Several first - Aid kit are maintained in the college to meet the exigencies of the circumstances.

There exists a Health Unit in the Dept. of Zoology.

**STUDENT GROUP INSURANCE :**

All students of College are covered under student Group Insurance in their studentship period only.

**N.C.C. :**

NCC, Govt. Auto College, Rourkela comes under 9 Odisha Battalion NCC, Rourkela (Army Wing). Being the battalion office, it holds the power and authority to command and appoint various duties including camps. The office allots 100 vacancies to our college every year inclusive of 1st year, 2nd year and 3rd year. Since, NCC is of 3 years now, only +2 1st year, +3 1st year and +3 2nd year students are allowed to join NCC. The aspiring boy students undergo a series of Physical test (i.e. height, weight, running, push-up, sit-up and pull-up) and if selected, they get enrolled into NCC for 3 consecutive years. 1st year comprises of merely NCC training, attending camps and no exams. On successful completion of 2nd year training with a satisfactory result which includes discipline, hard work, obedience and mental ability, they are allowed to appear certificate examination. Likewise, it is only at the end of the 3rd year training; they appear certificate examination and go out in search of a suitable job. The NCC certificates indeed serve as bonus points in job interviews.





**Advantages :**

NCC cadets are preferred in the services of Indian Army, Border Security Force, Central Reserve Police, Reserve Police of different States. CISF, ITBP Fire Brigade and as Security Officers in different companies / Corporations, NCC. The NCC cadets represent the college every year in the District level parade competitions held at the district stadium on the occasions of Independence Day and Republic Day. Whenever, there is a competitive examination related to any defence service, cadets are specially trained and coached in advance physically and mentally as well. On the whole, NCC, Govt. College, Sundargarh acts as a beacon in finding a niche in life.

**RANGER :**

Rover Ranger Unit is universally recognized as one of the world's largest Youth Movement. It suggests self discipline, service and wisdom. It inculcates the spirit of fellow feeling and togetherness. The Ranger Unit consists of 24 students. They organize self defense training in the college. Hundred students are trained every year by experts and guides in the college premises.

**Career Counseling :**

A career counselling wing of the college invites and conducts meetings from well known institutions. Certain institutions also recruit students from campus selection. Different streams of career are highlighted in the meetings. Students get an opportunity for a better selection of career.

**Gymnasium :**

A modern well equipped Gym has been installed in the college for all students since 2005. An expert in the field of Gym and Yoga is employed on a temporary basis to teach Yoga and guide the students to use the Gym equipments effectively.

**Language and Communication Laboratory :**

A Language and Communication Laboratory has been installed in the year 2014. It provides all the advanced technologies for enhancing communication skills among the students.

**Self Defence :**

Since last two years government has been providing fund and guides for self defence training in the college. 100 students are trained every year by experts and guides in the college premises. Two teachers of the college are in charge of this wing.

### A. Scholarship Free-Studentship & Different Aids SCHOLARSHIP & STIPENDS

Sl. No.	Name of the Scholarship	Minimum qualification to apply	Annual Scholarship	Authority Passing the Scholarship
1.	Junior Merit Scholarship e-Medhabruti	Awarded on the basis of H.S.C. / I.C.S.E. result to +2 students minimum marks 60% in aggregate of 750 marks excluding extra optional		Govt. of Odisha
2.	National Scholarship	Awarded on the basis of H.S.C. / I.C.S.E. result on the basis of the fulfillment of parents income criterion		Govt. of India
3.	National Loan Scholarship	Must have secured at least 50% marks in aggregate (excluding extra optional) in the qualifying Exam.		Govt. of Odisha
4.	Hindi Scholarship Merit for students of non-Hindi speaking state	The students should have taken Hindi as regular subject Receipt of this scholarship will not be a bar for receiving any other scholarship.		Govt. of Odisha
5.	Post Matric Scholarship SC/ST/OBC/EBC	+2/UG/PG Awarded to S.C. & S.T. OBC and EBC students only		Govt. of Odisha
6.	Scholarship awarded to disabled students	+2 / UG / PG		Govt. of Odisha
7.	Sr. Merit Scholarship e-Medhabruti	+3 / PG and M.Phil students		

8.	National Minority & Means Scholarship	+2, +3, P.G., M. Phil		Govt. of Odisha
9.	Gopabandhu Sikshya Sahayata Yojana	+3, P.G. & M. Phil		Govt. of Odisha
10.	Vyasakabi Fakir Mohan Bhasa Bruti	+3, P.G. students having Odia Hons.		Govt. of Odisha
11.	Kendupatra Puckloo	+2, +3, P.G.		Govt. of Odisha
12.	Scholarship for against Labour Card	+2, +3, P.G.		Govt. of Odisha

The Rourkela Trust for Education has instituted three cash prizes on behalf of the employees of the Rourkela Steel Plant. These Prizes will be named as "Rourkela Steel Employees' Prize". Every year three prizes will be awarded to each of the best students after determining proficiency in education sports and extra curricular activities.

\* Award for Odia P.G. & U.G. students : Sponsored by Dr. Debendranath Behera, Principal in the memory of his father & mother.

i) Arjun Charan Behera Memorial Award for P.G. Topper.

ii) Sarala Devi Award for U.G. Topper.



**B. FREE STUDENTSHIP :**

Free studentship not exceeding 12.5% of the total students strength of the college is permissible and is granted to the students every year on merit - cum - poverty basis, merit being the prime consideration for such an award.

Application should be submitted to the Principal for award of free studentship.

**C. RULES GOVERNING SCHOLARSHIP HOLDERS :**

1. All scholarship and aids are granted subject to satisfactory conduct and diligent studies.
2. Scholarship may be withdrawn at any time if by then the progress or conduct of the scholar is not satisfactory.
3. No students receiving a scholarship shall be permitted to hold any other scholarship provided wholly or partly by the Government without the special sanction of the Director. Such sanction will be accorded only for a very distinguished and meritorious student.
4. Absence without leave for more than 30 days continuously will entail loss of scholarship for twice the period of absence.
5. Absence without leave for more than 30 days continuously will entail forfeiture of the scholarship.
6. While receiving scholarship or any other financial help from the college office, the students should produce their identity cards.

**D. S.S.G. & S.A.F**

Application from the students in prescribed form will be invited and the applicants must appear at an interview for the purpose Poverty and merit are taken into consideration for granting this help.

**E. NATIONAL SCIENCE AND TALENT SEARCH EXAMINATION**

National science and Talent Search Examination are conducted every year by the National Council for Education Research and training, New Delhi for the award of Scholarship to the student who are talented in science. The candidate should have at least 55% marks in science subjects including Mathematics in their last examination, only the students of +2 IInd year Science Classes are eligible to appear at the examination.

The amount of Scholarships are :

- a) Rs. 100/- P.M. for 3 years of B.Sc.
- b) Rs. 250/- P.M. for 2 years of M.Sc.
- c) Rs. 350/- P.M. for 4 years of Ph.D.

**CHAPTER - VIII**  
**HOSTEL RULES & REGULATIONS**

1. Every Boarder must pay his / her hostel dues by 12th of every Monthly Hostel dues will be collected in the hostel office from 7p.m. to 8.30 p.m. on 4th, 6th, 8th, 10th & 12th of every month. Those who fail to deposit their monthly hostel dues on the above dates may deposit the same on 15th of the month by paying a fine of Rs. 2.00.
2. No boarder can leave the hostel without the prior permission of our superintendent. Any unauthorised absence is liable to expulsion from the hostel.
3. Taking meals in hostel mess is compulsory for every boarder.
4. Study hour is strictly enforced from 7a.m. to 9 a.m. and 7 p.m. to 9 p.m. Nobody is allowed to leave the room during study hours.
5. No boarder of the girls' hostel is allowed to stay outside the hostel after 6 p.m. Only in case of emergency permission to stay over night will be granted by the superintendent. At 6 p.m. a roll call will be taken in the common room after the evening prayers. Visitors are allowed to meet the boarders of the girls hostel whose names are given by their father/ guardian. Visitors are allowed from 4.30 p.m. to 5.30 p.m. everyday except on Sundays. Visiting hours on Sunday will be from 9 a.m. to 11a.m. and 3 pm. to 5 p.m.
6. Boarders are to take care of the hostel properties and maintain strict discipline in the hostel premises. Any damage to hostel properties is to be recovered from the boarders.
7. Under no circumstances they should assault or misbehave with the hostel employees.
8. Superintendent can expel any boarder from the hostel for misconduct, indiscipline and misbehaviour, which harms the other inmates or the employees of the hostel.
9. No outsiders are allowed to enter the hostel and stay without permission of the superintendent.
10. No boarder is allowed to stay outside the hostel after 10 p.m. Incase of emergency prior permission of the Superintendent is required.
11. Boarders are to stay in their allotted room ? No Boarder can change his/her room without permission of the Superintendent.

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## CHAPTER - IX

### COLLEGE LIBRARY RULES

Books in the college library are classified into sections and subsections. The staff and the students of the college may use the college library. A librarian manages the works of library under the supervision of a teaching member of the staff.

The following are the library rules to be taken notice of :

- 1) No books should be taken out of the library without the knowledge of the librarian and until it has been properly entered in the issue register and the entry attested by the borrower.
2. Students should take out books on production of identity cards which will be given to them at the time of Admission.
- 3) Each borrower must examine the conditions of the book before they are issued. Otherwise in case of multilation, discolouring the presumption will be against the borrower.
- 4) Books issued to the students should be returned within 14 days.
- 5) When the date for return of books falls on an authorised holiday, it should be returned to the library the next working day.
- 6) All books belonging to library and in the possession of borrower should be returned to the library before the date of notification for the purpose.
- 7) Whosoever might have library book in his / her possession should return it to the library whenever he/she receives a requisition notice for the return of the book from the librarian.
- 8) Books taken out of the Library must be returned to none other than the librarian.
- 9) No marginal or other Notes or marking shall be made in the library books nor shall any picture or page be removed or torn or disfigured. In such cases the borrower may be asked to replace the book damaged by him / her.
- 10) The librarian will report to the principal the names of persons responsible for improper use of the library books.
- 11) Although ordinarily there is no restriction of issue of any books to the students, the principal has the right to stop issuing certain books to all or some intending borrowers.
12. A borrower against whom any overdue or any charge is outstanding shall not be allowed to withdraw his / her deposit until library dues are cleared.
13. (a) If any borrower keeps a library books in his / her possession for more than the time allowed for the purpose, no more books will be issued to him / her until the books concerned is returned to the library.  
b) A student who fails to return the book in time will be liable to pay fine of 60 paise for each day of delay upto a certain period to be notified.
14. a) Inside the Library silence is to be observed strictly.  
b) Any other act of indiscipline inside the library will be dealt with seriously.

15. The following is a list showing the maximum number of books that may be issued to various classes of borrowers.
- |  |   |    |
|--|---|----|
| a) Member of the Teaching Staff  | - | 10 |
| b) Demonstrators / Laboratory Assistants/<br>Librarian / Asst. Librarian | - | 04 |
| c) Other (Class - III)   | - | 03 |
| (Class - IV)   | - | 01 |
| d) +2 Students   | - | 01 |
| e) +3, PG and self financing students                                    | - | 02 |
16. A book once issued to a borrower may be issued to him or her only when nobody else wants to take the book.
17. Books of reference, maps, text books, calenders current issues of periodicals, Courses of studies and rare books shall not be issued for use at home without the special permission of the principal.
18. As per Govt. Order a teacher is allowed to borrow 10 Nos. of books for reference for a period of 30 days. For each day of delay, the college teacher concerned shall be liable to pay fine of Rs. 10/- per book.
19. Any book lost or damaged by the borrower must be replaced by him / her. If the book is one of a set or series and the volume can not be obtained single the whole set or series must be replaced at the reader's cost. If the book is rare or irreplaceable the borrower must pay an amount upto a maximum of ten times the catalogue price of the book.
- 20) In those cases in which the price of the lost book cannot be ascertained he should pay compensation amount fixed by the principal.
- 21) A person who takes books from the library is supposed to have read the library rules and is supposed to have agreed to abide by them. Ignorance of the library rules will not be an excuse for breach of any rules.
- 22) Candidates sent up for H. S. Examination must return all library Books before filling up the application form for the Examinations.
- 23) Books of one department will not ordinarily be issued to the members of the staff of other departments. However no such restrictions are laid on books of general interests.
- 24) Books are issued to students every working day and working days of Vacations also.

#### **RULES FOR ISSUE OF DUPLICATE IDENTITY CARD.**

In case of loss of Identity Card, duplicate Identity Card can be issued. For this the student has to make an F.I.R. in the nearest Police Station giving proper reason and make an affidavit in the Court of Notary. After this they have to produce the above documents and have to deposit Rs. 200/- (Rupees Two hundred only) in the college cash counter.

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CHAPTER - X

**DRAFT BYE - LAW FOR AUTONOMOUS COLLEGE OF  
ODISHA GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA**

In pursuance of the provision made under the section 10 (3) (a) of the Odisha Universities Act. 1989 read with article 210 (i) of the Statue of the Odisha Universities and State Government letter No. 50667/HE dated 21.02.2002, the Executive Committee of the Government Auto College Rourkela do hereby make following rules for the realization of the objectives set forth by the U.G.C. such as.

- i. Freedom to determine and prescribe its own courses of study and syllabus.
  - ii. Freedom to prescribe rules for admission in consonance with the reservation policy of the State Government.
  - iii. Freedom to evolve methods of assessment of student work, the conduct of examination and notification of results and
  - iv) Freedom to use modern tools of education technology to achieve higher standards and greater creativity.
1. **TITLE :** These rules shall be called the rules of Government Autonomous College, Rourkela, 2002 and shall come into force from such date as notified after approval by the Government.
  2. The address of the college shall be, "Government Autonomous College, Rourkela".
  3. In the following rules, unless the context otherwise requires.
    - a) "Academic Council" shall mean "Academic Council" of the college formed under these rules.
    - b) "Academic Year" shall mean the year commencing on the 1st day of June of a calender year and ending on the 31st May of the succeeding Calender year.
    - c) "Board of Studies" shall mean the Board of Studies of all teaching Departments of the college formed under these rules.
    - d) "Central Government" shall mean "Government of India",
    - e) "Chairman" shall mean the "Chairman of the Executive Committee".
    - f) "Department" shall mean the teaching Department(s) of the college comprising teaching and non - teaching staff of the particular discipline.
    - g) "Executive Committee" shall mean the "Executive Committee" of the college formed under these rules.
    - h) "Examination Committee" shall mean the Examination Committee of the college formed under these rules.
    - i) "Finance Committee" shall mean the Finance Committee of the college formed under these rules.



- j) "Clear Days" shall mean the number of days excluding the first day and the last day of a given period.
- k) "Faculties" shall mean the faculties of the college constituted under these rules.
- l) "Government" shall mean the Government of Odisha.
- m) "Principal" shall mean the Principal of the college.
- n) "Rule" /"Sub - rule" shall mean the rule/sub-rule in which the expression occurs.
- o) "Unfair means" shall mean resorting to practices tacitly or implicitly in violation of the regulation of the college as shall be laid down for different purposes.
- i) Words importing the singular number shall also include the plural and vice-versa.
- ii) Words importing the masculine gender also include the feminine gender and vice-versa.
- 4. The College shall have the following committees to ensure proper co-ordination and management of academic, financial and general administration affairs :
  - a) The "Executive Committee" herein after called EC.
  - b) The "Academic Council" herein after called AC.
  - c) The "Board of Studies" herein after called BS.
  - d) The "Finance Committee" herein after called FC.
  - e) The "Examination Committee" herein after called XC.
  - f) The "Development Committee" herein after called DC
  - g) The "Discipline Committee" herein after called DP.
  - h) The "Library Committee" herein after called LC.
  - i) The "Admission Committee" herein after called AD.
  - j) The "Students Welfare Committee" herein after called WC.
  - k) The "Planning and Evaluation Welfare Committee" herein after called P.C.
  - l) The "Grievance Appeal Committee" herein after called G.G.

#### 5. **EXECUTIVE COMMITTEE (EC)**

##### **5A. Composition :**

The E.C. shall comprise :

- i) The Principal as Member Secretary Ex-Officio.
- ii) The nominees of the Government Regional Director including the Chairman.
- iii) Two Senior most teachers of the college to be nominated by the Principal on rotation, preferably from different of Professor.
- iv) One nominee of Sambalpur University not below the rank of Professor.
- v) One nominee of the U.G.C.

**5B. Term :**

Each nominated member shall have a term of two years. A member may also be nominated for a subsequent term of two years. In case of nomination under (ii) above the Principal is to be consulted. or, three members be nominated from among a panel of seven names submitted by the Principal. In case of nomination made under (iii) above the members shall continue to be the members of E.C. for two consecutive years or till such date as they continue to be members of the staff of the college, which ever is earlier.

**5C. Powers :**

The EC shall be the Principal body of the College and shall make all policy decisions and shall have the following Powers.

- i) To manage and administer the revenues and properties of the College.
- ii) To create teaching and other academic posts, determine their number eligibility criteria as per the norms of the U.G.C. and fix their emoluments in consultation with the F.C.
- iii) To create all posts, other than academic, to decide their terms and conditions and to make appointments to such posts.
- iv) To approve the fees (*not stipulated by the Government like the tuition fee*) and other sessional charges payable by the students of the College as prescribed by the F.C.
- v) To institute Scholarships, Fellowship, Awards, Prizes etc.
- vi) To appoint committees as may be necessary from time to time for different purposes.
- vii) To appoint Auditors for the ensuing years.
- viii) To approve new programmes of study leading to Degrees and lot Diploma including Self-Financing Courses.
- ix) To open an account in the name of the College in one or more scheduled Banks and to lay down procedures for operation of the Account.
- x) To issue appeals for funds and to receive Grants, Donations, Contributions etc. for carrying out development work of the college.
- xi) To raise a corpus through Donations for the purpose of instituting. Fellowship, Scholarships, and Awards etc. to deserving students and teachers and endowments for such purposes as may be suggested by the AC.
- xii) To make provisions for building, premises, furniture, furnishing ,equipment, appliances and gadgets and other facilities required for the college.
- xiii) To maintain a Fund under separate Head, as decided by the Principal to which shall be credited :
  - a) Grants provided by the Central /State Government.
  - b) Fees and other Charges received by the college.

- c) Grants, Gifts, Donations received by the college.
- d) Money received from any other source from time to time as may be decided by the Principal with the approval of the FC and /or EC.
- xiv) To maintain accounts and other relevant records and to prepare Annual Statement of Accounts including the balance sheet for the previous financial year.
- xv) To approve the mode of conduct of Examinations including the Entrance Tests for admission to various courses and programmes and to approve and publish the results for award of Degrees and Diplomas.
- xvi) To establish and to approve proposals for management and maintenance of Hotels of the college.
- xvii) To approve the rates of the remuneration, honourarium, T.A./C.A./D.A. and of incidental expenses related to examination, moderation, tabulation and for such persons as appointed for the purpose of examination as recommended by the FC and XC.
- xviii) To perform such other acts or to make such decisions as may be necessary for the smooth and effective management of the college.

**5D Meeting of the Executive Committee :**

- i) The EC shall ordinarily meet at least twice a year. The Secretary shall convene the meeting with no less than fifteen clear days notice and shall submit the proceedings of the meetings to the Chairman soon after the meeting. However, extra ordinary meeting can be convened in consultation with the chairman as and when necessary.
- ii) Five members shall form the quorum for a meeting of EC.
- iii) In case of need for voting, each member of the EC shall have one vote. The decisions at the meeting of the EC shall be made by simple majority of votes. In case of a tie the Chairman shall have a casting vote.
- iv) No motion or resolution shall be moved in the meeting which does not pertain to the agenda.
- v) Every meeting of the EC shall be presided over by the chairman and in his / her absence by a member chosen by the members present from among themselves.
- vi) Decisions may be made by the EC through circulation of the appropriate resolution (s) among the members. Such decisions shall be deemed to have passed provided that at least five members of the EC record their views in affirmatives.
- vii) If a member of the EC fails to attend three consecutive meetings without leave of absence, he / she shall cease to be a member of the EC.

**5E Delegation of Powers :**

The EC by a resolution may delegate to the chairman, Principal or any other member of the sub-committees or adhoc committees with of its powers as it may deem fit, subject to the condition that such action taken by the chairman or the Principal or the member (s) concerned of the committee / sub-committee / adhoc committee in the exercise of power (s) so delegated, shall be reported at the next meeting of the EC. In case of need,

Delegation of its powers may be made through Circulation of a resolution among the members of the EC, and such decisions shall be deemed to have passed in a meeting of EC provided that at least five of the members record their views in affirmative.

## **6. ACADEMIC COUNCIL (AC) :**

The AC shall be the Principal academic body of the College and shall, subject to provisions of Rules of the College, have the control over and be responsible for the maintenance of standards of education, teaching and training, interdepartmental co-ordination, research, examination and tests within the College and shall exercise such other powers and perform such other duties and functions as may be prescribed or conferred upon it by the EC. The decision taken by the AC shall not be subject to any further ratification by the academic councillor or other statutory bodies of the University.

### **6A Composition :**

The AC shall comprise

- i) Principal of the College shall be the Chairman, Ex-officio.
- ii) All Heads of the teaching departments.
- iii) Four senior most teachers of the college to be nominated by the Principal.
- iv) No fewer than four specialists from outside the College representing, Commerce, Education, Industry, Law, Medicine, Engineering etc. to be nominated by the EC. Vacancies arising out of exigency shall be filled in from the appropriate category by the Principal for the rest of the term.
- v) Three Faculty members of the Sambalpur University, not below the rank of Professor belonging to three different disciplines. A faculty member of the college to be nominated by the Principal as Member Secretary of the AC.

### **6B Term :**

Two years on rotation, except for ex-officio members. In case of members nominated under (ii), (iii), and (v) above they shall continue to be the members of AC for two years or till such date as they shall continue to be the members of the staff of the College / University, whichever is earlier.

### **6C Function :**

- i) To exercise general supervision over the academic work of the College and to give direction regarding methods of instruction, evaluation and research for improvement of academic standard.
- ii) To prescribe curriculum / courses of studies for courses leading to Diploma.
- iii) To scrutinize and approve the proposals of the BS with or without modification. If the AC differs from the proposal it may reject or return the matter to BS for reconsideration with necessary reasons thereof. In case, the BS resubmits the same without any change, the AC shall reserve the right to accept or reject the proposals.
- iv) To formulate rules and regulations for the conduct of examination and evaluation, which need to be consistent with the provisions of Byelaw framed there under.

- v) To formulate rules and regulations for admission to different programmes of study, sports and other extra-curricular activities, discipline, attendance, study, admission, to Hostels and for award of scholarships, fellowships and free-studentship, for proper maintainance and functioning of the play ground and hostels etc.
- vi) To recommend to EC measures for improvement of standards of teaching, training and research, introduction of new programmes. of study, if necessary, abolition or withdrawal of in effective/failing discipline (s).
- vii) To appoint sub-committee (s) to advise on such matters as may be referred to it by the EC, consider the recommendations and take actions including making of recommendation to EC as the circumstance may demand.
- viii) To take a periodic view of the activities of various departments.
- ix) To recommend institution of teaching posts to EC.
- x) To avail the services of Guest Faculty, Faulty Exchange Programmes for different disciplines as and when required.
- xi) To exercise such other power and perform such other duties as may be necessary from time to time.

**6D Meetings :**

- i) The AC shall ordinarily meet at least once a year with a fifteen days notice by the Secretary for each meeting. An extra - ordinary meeting may be convened by the Chairman as and when necessary.
- ii) One third of the total members shall constitute the quorum for a meeting. Decisions may be made by the AC through circulation of a resolution among the members of the AC such decisions shall be deemed to have passed in a meeting provided that at least one-third of the members record their views in affirmative.

**7. BOARD OF STUDIES (BS)**

**7A** There shall be one BS for each Teaching Department comprising :

- i) Head of the Department as Chairman, ex-officio.
- ii) Teachers of the Department (s) of the subject (s) concerned to a maximum of five, preferable from different fields of specialisation.
- iii) Two experts from the subject (s) from outside the College to be nominated by the AC.
- iv) One expert to be nominated by the Vice-chancellor of Sambalpur University from the panel of six names recommended by the Principal. The Chairman, with the approval of the Principal, the Chairman may opt two experts on the subject from outside the College.

**7B Term :**

Two years in case of members under (ii) above. They shall continue to be the members of the BS for two years or till such date, as they shall continue to be the members of the staff of the College, Whichever is earlier.

- i) The BS of the Department in the College shall Prepare the curriculum for various courses keeping in view the objectives of the College, local and national requirement, for consideration and approval of the AC.
- ii) Suggest a panel of names to the AC for appointment of question setters and examiners.
- iii) Co-ordinate research, teaching, extension and any other academic activity in the department / college.
- iv) Suggest methodologies for innovative teaching and evaluation technique.
- v) Monitor teaching, learning in the College through assessment of the learner (s) performance and suggest improvement / modification on the basis of such assessment of the learner's performance, teacher's opinion and new developments in the subject but not before three batches of students pass out.

**7D Meeting :**

The Principal of the college shall draw the schedule for the meetings of the BS for different Departments. Each BS shall ordinarily meet at least once a year.

**8. FINANCE COMMITTEE :****8A Composition :**

- i) The FC shall be an advisory body to the EC and shall meet atleast twice a year to prepare the budget estimate relating to grants received / receivable from the UGC, Government and Non Government sources, income from fees etc. collected and place them before the EC for approval.
- ii) The FC shall consider the audited accounts of the college .
- iii) The FC shall fix limits of the total recurring and non-recurring expenditure of the year based on the income and resources of the college. The college in excess of the limits so fixed shall incur no expenditure.
- iv) The College without the concurrence of the FC shall incur no expenditure.
- v) The FC shall prescribe the Admission Fee. Tuition Fee subject to the approval of the Government and other sessional charges to be paid by the students, as suggested by AD.
- vi) The FC shall recommend rates of remuneration / honorarium. T.A. DA and CA for various persons, as suggested by the Committees concerned.

**9. EXAMINATION COMMITTEE (XC)****9A Composition :**

The XC shall comprise :

- i) The Principal as the Chairman, Ex-officio.
- ii) Three members of the AC to be nominated by the Principal.
- iii) Three senior faculty members of the college to be nominated by the Principal, one of them is to act as Deputy Controller of Exams.
- iv) The controller of Examinations who shall be the Member Secretary, Exofficio.

- v) In the absence of the Principal, the senior most member of the committee shall act as the Chairman and shall preside over the committee meeting (s).

**9B Term :**

The term of the members of the XC shall be two years except for the Chairman and Member Secretary. The members nominated under (iii) above shall continue to be the members of XC for two years or till such time as they shall continue to be members of the staff of the college, whichever is earlier.

**9C Powers and Functions :**

- i) To recommend to the EC / Principal with or without modification, the names of suitable persons for appointment as Examiners / Question Setters, prepared by the BS and placed by the Controller of Examinations. There shall be a choice of three names to be considered for the appointment of every question setter and examiner in respect of the papers of all examinations.
- ii) To consider the reports of Boards of Conducting Examiners (BE) on the work of Chief, additional, special, assistant examiners.
- iii) To consider all cases of unfair practices in examinations, and make suitable recommendations to the EC.
- iv) To examine and examination Fee structure to the EC after getting the concurrence of the FC.
- v) To prepare the modalities for Entrance Tests for admission and to conduct such tests prepare the merit list for the AD.

**9D Meeting :**

- i) Ordinarily, the XC shall meet at least twice a year.
- ii) Any four of the seven members shall form the quorum for meeting of the XC.
- iii) In case of emergency, an extra -ordinary meeting of the XC can be convened by the secretary in consultation with the Chairman as and when necessary.

**10. DEVELOPMENT COMMITTEE (DC) :**

**10 A Composition :**

The DC shall comprise :

- i) The Principal as Chairman, Ex-officio.
- ii) One senior teacher as Development Coordinator, Member Secretary.
- iii) Five senior teachers nominated by the Principal.
- iv) Superintendents of all hostels, Ex-officio.
- v) Prof-in-charge, UGC. matters.

**10 B Term :**

Two years except for ex-officio members. In case of nominations made under (iii) above, they shall continue to be members of DC for two years or till such time as they shall continue as members of staff of the College, whichever is earlier.

**10 C Functions :**

- i) The DC shall be the planning body of the College and shall monitor the physical and infra-structural development of the College.
- ii) The DC shall place its proposals and recommendations before the EC for approval.
- iii) The DC shall coordinate with appropriate Government authority for implementation of developmental programme.

**10 D Meeting :**

The DC shall ordinarily meet at least three time a year convened by the Secretary in consultation with the Chairman.

**11. DISCIPLINE COMMITTEE (DP) :****11A Composition :**

The DP shall comprise :

- i) The Principal as Chairman ex-officio.
- ii) The senior most teacher of the College as the Executive Chairman.
- iii) The Administrative Bursar as the Member Secretary.
- iv) One senior teacher from each faculty to be nominated by the Principal.
- v) Four members of staff at least one of whom shall be a lady member to be nominated by the Principal.

**11B Term :**

The term shall be two years except for ex-officio members. The nominations made under (iv) and (v) above shall continue to be the members of the DP for two years or till such time as they shall continue as members of the staff of the College whichever is earlier.

**11C Functions :**

- i) The DP shall be an advisory committee to regulate and enforces discipline among the students and employees of the College and to take appropriate actions wherever necessary.
- ii) The DP shall investigate and consider all matters of discipline of students and employees of the College and shall place their recommendations before the EC for approval.

**11D Meeting :**

The meetings of the DP shall be convened by the Secretary in consultation with the Chairman as and when cases of indiscipline shall arise.



**12. LIBRARY COMMITTEE (LC)****12A Composition :**

The LC shall comprise :

- i) The Principal as the Chairman, ex-officio.
- ii) One senior teacher to be nominated by the Principal as Executive Chairman.
- iii) The Librarian of the College as Member Secretary, ex-officio.
- iv) One teacher from each discipline to be nominated by the Principal member.
- v) Prof-in-charge, UGC matters.
- vi) One from the Library staff to be nominated by the Principal.

**12 B Term :**

The term of each member shall be two years except for ex-officio members. In case of nominations under (ii), (iv) and (vi) above, the members shall continue to be the members of LC for two years or till such time as they shall continue as members of staff of the College, whichever is earlier.

**12 C Function :**

- i) The LC shall formulate policies pertaining to purchase and procurement of books, journals, magazines, periodicals, furniture, equipment and stationery required for the Library and Reading Room.
- ii) The LC shall be responsible for maintainance of all kinds of property of the Library and the Reading Room.
- iii) The LC shall make regulations regarding issue and return of books etc.
- iv) The LC shall recommend proposals for weeding out irrelevant stock and for introducing new material for approval of the EC.
- v) The LC shall submit a phase proposal to computerize the holdings in the library and make them available on line in future for approval of the EC.
- vi) The LC shall please the annual requirements of the library before the EC for approval.
- vii) The LC shall be responsible for the smooth running of the day to day activities of the library.

**12 D Meetings :**

The LC shall meet at any time depending upon the requirement but no less than three times a year and such meetings shall be convened by the Secretary in consultation with the Chairman / Executive Chairman with at least 48 hours notice. Fifty percent of the total members shall constitute the quorum of such meetings.

**13. ADMISSION COMMITTEE (AD) : (College is under e-admission for +3 & +2 Classes)****13A The AD shall comprise :**

- i) The principal as the Chairman, ex-officio.

- ii) The senior most of the next senior most teacher of the College nominated by the Principal as Member Secretary.
- iii) One senior teacher from each faculty nominated by the Principal.
- iv) H.O.Ds of the each Post-Graduate Department.
- v) Six members of staff nominated by the Principal representing all the faculties as Admission Officers for respective faculties.

**13 B Term :**

One year, in case of nominations made under (ii), (iv) and (v) above, the members shall remain as such for one year or till they continue as members of staff of the College, whichever is earlier.

**13 C Functions :**

- i) To formulate the general policies of admission not inconsistent with the Admission Rules of the Government.
- ii) To prepare and publish the Admission Forms and Prospectus for Admission.
- iii) To call for applications, fix up the last date for admission of applications and dates of admission.
- iv) To conduct admission as per rules laid down.
- v) To interpret the rules of admission.

**13 D Meeting :**

The AD shall definitely meet once soon after the Higher Secondary Examination, Orissa and oncesoon after after the publicationof result of the H.S. Exam. Orissa and the Sambalpur Degree Exams of University as decided by chairman. However, the AD may also meet at any other time as necessary. All the meetings shall be convened by the Secretary in consultation with the Chairman.

**14. STUDENTS WELFARE COMMITTEE (WC) :****14A Composition :**

The WC shall comprise :

- i) The Principal as Chairman, ex-officio.
- ii) Three teachers from each faculty to be nominated by the Principal provided that one third of them shall be women teachers.
- iii) Three students from each class of different faculties to be nominated by the Principal on the basis of merit in the field of academics, sports, and other extra -curricular activities provided that at least one third of total student members shall be women.
- iv) NCC, NSS and YRC Offer Rover/Ranger Leaders, PET and Superintendents and Asst Superintendents of all the hostels as ex-officio members.

The senior most next to the Chairman shall act as the Director, Students Welfare (DSW) and Secretary to the Committee.

**14B Term :**

The term for the student members shall be one year or till they continue to be the students of the College, whichever is earlier and two years for others. In case of nominations made under (ii) above, the members shall remain as such for two years or till they continue as members of staff of the College, whichever is earlier.

**14C Functions :**

With the Objective to identify and encourage creative talents, inculcate a spirit of discipline, leadership and social awareness, promote physical and mental development among students and to provide basic amenities, the WC shall :

- i) Conduct compositions in creative, cultural, literary, sports and general awareness activities.
- ii) Arrange symposia and seminars on topics of local, national and international interest.
- iii) Organize Social Welfare Activities and recommend names of needy students to the FC for Financial assistance.
- iv) Ensure cleaning and maintenance of building, toilets, garden, electrical fittings, provision of sufficient water in the College Hostel and make available such utility services as Canteen , First Aid Centre, Information Bureau, Post Office and Bank.

**14D Meeting :**

The meeting of WC shall be held as and when required and all meetings shall be convened by DSW Secretary in consultation with the Chairman. Fifty percent of total number shall constitute Quorum.

**15. PLANNING AND EVALUATION COMMITTEE (PC) :****15A Composition :**

The PC shall comprise :

- i) The Principal as Chairman, ex-officio.
- ii) The senior most member of staff as Executive. Chairman and Secretary ex-officio.
- iii) All Heads of the teaching departments.
- iv) Prof.-in-charge UGC matters.
- v) Controller of Examination, ex-officio.

**15B Term :**

Two years except for ex-officio members.

**15C Function :**

- i) To formulate policy and draw an annual plan for curricular and extra curricular activities for approval other EC.
- ii) To propose changes in structure or formatting of academic services made available in the College to be placed before the AC for making suitable recommendations to the EC.

- iii) To evolve a mechanism of registering feedback from graduating students for future guidance, especially in relation to self - financing courses.
- iv) To do such other duties as approved by the EC.

**15D Meeting :**

The PC shall meet at least once on quarterly basis or as and when necessary. The Executive Chairmans and Secretary of the Committee shall convene the meeting in consultation with the Chairman.

**16. GRIEVANCES AND APPEALS COMMITTEE (GC) :****16A Composition :**

The GC shall comprise :

- i) The Principal as Chairman, ex-officio.
- ii) Executive Chairman / Member Secretary / Secretary of all Committees except the EC.
- iii) The senior most member shall act as the Secretary of the GC.

**16B Term :**

Two years except for the Principal.

**16 C Function :**

- i) To scrutinize, investigate and consider all petitions / grievances / complaints of the students and employees of the College or those submitted by guadians and citizens and place their considered opinion for the approval of the EC.
- ii) To identify potencial areas of error in the system as whole and suggest preventive / remedial measure in the form of resolutions for the approval of EC.
- iii) To perform such other duties as shall be assigned to it from time to time.

**16D Meeting :**

Meetings of the GC shall be convened as and when required by the Secretary in consultation with the Chairman. Ordinarily, however, the GC shall meet at least twice a year to review the function as enumerated under (ii) above.

**17. OFFICERS :**

The Officers of the College shall be the Chairman, Princip[al, Vice-Principal, Administrative Bursar, Accounts Bursar, Controller of Examinations and such other persons as may be designated as such by the Executive Committee.

**18. AUTHORITIES :**

The following shall be the authorities of the College :

- i) The Executive Committee and
- ii) Such other committees / authorities as may be constituted by the Executive Committee.

**19. LEGAL PROCEEDINGS :**

All legal suits instituted by or on behalf of the College shall be in the name of the Government Autonomous College (Autonomous), Rourkela. For conduct of all such suits and for the defence in all suits brought against the College, the Principal or an Officer of the College duly authorised by the Principal shall represent the College, sign the pleading, receive summons, attend the court, consult lawyers and take such other steps as may be necessary in connection with the suits under the general discretion of the Principal.

**20. ANNUAL REPORT :**

An Annual Report on the performance and activities of the College during the year shall be prepared by the College for the information of the Government / UGC/ Sambalpur University and the members of the Executive Committee. A draft of the Annual Report so approved shall be published and forwarded to all concerned.

**21. INTERPRETATION :**

Where there is no provision or sufficient provision in any matter in these rules the decision of the EC shall be final for all purposes. Where any doubt arises in interpretation of any provision in these rules the matter shall be referred to the EC whose decision shall be final and binding.

**22. NOMINATIONS AND APPOINTMENTS :**

The nominations and / or appointments of members by the Principal to any committee to act in whatever capacity shall be binding on the member (s) . Any refusal to accept such nomination and appointment, without satisfactory explanations or on reasonable grounds, shall be considered to be an act of indiscipline or insubordination.

**23. AMENDMENT :**

Alteration or amendment of any of these rules may be made by resolution (s) passed by a two third majority of the total members of the EC present and voting in meeting convened for the purpose subject to the approval by the Government. Alteration or Amendment of any of these rules may be made by the EC through Circulation of a resolution among the members of the EC and such decisions shall be deemed to have passed in a affirmative. This is also subject to the approval by the Government.

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**EXTRA CURRICULAR ASSIGNMENTS FOR THE ACADEMIC  
SESSION 2020-21****( NOT IN ORDER OF SENIORITY)**

<b>Sl. No. Extracurricular Activity</b>	<b>Name of the Officer (S) assigned with duties</b>
1. College Advisory Board	: Sri R. Dasgupta, Asst. Prof. of Botany Mrs. M.E.K. Nag, Asst. Prof. of Economics Mrs. L.M. Barla, Asst. Prof. of Education Dr.(Smt.) S. Samal, Asst. Prof. of Chem. Mrs. B. Kujur, Asst. Prof. of History Dr. K.C. Jena, Asst. Prof. of Botany Dr. D. K. Singh, Asst. Prof. of Zoology C.P. Ranjan, Asst. Prof. of Pol. Science
2. Administrative Bursar	: Sri R. Dasgupta, Asst. Prof. of Botany
Associate Administrative Bursar	: Sri Surat Giri, Asst. Prof. of English
3. Accounts Bursar	: Sri D. K. Mohanta, Asst. Prof. of Comm.
4. Academic Bursar	: Dr. D. K. Singh, Asst. Prof. of Zoology
5. Establishment Officer	: Sri Surat Giri, Asst. Prof. of English
6. Staff Council Secretary	: Sri R. Dasgupta, Asst. Prof. of Botany
7. Controller of Examinations	: Mrs. B. Kujur, Asst. Prof. of History
Dy. Controller of Examinations	: Dr. D. K. Singh, Asst. Prof. of Zoology : C.P. Ranjan, Asst. Prof. of Pol. Science : Dr. (Smt.) Sonia, Asst. Prof. of Chem.
8. Internal Assessment OIC	: Smt. R. R. Paul, Asst. Prof. of Philosophy
Associate	: Sri Surat Giri, Asst. Prof. of English
9. Private & Outside Examination	: C.P. Ranjan, Asst. Prof. of Pol. Science
Associate	: Dr. D. K. Singh, Asst. Prof. of Zoology
10. Secretary Admission (M. Phil)	: Sri R. Dasgupta, Asst. Prof. of Botany
11. Admission In-charge (PG)	: Mrs. L.M. Barla, Asst. Prof. of Education
12. Admission In-charge (UG)	: Mrs. B. Kujur, Asst. Prof. of History
13. UGC Co-ordinator	: Sri R. Dasgupta, Asst. Prof. of Botany
Associate	: C.P. Ranjan, Asst. Prof. of Pol. Science : Dr. D. K. Singh, Asst. Prof. of Zoology



## Information Bulletin 2020-2021

Members	:	Sri D. K. Sa, Asst. Prof. of History
	:	Dr. (Smt.) S.S. Mishra, Asst. Prof. of Chem.
	:	Sri D. K. Mahanta, Asst. Prof. of Comm.
	:	Dr. B. Parija, Asst. Prof. of Physics
14. IQA Cell and Remedial Classes		
Co-ordinator	:	C.P. Ranjan, Asst. Prof. of Pol. Science
15. NAAC Co-ordinator	:	Dr. (Smt.) S.Samal, Asst. Prof. of Chem.
16. NAAC Committee Members	:	All Bursars
	:	Dr. K.C. Jena, Asst. Prof. of Botany
	:	Dr. A. K. Jaiswal, Asst. Prof. of CSC
	:	Sri S.S. Prusty, Asst. Prof. of Zoology
	:	Sri S. Giri, Asst. Prof. of English
	:	Dr. B. Parija, Asst. Prof. of Physics
	:	Smt. R. Bhoi, Asst. Prof. of Pol. Science
17. Autonomy Extention Co-ordinator	:	C. P. Ranjan, Asst. Prof. of Pol. Science
18. Co-ordinator, RUSA	:	Dr. D. K. Singh, Asst. Prof. of Zoology
19. Co-ordinator, AISHE	:	C.P. Ranjan, Asst. Prof. of Pol. Science
20. Legal and RTI Act Cell First Appellate Authority		Dr. (Smt.) S. Samal, Asst. Prof. of Chem.
PIO	:	Sri S. Giri, Asst. Prof. of English
Asst. PIO	:	Dr. P.K. Maharana, Jr. Lect. Odia
21. NSS Unit -I	:	Sri S. S. Prusty, Asst. Prof. of Zoology
Unit -II	:	Dr. B. Parija, Asst. Prof. of Physics
Unit- III	:	Dr. N. Sahu, Asst. Prof. of Physics
22. Youth Red Cross Co-ordinator	:	Dr (Smt.) S.S. Mishra, Asst. Prof. of Chem.
Associates	:	Dr. N. Sahu, Asst. Prof. of Physics
	:	Capt. (Smt.) M. Dash, PET, (ANO, NCC)
23. Social Service Guild (SSG) & Students		
Aid Fund Co-ordinator	:	Smt. M.E.K. Nag, Asst. Prof. of Economics
Associates	:	Smt. R. Bhoi, Asst. Prof. of Pol. Science
	:	Sri A. Patra, Faculty of MTC
24. NCC Officer	:	Capt. (Smt.) M. Dash, PET, (ANO, NCC)



25. Student's Stipend and Scholarship : Mrs. M.E.K. Nag, Asst. Prof. of Economics  
: Sri D. K. Sa, Asst. Prof. of History  
: Dr. (Smt.) A. Mahanta, Asst. Prof. of Phy.  
: Dr. (Smt.) R. R. Paul, Asst. Prof. of Phil.  
: Dr. (Smt.) Sonia, Asst. Prof. of Chem.  
: Dr. P.K. Maharana, Jr. Lect. in Odia  
: Dr. (Smt.) V. Panda, Asst. Prof. of Psy.
26. OIC, College Website : Dr. A. K. Jaiswal, Asst. Prof. of CSC  
Online-cum-Learning Classes  
Internet Server : Sri J. K. Samantaray, Faculty of CSC
27. OIC, Stock, Store & AMC : Dr. K. C. Jena, Asst. Prof. of Botany
28. Prof. I/C, College Canteen : Sri A.K. Patel, Asst. Prof. of Math.  
Sri S. S. Prusty, Asst. Prof. of Zoology
29. Faculty Exchange Programme & : Co-ordinator, IQAC  
Student's Exchange Programme : Smt. R. Bhoi, Asst. Prof. of Pol. Science  
: Sri D. K. Mahanta, Asst. Prof. of Comm.
30. Co-ordinator, Study Tour : Dr. K. C. Jena, Asst. Prof. of Botany  
(Project/Study Work) : Dr. B. Parija, Asst. Prof. of Physics  
: Dr. (Smt.) V. Panda, Asst. Prof. of Psy.
31. Development Committee : Principal (Chairperson)  
: Administration Bursar, Member Secy.  
: Advisor Students' Union  
: Accounts Bursar  
: Academic Bursar  
: Co-ordinator NAAC  
: Prof. I/C, UGC  
: Co-ordinator, IQAC  
: Controller of Exams.  
: Mrs. M.E.K. Nag, Asst. Prof. of Eco.  
: Smt. L.M. Barla, Asst. Prof. of Education  
: Superintenden of All Hostels





32. Planning and Evaluation Committee : Principal  
: Accounts Bursar  
: Administrative Bursar  
: Academic Bursar  
: Advisor, Students Union  
: Prof. I/C UGC  
: IQA Cell Co-ordinator  
: Mrs. B. Kujur, Asst. Prof. of History  
: Asst. Co-Ordinator, Self-Finance
33. Displine Committee : Principal (Chairperson)  
: Administrative Bursar  
: Accounts Bursar  
: Academic Bursar  
: Dr. K.C. Jena, Asst. Prof. of Botany  
: Smt. R. R. Paul, Asst. Prof. of Phil.  
: Superintendent All Hostels  
: C.P. Ranjan, Asst. Prof. of Pol. Science  
: Sri S.S. Prusty, Asst. Prof. of Zoology
34. Purchase Committee : Principal (Chairperson)  
: Administrative Bursar, Ex-Officio  
: Accounts Bursar, Ex-Officio  
: Academic Bursar, Ex-Officio  
: Controller of Examination  
: Dr. K. C. Jena, Asst. Prof. of Botany  
: Prof. I/C. Internal Exam.
35. Local Purchase Committee : Accounts Bursar  
: Academic Bursar  
: Co-ordinator IQAC
36. Finance Committee : Principal (Chairperson)  
: Administrative Bursar, Member Secy.  
: Accounts Bursar, Ex-Officio Member
37. Internal Auditors : Dr. (Smt.) S. Samal, Asst. Prof. of Chem.



38. Library Committee
- : Sri D. K. Mahanta, Asst. Prof. of Comm.
  - : Smt. M.E.K. Nag, Asst. Prof. of Economics
  - : Sri A. K. Patel, Asst. Prof. of Math.
  - : Smt. R. R. Paul, Asst. Prof. of Phil.
  - : Dr. N. Sahu, Asst. Prof. of Physics
  - : Principal (Chairperson)
  - : Academic Bursar
  - : HOD (Odia/Pol. Sc./Eng./Edu./Physics Zoology/ Comm. Prof. I/C, UGC Libraryan
39. Lesson Plan & Progress
- : C.P. Ranjan, Asst. Prof. of Pol. Science
  - : Dr. D. K. Singh, Asst. Prof. of Zoology
40. Examination Committee
- : Principal
  - : Controller of Exam-Member-Secretary
  - : All HOD, PG Department
  - : Asst. Co-Ordinator, Self Finance
  - : Prof. I/C College Examination
  - : Smt. R.R. Paul, Asst. Prof. of Phil
41. Career Counseling Committee & Research Cell Co-ordinator
- : Dr. A. K. Jaiswal, Asst. Prof. of CSC
  - : Administrative Bursar
  - : Academic Bursar
  - : Dr. B. Parija, Asst. Prof. of Physics
  - : Dr. P. D. Mohanty, Faculty of CSC
  - : Sri J. K. Samantaray, Faculty of CSC
42. Students Welfare Committee
- : Principal
  - : Administrative Bursar
  - : Academic Bursar
  - : Accounts Bursar
  - : Controller of Examination
  - : Prof. I/C. NSS



43. College Furniture Committee : Prof. I/C Red Cross  
: Advisor Students' Union  
: Administrative Bursar  
: Academic Bursar  
: Accounts Bursar  
: Controller of Examination
44. Residential-cum-Quarter Allotment Committee : Administrative Bursar  
: Academic Bursar  
: Accounts Bursar  
: Superintendent All Hostels
45. Maintenance and Construction of College Building (PHD, PWD, Electrical Etc.) : Dr. K.C. Jena, Asst. Prof. of Botany  
: Dr. A. K. Jaiswal, Asst. Prof. of CSC  
: Dr. B. Parija, Asst. Prof. of Physics  
: Dr. (Smt.) V. Panda, Asst. Prof. of Psy.  
: Sri A. K. Barik, Faculty of CSC
46. Student's Union Advisor (+3 & PG) Associates : Dr. (Smt.) S. Samal, Asst. Prof. of Chem.  
: Mrs. M.E.K. Nag, Asst. Prof. of Economics  
: Dr. B. Parija, Asst. Prof. of Physics  
: Sri D. K. Mahanta, Asst. Prof. of Comm.
47. Students Grievance, Appeal and Anti-Ragging Cell : Principal  
: Advisor Student Union  
: Controller of Examination  
: VP Athletic Association  
: Administrative Bursar  
: Academic Bursar  
: Accounts Bursar  
: Co-ordinator, IQAC  
: All Hostel Superintend
48. Women's Grievance Cell : Dr. (Smt.) S. Samal, Asst. Prof. of Chem.  
: Smt. B. Kujur, Asst. Prof. of History



49. SC/ST Grievance Cell : Smt. R. Bhoi, Asst. Prof. of Pol. Sc.  
: Smt. M.E.K. Nag, Asst. Prof. of Eco.  
: Dr. (Smt.) A. Mahanta, Asst. Prof. of Phil.  
: Dr. (Smt.) S.S. Mishra, Asst. Prof. of Chem.  
: Smt. M.E.K. Nag, Asst. Prof. of Economics  
: Sri D. K. Sa, Asst. Prof. of History  
: Smt. B. Kujur, Asst. Prof. of History  
: Smt. L.M. Barla, Asst. Prof. of Education
50. Equal Oppertunity Cell : Dr. (Smt.) S. Samal, Asst. Prof. of Chem.  
: C.P. Ranjan, Asst. Prof. of Pol. Science  
: Smt. Antima Kar, Faculty in Comp. Sc.  
: Sri B. P. Mohapatra, Demonstrator in Phy.
51. Time Table and Proctorial : Sri A.K. Patel, Asst. Prof. of Math.  
: Sri S. S. Prusty, Asst. Prof. of Zoology  
: Dr. P.D. Mohanty, Faculty of CSC
52. Student Attendance : Dr. (Smt.) A. Mahanta, Asst. Prof. of Phy.  
: Smt. R. Bhoi, Asst. Prof. of Pol. Sc.  
: Dr. (Smt.) Sonia, Asst. Prof. of Chem  
: Sri A. Barik, Faculty of CSC
53. Health Care Unit / Sanitation : Dr. (Smt.) S. Samal, Asst. Prof. of Chem  
: Mrs. L.M. Barla, Asst. Prof. of Education  
: C.P. Ranjan, Asst. Prof. of Pol. Sc.  
: Sri A. Barik, Faculty of CSC
54. Railway and Bus Concession : Dr. K. C. Jena, Asst. Prof. of Botany  
: Dr. B. Parija, Asst. Prof. of Physics  
: Sri A. Barik, Faculty of CSC
55. Plantation and Gardening : Dr. K. C. Jena, Asst. Prof. of Botany  
: C. P. Ranjan, Asst. Prof. of Pol. Sc.  
: Dr. B. Parija, Asst. Prof. of Physics  
: Sri A. Barik, Faculty of CSC
56. Self Defense Officer in Charge : Dr.(Smt.) S.S. Mishra, Asst. Prof. of Chem  
: Dr. (Smt.) Soniaa, Asst. Prof. of Chem.



57. College Cycle Stand : Dr. (Smt.) L. Patro, Asst. Prof. of Botany  
: Dr. (Smt.) A. Mahanta, Asst. Prof. of Phy.  
: Smt. L.M. Barla, Asst. Prof. of Education  
: Dr. P. K. Maharana, Jr. Lect. in Odia  
: Sri A. Barik, Faculty of CSC  
: Sri J. K. Samantaray, Faculty in CSC
58. I/C, Staff Common Room : Sri S.S. Prusty, Asst. Prof. of Zoology  
: Dr. P.K. Maharana, Jr. Lect. in Odia
59. I/C, E-Governance : Dr. A. K. Jaiswal, Asst. Prof. of CSC  
: Dr. P. K. Maharana, Jr. Lect. in Odia  
: Dr. B. Parija, Asst. Prof. of Physics  
: Dr. P.D. Mohanty, Faculty in CSC  
: Sri J.K. Samantaray, Faculty in CSC  
: Sri A. Barik, Faculty in CSC
60. Seminar/Webinar/Symposium/  
Extramural Lect. Co-ordinator  
OICs : Dr. A. K. Jaiswal, Asst. Prof. of CSC  
: Dr. (Smt.) L. Patro, Asst. Prof. of Botany  
: Mrs. M.E.K. Nag, Asst. Prof. of Economics  
: Dr. K.C. Jena, Asst. Prof. of Botany  
: Dr. P.D. Mohanty, Faculty of CSC
61. Dramatic Society VP  
Associates : Sri A. K. Patel, Asst. Prof. of Math  
: Smt. R. Bhoi, Asst. Prof. of Pol. Sc.  
: Dr. (Smt) Sonia, Asst. Prof. of Chem.  
: Sri A. Barik, Faculty of CSC  
: Sri A. K. Patra, Faculty of MTC
62. Science Society VP  
Associates : Dr. K.C. Jena, Asst. Prof. of Botany  
: Sri S. S. Prusty, Asst. Prof. of Zoology  
: Dr. (Smt.) A. Mahanta, Asst. Prof. of Phy.
63. Arts Society VP  
Associates : Sri C. P. Ranjan, Asst. Prof. of Pol. Sc.  
: Sri S. Giri, Asst. Prof. of English  
: Dr. P.K. Maharana, Jr. Lect. in Odia



64. Commerce Society VP : Dr. D. K. Mahanta, Asst. Prof. of Comm.  
Associate : Smt. A. Jain, Jr. Lect. in English
65. Athletic Society VP : Sri S.S. Prusty, Asst. Prof. of Zoology  
Associates : Smt. R. Bhoi, Asst. Prof. of Pol. Sc.  
: Dr. (Smt.) Sonia, Asst. Prof. of Chem.  
: Sri D. K. Mahanta, Asst. Prof. of Comm.  
: Smt. R. R. Paul, Asst. Prof. of Phil.
66. DSA VP : Sri S. S. Prusty, Asst. Prof. of Zoology  
Associates : Dr. P.D. Mohanty, Faculty of CSC  
: Sri A. K. Barik, Faculty of CSC
67. Boys Common Room : Sri C.P. Ranjan, Asst. Prof. of Pol. Sc.  
Associates : Dr. P. D. Mohanty, Faculty of CSC  
: Sri A. Barik, Faculty of CSC
68. Girls Common Room : Mrs. L.M. Barla, Asst. Prof. of Pol. Sc.  
: Dr. (Smt.) S.S. Mishra, Asst. Prof. of Chem  
: Smt. R. R. Paul, Asst. Prof. of Phil.  
: Smt. A. Kar, Faculty of CSC
69. College Calendar  
Editor in Chief : Principal  
Board of Editor : All Bursars  
: Co-ordinator, IQAC  
: Controller of Exam
70. College Magazine  
Editor in Chief : Principal  
Board of Editors : HOD, Odia  
: HOD, Hindi  
: HOD, English

This order supersedes all previous orders relating to Extra curricular and Co-curricular Activities 2020-21.

## EXTRA CURRICULAR ASSIGNMENTS FOR THE ACADEMIC SESSION 2020-21

( NOT IN ORDER OF SENIORITY)

<b>Sl. No. Extracurricular Activity</b>	<b>Name of the Officer (S) assigned with duties</b>
1. College Advisory Board	: Sri P.K. Sethy, Statistics Smt. C. Tirkey, Education Sri A. K. Behera, Mathematics Sri S. Sa, Odia Sri P. Toppo, English Sri P. Xess, English Sri A. K. Hota, Economics
2. Administrative Bursar	: Sri P. K. Sethy, Statistics
3. Accounts Bursar	: Sri A. K. Hota, Economics
4. Academic Bursar	: Sri A. K. Behera, Mathematics
5. Establishment Officer	: Sri A. K. Hota, Economics
6. Staff Council Secretary	: Sri P.K. Sethy, Statistics
7. Internal Assessment (Annual & Test)	: Smt. M. Nayak, Botany Sri P. Toppo, English,
8. Admission In-charge	: Sri A. K. Behera, Mathematics
9. Co-ordinator IT & BT	: Sri A. K. Behera, Mathematics
10. Legal and RTI Cell	
First Appellate Authority	: Sri P. K. Sethy, Statistics
PIO	: Sri M.T. Tudu, Psychology
Asst. PIO	: Sri P. K. Swain, Chemistry
11. NSS Co-ordinator	: Sri S. K. Bag, Zoology
Associates	: Sri S. Sa, Odia
12. Youth Red Cross (YRC)	
Co-ordinator	: Sri S. K. Bag, Zoology
Associates	: Mrs. C. Tirkey, Education



13. Social Service Guild (SSG) &  
Students Aid Fund Co-ordinator : Mrs. M. Baxla, Zoology  
Associates : Sri M. Tudu, Psychology  
: Mr. S Kerketta, Sociology
14. Students Stipend and Scholarship : Mrs. M. Baxla, Zoology  
: Sri M.T. Tudu, Psychology  
: Mr. S. Kerketta, Sociology  
: Mrs. L.P. Minz, Botany,  
: Mr. P. Toppo, English  
: Sri S. Sa, Odia
15. NCC Officer : Capt.(Smt.) M. Dash, PET, (ANO, NCC)
16. OIC College Website : Sri A. K. Behera, Mathematics  
Online-cum-Learning Classes : Sri A.K. Hota  
Internet Server
17. Co-ordinator, (Stock, Store & AMC) : Sri M.T. Tudu, Psychology
18. College Canteen : Sri P. K. Swain, Chemistry  
: Sri A. K. Hota, Economics
19. Development Committee : Principal- Chairman  
: All Bursar (s)  
: OIC Exams  
: Mr. P. Xess, English
20. Planning and Evaluation Committee : Sri P.K. Sethy, Statistics  
: Sri P. K. Swain, Chemistry  
: Sri A. K. Hota, Economics  
: Mr. P. Toppo, English
21. Discipline Committee : Principal - Chairman  
: Administrative Bursar  
: Accounts Bursar  
: Academic Bursar  
: Sri M. T. Tudu, Psychology





22. Purchase Committee
- : Sri P. K. Swain, Chemistry
  - : Mrs. M. Baxla, Zoology
  - : Smt. N. Swain, Hindi
  - : Mr. P. Xess, English
  - : Principal - Chairman
  - : Administrative Bursar
  - : Accounts Bursar
  - : Academic Bursar
  - : Prof. I/C Examinations
  - : Mr. P. Xess, English
23. Finance Committee
- : Principal - Chairman
  - : Administrative Bursar, Ex-Officio Memb.
  - : Accounts Bursar, Ex-Officio Member
  - : Mr. P. Xess, English
  - : Sri M.T. Tudu, Psychology
  - : Smt. M. Nayak, Botany
24. Internal Auditors
- : Smt. M. Nayak, Botany
  - : Sri P.K. Swain, Chemistry
  - : Sri M. T. Tudu, Psychology
25. Library Committee
- : Sri M. T. Tudu, Psychology
  - : Sri S. Sa, Odia
  - : Mr. P. Toppo, English
  - : Smt. N. Swain, Hindi
26. Students Welfare Committee
- : All Bursar (s)
  - : All Superintendent & All Asst. Supdt.
  - : OIC, Exams
27. College Furniture Committee
- : Sri S. K. Bag, Zoology
  - : Ms. P.S. Mousumi, English
  - : Ms R. Badaik, Pol. Science



28. Residential and Quarter Allotment Committee : All Supdt. & Asst. Supdt. of All Hostels  
: All Bursars
29. Maintenance & Construction of College Building (PHD, PWD, Electrical, Etc.) : Mr. P. Xess, English  
: Sri P.K. Swain, Chemistry
30. Cultural Association : Mr. P. Xess, English  
Associates : Mr. P. Toppo, English  
: Sri A. K. Hota, Economics  
: Mrs. M. Baxla, Zoology
31. Students Grievance, Appeal and Anti Ragging Cell : Sri P. K. Sethy, Statistics  
: Sri A.K. Behera, Mathematics  
: Sri S. K. Bag, Zoology  
: Mr. P. Xess, English  
: Mr. P. Toppo, English  
: Mr. S. Kerketta, Sociology
32. Women's Grievance Cell : Mrs. M. Baxla, Zoology  
: Smt. N. Swain, Hindi  
: Mrs. L. P. Minz, Botany  
: Mrs. C. Tirkey, Education
33. SC/ST Grievance Cell : Mrs. C. Tirkey, Education  
: Mr. S. Kerketta, Sociology  
: Mrs. L. P. Minz, Botany
34. Time Table and Proctorial : Sri A. K. Behera, Mathematics  
: Sri A. K. Hota, Economics
35. Students Attendance : Mr. P. Toppo, English  
: Ms P. S. Mousumi, English  
: Smt. N. Swain, Hindi



36. Tabulation :
- Chief Tabulator : Smt. M. Nayak, Botany
- Tabulators (Arts) : Sri S. Sa, Odia
- : Mrs. C. Tirkey, Education
- : Mr. S. Kerketta, Sociology
- Tabulator (Science) : Sri M.T. Tudu, Psychology
- : Sri P. K. Swain, Chemistry
- : Ms. P.S. Mousumi, English
- Tabulators (Commerce) : Sri S. K. Bag, Zoology
- : Ms. R. Badaik, Pol. Sc.
- : Smt. N. Swain, Hindi
37. Lesson Plans & Progress : Sri A. K. Behera, Mathematics
- : Sri A. K. Hota, Economics
- : Mrs. C. Tirkey, Education
- : Mrs. M. Baxla, Zoology
38. Health Care Unit / Sanitation : Mrs. M. Baxla, Zoology
- : Mrs. L. P. Minz, Botany
- : Ms R. Badaik, Pol. Science
39. Railway & Bus Concession : Mr. P. Toppo, English
- : Sri S. Sa, Odia
40. Plantation and Gardening : Smt. M. Nayak, Botany
- : Mrs. L.P. Minz, Botany
41. Self Defense Officer in Charge : Mrs. M. Baxla, Zoology
- : Smt. N. Swain, Hindi
42. College Cycle Stand : Sri S. K. Bag, Zoology
- : Sri M.T. Tudu, Psychology
43. I/C Staff Common Room : Mr. P. Xess, English
- : Sri P. K. Swain, Chemistry
44. I/C E-Governance : Sri A. K. Behera, Mathematics
- : Sri N. Swain, Hindi



- |                         |   |                               |
|-------------------------|---|-------------------------------|
| 45. Dramatic Society VP | : | Sri S. Sa, Odia               |
| Associates              | : | Smt. N. Swain, Hindi          |
|                         | : | Mr. S. Kerketta, Sociology    |
| 46. Science Society VP  | : | Sri P. K. Swain, Chemistry    |
| Associate               | : | Mrs. L.P. Minz, Botany        |
| 47. Athletic Society VP | : | Sri A. K. Behera, Mathematics |
| Associates              | : | Sri P. K. Swain, Chemistry    |
|                         | : | Sri A. K. Hota, Economics     |
|                         | : | Mr. S. Kerketta, Sociology    |
| 48. Arts Society VP     | : | Mrs. C. Tirkey, Education     |
| Associate               | : | Mr. P. Toppo, English         |
| 49. Commerce Society VP | : | Sri A. K. Behera, Mathematics |
| Associates              | : | Ms R. Badaik, Pol. Science    |
|                         | : | Ms P.S. Mousumi, English      |
| 50. DSA VP              | : | Mr. S. Kerketta, Sociology    |
| Associates              | : | Ms. P. S. Mousumi, English    |
| 51. Boys Common Room    | : | Mr. P. Toppo, English         |
|                         | : | Mr. S. Kerketta, Sociology    |
| 52. Girls Common Room   | : | Mrs. M. Baxla, Zoology        |
|                         | : | Mrs. C. Tirkey, Education     |
|                         | : | Ms P.S. Mousumi, English      |
| 53. College Calendar    |   |                               |
| Chief Editor            | : | Prinicpal                     |
| Board of Editors        | : | All Bursar (s)                |
| 54. College Magazine    | : | Sri S. Sa, Odia               |
|                         | : | Mr. P. Xess, Englisgh         |
|                         | : | Smt. N. Swain, Hindi          |

This order supersedes all previous orders relating to Extracurricular and Co-curricular activities 2020-21

**CHAPTER - XII  
SOME IMPORTANT TELEPHONE NUMBERS**

1. Collector	2472225 (O), 2473344 (R)
2. ADM	2500239 (O), 2500182 (R)
3. Sub-Collector	2500616 (O), 2500480 (R)
4. Treasury Officer	2504548
5. Chief Medical Officer(RGH)	2510739(O), 2507939, 2502029
6. SDM Panposh	2664009 (O)
7. Red Cross Blood Bank	2508770 (O)
8. Executive Engineer (R&B)	2500627 (O), 2506057 (R)
9. SDO (R&B) Panposh	2507974 (O), 2664205 (R)
10. Executive Engineer PHD	2664791 (O), 26644205 (R)
11. SDO PHD.	2508144 (O)
12. JE, PHD, Panposh	2664132
13. Executive Er. Elect. Uditnagar	2503027 (O), 2503476, 2504542
14. Electrical Section Office	2503546 (1)
15. Fuse Call of Panposh	2664132
16. DIG	2640340 (O), 2640400 (R)
17. S.P.	2509261, 2500020 (O), 2509262, 2500562 (R)
18. Addl. S.P.	2500027 (O), 2500629 (R)
19. DSP Spl. Br.	2643377
20. Raghunathpali P.S.	2500481
21. SDPO Panposh	2506270
22. Rourkela College	2646728
23. S.G. Womens College	2572372
24. S.G. Womens College (MS)	2646604
25. Ispat College	2646060
26. Municipal College	2505838
27. Gandhi Mahavidyalaya	2576770
28. Nilasaila Mahavidyalaya	2576770
29. Priyadarshini Mahila Mahavidyalaya	2560899
30. H.K. Roy Mahavidyalaya	
31. Kanak Manjari Inst. of Tech.	2500670, 543, 2480756
32. RIMS	2480670, 2481652
33. RIT, Kalunga	2660903, 2660064
34. NIT	2572050, 2572081, 2576746
35. NIT Register	2576413, 2576518



36.	CAST Bandamunda	
37.	M.D. RSP	2510018 (O), 2642693 (PA)
38.	E.D. Works RSP	2510025 (O)
39.	Fire Station (RSP)	2510142
40.	Ambulance (IGH)	2646202
41.	Casualty (IGH)	2640324
42.	Circuit House	2664365
43.	Head Post Office	2600897, 2522212
44.	Panposh Post Office	2664217
45.	AIR Station Director	25701139, 2570396, 2575612, 13
46.	Doordarshan	2573394, 2573395
47.	Life Line Hospital	2503655, 2503755, 2510235
48.	City Hospital	2500379
49.	Vesaj Patel Hospital	2500982
50.	Lions Eye Hospital	2507987
51.	Railway Enquiry	131, 2504672, 73, 74, 75
52.	Ex.Officer Municipality	2500388
53.	Chairman, Municipality	2500240
54.	Rly reservation	2524863
55.	SBI Panposh	2664545
56.	SBI Uditnagar	2505818
57.	Vice-Chancellor (SU)	+95663-2430157
58.	Register (SU)	2431058 (O)
59.	Controller of Exams (SU)	2430158 (O)
60.	Secy. HE, Bhubaneswar	0674-2400202(O), 2400275 (Fax)
61.	Director HE, Bhubaneswar	2401529 (O)
62.	Regional Director, SMBP	2540930 (O), Dir. 2540871 Gen.
63.	Sambad	2401097
64.	Utkal Mail	2500133, 2502733, 2502601
65.	Fire Station (Govt.)	2510095
66.	Fire Station (SAIL)	2510142
67.	Indo German Club	2646219
68.	Brahmani Club	2508062
69.	Rotary Club	2505396
70.	IGNOU	2664670
71.	Boy's Hostel	2664871
72.	Girls' Hostel	2664334
73.	Principal Govt. Auto/Jr. College	2664586

**Admission Fees for different streams of +3 1st Year Classes Under SAMS**

Stream	General	SC, ST & Women
Science	3123/-	2991/-
Commerce	3110/-	2990/-
Arts	3110/-	2990/-
Self Financing	18123/-	17991/-

**Additional Course Fees for +3/2nd and 3rd S.F. Course**

Stream	General	SC, ST & Women
Science	2643/-	2511/-
Commerce	2630/-	2510/-
Arts	2630/-	2510/-
Self Financing	17643/-	17511/-

**FOR PG STUDENTS**

Stream	PG 1st Year				PG 2nd Year	
	General		SC, ST & W		General	SC, ST & W
	SBP University	Other	SBP University	Other		
Arts	8036/-	8136/-	7892/-	7992/-	2656/-	2512/-
Science	8062/-	8162/-	7894/-	7994/-	2682/-	2514/-
Commerce(SF)	28036/-	28136/-	27892/-	27992/-	22656/-	22512/-
Comp. Sc.(SF)	28062/-	28162/-	27894/-	27994/-	22682/-	22514/-

**Admission Fees for different streams of +2 Classes Under SAMS**

Stream	1st year		2nd year		For IT
	General	SC, ST & Women	General	SC, ST & Women	Rs. 1500/- Extra in each
Arts	2464/-	2368/-	2094/-	1998/-	Subject For Practical Subject Rs. 50/- extra for each Subject
Science	2677/-	2569/-	2307/-	2199/-	
Commerce	2464/-	2368/-	2094/-	1998/-	