



INFORMATION BULLETIN 2021 - 2022



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 A. K. Behera

Sri A. K. Hota

GOVERNMENT AUTONOMOUS COLLEGE, ROURKELA

&

GOVERNMENT JUNIOR COLLEGE, ROURKELA

Pin Code : 769 004

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Telephone/Fax : 0661-2664586

**ACADEMIC CALENDER SESSION-2021-2022****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
POOJA VACATION	12.10.2021 to 15.10.2021
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.....

FATHER'S NAME.....

MOTHER'S NAME.....

PERMANENT ADDRESS.....

.....

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

IDENTIFICATION MARK.....

CHSE / UNIVERSITY REGN. NO.....

DATE OF JOINING THE COLLEGE.....



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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
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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 Odisha) 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 Nruparaj Sahu (OAS)	Registrar	0663-2430157
Shri Rabindra Panigrahi	Controller of Examination	0663-2430806
Dr. A.K. Behera	Director, College Development Council	0663-2430544

COUNCIL OF HIGHER SECONDARY EDUCATION GOVT. OF ODISHA

Chairman	- Shri Gangadhar Sahoo, IAS	0674 - 2300903
Vice-Chairman	- Shri Tusharkanti Tripathy, OES	0674 - 2300903
Secretary	- Mrs. Niyati Pattnaik, OAS	0674 - 2300905
Controller of Examination	- Dr. Bijay Kumar Sahoo	0674 - 2300907
Dy. Secretary (Sambalpur Zone)	(Vacant)	0663 - 2541756

**LIST OF THE TEACHING STAFF*****Dr. Bijaya Kumar Behera******Principal******0661-2664586*****ENGLISH :****Ph. No.**

- | | | |
|--------------------|-----------------|------------|
| 1. Sri Surat Giri | Asst. Professor | 7978626921 |
| 2. Smt. Anita Jain | Jr. Lecturer | 9861888620 |

ODIA :

- | | | |
|--------------------------------|-------------|------------|
| 1. Dr. Prasanta Kumar 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. Sri Choudhary Prodosh Ranjan | Assistant Professor | 8328824674 |
| 2. Smt. Rameswari Bhoi | Assistant Professor | 9940569449 |
| 3. Vacant | | |

HISTORY :

- | | | |
|-----------------------|---------------------|------------|
| 1. Sri Dullava Sa | Assistant Professor | 9437443904 |
| 2. Smt. Basanti Kujur | Assistant Professor | 9437222604 |

LOGIC & PHILOSOPHY :

- | | | |
|---------------------------|---------------------|------------|
| 1. Smt. Rashmi Rekha Paul | Assistant Professor | 9337566816 |
|---------------------------|---------------------|------------|

SOCIOLOGY :

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

PSYCHOLOGY :

- | | | |
|-----------|--|--|
| 1. Vacant | | |
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STATISTICS :

- | | | |
|-----------|--|--|
| 1. Vacant | | |
| 2. Vacant | | |

MATHEMATICS :

- | | | |
|---------------------|-----------------|------------|
| 1. Alok Kumar Patel | Asst. Professor | 9777226421 |
|---------------------|-----------------|------------|

EDUCATION :

- | | | |
|----------------------------|---------------------|------------|
| 1. Smt. Lalita Mukta Barla | Assistant Professor | 8895210991 |
|----------------------------|---------------------|------------|

**PHYSICS :**

1. Dr. Annapurna Mahanta	Assistant Professor	9178867033
2. Dr. Biswanath Parija	Lecturer (Adhoc)	9778456414
3. Dr. Nilranjan Sahu	Lecturer (Adhoc)	9437270252

CHEMISTRY :

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

BOTANY :

1. Sri Ranjit Dasgupta	Assistant Professor	9438426351
2. Dr. Kichak Chadra Jena	Assistant Professor	9437647899
3. Dr. Lichita Patro	Assistant Professor	9438554751

ZOOLOGY :

1. Dr. Deepak Kumar Singh	Assistant Professor	9437697473
2. Mr. Sameer Sourav Prusty	Assistant Professor	9467912672

COMPUTER SCIENCE

1. Dr. Abeg Jaiswal	Assistant Professor	9439946660
---------------------	---------------------	------------

COMMERCE :

1. Sri Dhiren Kumar Mahanta	Assistant Professor	8917217127
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OUR TEACHING STAFF (Non Gazetted)**Deptt. of Physics :****Demonstrators**

1. Vacant

Deptt. of Chemistry :**Demonstrators**

1. Vacant

Deptt. of Botany :**Demonstrators**

1. Vacant

Deptt. of Zoology :**Demonstrators**

1. Vacant

**Deptt. of Electronics :****Demonstrators**

1. Sri A. Jena

9861076316 / 9937174323

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

1. Captain Meena Das, PET

9937458558

OFFICE STAFF**Head Clerk :**

1. Mrs. J. P. Kindo (HC)

7205958821

Office :

1. Sri M. Majhi

9438045822

2. Sri A. Khadia

9937373164

3. 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 :** Bhagirathi Mishra 9040282146**Book Binder :** Vacant**Lib. Watchman :** Vacant**LABORATORY STAFF****Deptt. of Physics****Store Keeper :****Mechanic :** Vacant



Jr. Machanic :	Vacant	
Lab. Attendants :	Vacant	
Lab. Attendant :	Sk. M. Saha	7873185585
Attendants :	Sri B. Bhoi	9937508980

DEPTT. OF CHEMISTRY

Jr. Demonstrator	-		
Comp. Asst.		Vacant	
Store Keeper			
Glass Blower	-		
Lab. Attendants	-	Sri Naresh Naik	8270580377
Gasman	-	Vacant	
Attendants	-		
Waterman	-		

DEPTT. OF BOTANY

Artist -cum			
Photographer	-	Vacant	
Store Keeper	-	Sri S. S. Dehury	9437246512
Lab. Attendants	-	Smt. Surekha Naik	9861368287
Sp. Collector	-	Sri N. Mahanta	8895986924
Gardeners	-	Vacant	

DEPTT. OF ZOOLOGY :

Artist cum			
Photographer	-	Vacant	
Store Keeper	-	Vacant	
Lab. Attendants	-	Santosh Patra	9937169721
Sp. Collectors	-	Vacant	
Attendants	-		

DEPTT. OF PSYCHOLOGY :

Lab. Attendant	-	Sri M. Patra	9948509031
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DEPTT. OF EDUCATION:

Lab. Attendants	-	Vacant	
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DEPTT. OF STATISTICS :

Lab. Attendant	-	Sri A. Lakra	8658455088
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LIST OF THE TEACHING STAFF, GOVT. JUNIOR COLLEGE

<i>Dr. Bijaya Kumar Behera</i>	<i>Principal</i>	<i>0661-2664586</i>
ENGLISH :		
1. Sri Pradeep Xess	Lecturer	8895862082
2. Sri Pradeep Toppo	Lecturer	9078866758
3. Miss P. Sonali Mausumi	Jr. Lecturer	8280091599
ODIA :		
1. Sri Subnath Sa	Lecturer	9938333892
HINDI :		
1. Smt. Namita Swain	Jr. Lecturer	7008042725
ECONOMICS :		
1. Sri 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 Mahendra Tanaya Tudu	Lecturer	8280082642
EDUCATION :		
1. Smt. Chonhati Tirkey	Jr. Lecturer	9938628997
COMMERCE :		
1. Vacant		
MATHEMATICS :		
1. Sri Ajaya Kumar Behera	Lecturer	9438471450

**STATISTICS :**

1. Sri Prasant Kumar Sethi Asst. Proffessor 9040075403

PHYSICS :

1. Vacant

CHEMISTRY :

1. Sri Pratap Kumar Swain Lecturer 9040753571

BOTANY :

1. Smt. Manisha Nayak Lecturer 9437117149

2. Smt. Lily Prema Minz Jr. Lecturer 9937499025

ZOOLOGY :

1. Smt. Mamta Baxla Lecturer 9778728583

2. Sri Suresh Kumar Bag Lecturer 9556145768

P.E.T. :

1. Captain Meena Dash -- 9937458558



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 forefeited 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 :

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) Scribing, 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 :



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 :

Subjects Without Practical			
Mid Semester	End Semester	Total	
20	80	100	
Subject With Practical			
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.

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

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

$$\text{SEMESTER GRADE POINT AVERAGE (SGPA)} = \frac{\sum \text{CREDIT}}{\text{CREDIT INDEX of all Semester upto 6}^{\text{th}} \text{ Sem}}$$

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	End	Total	Pass Mark of End	Paper Pass Mark
Semester Full Mark	Semester Full Mark		Semester (30% out of 80)	
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. after depositing requisite fees. In case, there is any answer left unvalued, the same will be placed before the Board of Conducting Examiners of the respective subjects for valuation. The photocopy of answer scripts and information regarding re-addition of marks will be intimated to the candidate within 45 days.
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 on the college website and the students are required to download the marksheet and print it for their future reference. 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

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.

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

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

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

$$\text{CUMULATIVE GRADE POINT AVERAGE (CGPA)} = \frac{\text{CREDIT INDEX of all Semester upto 6}^{\text{th}} \text{ Sem}}{\sum \text{CREDIT}}$$

**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 = $(CGPA - 0.50) \times 10$ (for $4 < CGPA \leq 10$)

Case b. Equivalent Percentage of Mark = $CGPA \times 10$ (for $CGPA \leq 4$)

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**

Semester	Course	Credit with Practical	Total Marks	Credit Without Practical	Total Marks
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
	Total	148	2600	148	2600

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	



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	
TOTAL MARKS				1800	TOTAL CREDITS		90

* 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.

**+2 CLASSES****ARTS STREAM (164 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
TH	:	11 Seats



SUBJECT RESTRICTIONS

The following subject combinations can not be taken together

- i) Sociology / Statistics / Logic / Math
- ii) Odia and Hindi
- iii) IT
- iv) History
- v) Any one of the following practical subjects.
a) Psychology b) Education
- vi) Tourism & Travel Management

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".



Group -A	Group - B
3. Mathematics	3. Biology / Statistics / Information Technology
4. Biology / Statistics / Information Technology	4. Mathematics 5. Tourism & Travel Management

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.

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. 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/AI. Eng)
ACC
BMS
BSM
B & I / IT / TOurism &
Travel Management

2nd Year

MIL (O/H/AI. Eng)
ACC
BMS
BSM
CA / IT / Tourism & Travel Management

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 2021-22**

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.	Tuition Fee (Science) Per Annum	132	132	132	168	168
5.	Tuition Fee (Arts) Per Annum	120	120	120	144	144
6.	Tuition Fee (Commerce) Per Annum	120	120	120	144	144
B. College Annual Charges						
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.	Abstract 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 Calendar / information Bulletin	50	50	50	50	50
9.	Identity Card & Library Card	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.	Maintenance 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	200	200	200	200	200



24.	Annual Day, Independence Day & Republic Day Celebration	50	50	50	50	50
25.	Red Cross	20	20	20	20	20
26.	NCC	15	15	15	15	15
27.	SSG	20	20	20	20	20
28.	NSS	20	20	20	20	20
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	2500	2500
C. UNIVERSITY FEE						
1.	Registration Fee (Only 1st year)	225	Nil	Nil	Nil	Nil
2.	Registration Fee (other University) for P.G. 1st year	Nil	Nil	Nil	225	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)
(For M.CSC, M.Comm.) Students 12000 12000 12000 15000 15000

F. OTHER FEES / EXTRA CHARGES (If Applicable)

1. Duplicate (Computer Marksheet / Grade Card
Provisional-cum-Marksheet) 500 500 500 500 500
2. Correction in Degree Certificate 200 200
3. Re-Addition/Rechecking/Answer script
Form fee 10 10 10 10 10
4. Re-Addition/Rechecking (Fee per Paper)
@ Rs. 100/-
5. Photocopies of Answer Script (Fee per
Paper) @ Rs. 500/-
6. Seminar Fee for UG/PG Students (To be
Deposited in the Department) per year 500 500 500 2000 2000
7. Study Tour Fee for UG/PG Students (To be
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) 100 100
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
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.

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**Fee Structure for +2 Session 2021-22**

Sl. No	Name of Heads of Collection	(2)	
		1st	2nd
A. GOVT. FEES			
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. College Annual Charges			
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	200	200
22.	Annual Day, Independence Day & Repuclig Day Celebration	50	50
23.	Red Cross	20	20
24.	NCC	15	15
25.	SSG	20	20
26.	NSS	20	20
27.	Sanitation Fee	200	200
28.	Library Caution Money (Non-Refundable)	50	50

**C. COUNCIL FEE**

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

Rs. 370/- all + (50/- for BSE or 70/- for Other Board Extra)

D. EXTRA CHARGES (LABORATORY FEE NON REFUNDABLE)

1.	Arts (for Education, Psychology & IT)	50	50
2.	Commerce (with I.T.)	50	50
3.	PCMB	200	200
4.	PCMIT / ST	150	150

E. SELF FINANCING FEE

1.	Information Technology	1500	1500
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F. OTHER FEES/EXTRA CHARGES (if applicable)

1.	TC / CLC		10
2.	TC/CLC (Duplicate)		100
3.	Identity Card / Library Card (Duplicate)		100
4.	Educational Verification		500
5.	Transcript Fee		1000

G. HOSTEL FEE (To be deposited in Hostels)

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

N. 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.

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ADMISSION INFORMATION BROCHURE 2021-2022
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.

1. Background :

Odisha State Higher Education Council (OSHEC) in Higher Education Department, Government of Odisha conducted the Common Entrance Test for admission into the PG programmes of State Public Universities and Colleges of the State for the academic session 2020-21 through Student Academic Management System (SAMS). Seventy (70) No. of HEIs participated in CPET-2020 and common entrance was conducted is 50 subjects for 83 PG courses. Out of 62,190 candidates applied for CPET-2020, 55,746 candidates appeared the entrance examination for 14,522 sanctioned seats in 70 HEIs.

Like the previous year, a common subject wise state wide provisional rank list will be prepared and published. After publication of the subject wise state wide provisional rank list, applicants



are required to provide the choice of preferences (University/ PG College + PG Admission Subjects), where she/he wants to take admission for PG Provisional allotment will be prepared through centralized selection process on the basis of the subject-wise state wide provisional rank, choice of preferences, reservation and weightage details provided in CAF. Reservation and weightage policy will be followed as per the Govt. of Odisha guideline. In addition to this, HEI-Course wise admission fees will be updated by respective HEIs in their SAMS e-Space for the information of public. However, University/College will frame its own policy regarding hostel accomodation & hostel fees etc.

2. Objectives :

To ensure single window system for reducing onconvenience of students in terms of travel and appearing entrance test separately at each Unversity/College.

To Make the entire PG admission process transparent, thereby reducing the anxiety of applicants/ parents regarding selection.

To ensure uniform schedule across the state for declaration of Degree (+3) results.

To 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.

To develop a subject wise common rank list of students for admission into Unversities and Colleges of their choice.

3. e-Admission Procedure

3.1 Application Process

3.1.1 The CAF will be available in www.samsodisha.gov.in for applying online only. There will be one Common Application Form (CAF) and one Common Prospectus (CP) for PG online Admission-2021 to any subject of all listed HEIs in the State. The PG Admission will be conducted in subjects as listed in (<https://pg.samsodisha.gov.in/Eligibility.aspx>) to this CP.

3.1.2 Following Category of courses are not included in PG Online Admission. Individual HEI will make their own admission as per the approved names of their Institution as well. 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

3.1.3 ***During the current academic session, CAF details will be collected from students in two parts i.e.***



- 3.1.1.3 *Initially, applicants will fill the CAF by providing personal details, address, educational qualification, and PG Admission Subject for CPET-2021. This is required for the appearing CPET-2021 and preparing subject-wise state wide provisional rank list.*
- 3.1.3.2 *After publication of the state wide provisional rank, She/he has to login in to the SAMS account again to provide their choice of preferences (Exam appeared in PG Admission Subject + Institution). Provisional seat allotment will be done as per the choice of preferences, reservation and weightage details provided in the CAF.*

3.2. Where to apply online :

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

3.3 How to apply online ?

- 3.3.1 Applicants need to visit the website www.samsodisha.gov.in and download the user manual to know the step-by-step procedure to fill the CAF for CPET & PG, Admission 2021.
- 3.3.2 An applicant is required to register to avail different services under CPET through the website www.samsodisha.gov.in. The registration is OTP based. Therefore, the applicant needs to give correct mobile number and e-mail ID.

3.4 Fee Structure of Application :

- 3.4.1 Option wise fees will be collected. General candidates will pay Rs. 500/- per subject and SC/ST candidates will pay Rs. 300/- per subject.
- 3.4.2 For candidates desirous to appear for more than one subject, need to fill up thier 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 or Colleges of his preference. The subject + University/Colleges combination will define his option. A candidate is permitted maximum to nos. of options for Subject + University/Colleges Combination.

CAF Fees will be deposited online only. No refund can be claimed at later date.

3.5 Submission of CAF

By viewing the COVID-19 situation, Higher Education Department has removed the validation process prior to the admission. Applicants are advised not to visit any place for validation of their application until admission.

**3.6 CAF Validation Process and Error Correction :**

Validation will be done at Destination College/University during admission, College/University can deny the admission under some specific situation only. Following kinds of mismatch may be seen at the time of verification.

3.61 ***Mismatch in secured and maximum marks, reservation category details, weightage details and complete mismatch of student's details etc.*** : In such cases, college/university has to verify their certificates and necessary documents meticulously and rectify the error by clicking "**Error Correction**" button and submit the application online. These applications will be taken as a fresh application in the subsequent rounds of selection, irrespective of marks the candidate has secured.

3.6.2 ***Mismatch in marks only*** : In such cases, the respective institute is to recalculate the score. If the calculated score is within the cut off mark of that subject for that institute, then she/he can be allowed to take admission. This may also be brought to the notice of the PTC section of the Higher Education Department immediately. If the calculated score is below the cut off of that subject for that institute, then she/he cannot be allowed to take admission and such type of cases are to be reported like the previous one. [3.6 (I)].

4. Entrance and Admission Deteline :

SAMS operates through pre-fixed dates for all its activities. It helps in creating awareness and transparency & timely completion activities. These dates are finalized by the Higher Education Department, Government of Odisha and published in leading Newspapers and SAMS websites.

5. Reservation :**Scheduled Caste [SC] & Scheduled Tribe (ST)**

- a) SC 16.25% of the sanctioned strength of each course shall be reserved for SC applicants [G.O.11710/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 Personnel [SDP], Children of Martyrs (CoM)**

1% of the sanctioned seats shall be reserved for Self/Children/Wife/Husband/ of Ex-Serviceman, Serving Defence Personnel and Children of Martyrs. [G.O. 10161/HE, Dtd. : 07-042018]

6. Weightage :

Number of seats in each stream, filled up by the applicants with weightage (which has been mentioned hereunder for various categories of extra academic achievements), 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.

6.1 NCC

- 6.1.1 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.
- 6.1.2 Applicants who have represented the State at the **All India Level 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.

6.2 NSS

- 6.2.1 Applicants who have represented the Country at International level shall be given first priority during preparation of rank.
- 6.2.2 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.
- 6.2.3 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.
- 6.2.4 Applicants who have got the best NSS Volunteer award at university level shall be given Weightage of additional 2% of mark over and above the aggregate marks secured in Degree/ Equivalent examination.

6.3 Rover & Ranger

- 6.3.1 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.
- 6.3.2 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.

6.4 Sports & Games

- 6.4.1 Applicants who have represented the country at International level shall be given first priority during preparation of rank.
- 6.4.2 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.
- 6.4.3 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.
- 6.4.4 Applicants 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 certificates.

7. Principles for preparation of Subject Category wise State wide provisional rank and provisional allotment list :

7.1 Preparation of subject-wise state wide provisional rank

- 7.1.1 The subject wise minimum eligibility for the CPET-2021 please click in this link (<https://pg.samsodisha.gov.in/eligibility.aspx>) to get the list. Those who have appeared in the Final Year/Semester Degree Examination-2021 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 advertisement. Falling in submission of final degree results before declaration of provisional rank will debar them from being part of the merit list.
- 7.1.2 The CPET-2021 Subject. Category wise State-wide provisional rank will be prepared by combining the career marks (30% of the total) and marks secured in the entrance examination (70% of the total) by an applicant.
- 7.1.3 Career mark shall be calculated from a total of 30 marks out of which 5 marks will be for 10th Examination. (https://drive.google.com/file/d/1kYXYcuRVRrTx_htC841ktpzPd4NOWhRY/view?usp=sharing), to marks will be reserved for +2 examinations. (<https://drive.google.com/file/d/1gnxyigpAQiexDMICGOOEgElkZIXin-v6/view?usp=sharing>) and 15 marks are reserved for performance in the +3 results. The applicants are requested to indicate either the **Marks** or the as reflected in their mark sheet. The marks awarded for career will be as follows :
 - 7.1.3.1 Percentage of marks expressed as a fraction of 100 or CGPA expressed as fraction of 9-5 multiplied by 5 in 10th examination, and multiplied by 10 in +2 examinations. (For example,



a person having 40% in both 10th & +2 will get 2 marks for 10th and 4 marks for +2 examinations, whereas a candidate with 4 CGPA in both 10th and +2 will secure 2-105 for 10th and 4-21 for +2 results.)

- 7.1.3.2 If the applicant applies for the subject at PG level, which she/he will get 04 marks. For Distinction, 01 mark will be awarded. Rest 10 marks will be on the basis of marks/CGPA following the same formula as +2.
- 7.1.3.3 A student with Elective Papers which carries 24 credits at UG Level may also apply for that subject at PG Level, But, she/he will not get 04 marks like Core/Honours subject.
- 7.1.4. The entrance examination will consist of multiple choice type questions with 1 mark for correct answer and zero for a wrong answer (no negative marking). 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 multi disciplinary 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.
- 7.1.5 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. In Life Science, however, the entrance paper is designed to be balanced with respect to both Plant and Animal Sciences (Botany and Zoology). In some HEIs, there is no such division. Therefore, student will be selected, irrespective of definite numbers.
- 7.1.6 As the COVID-19 infection level continues to be still alarming 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 a case, the relative weightages shall be assigned to 10th board, +2 and +3 marks in the ratio of 30:30:40 respectively.

7.2 Preparation of provisional allotment list :

- 7.2.1 Provisional allotment will be prepared through centralized selection process on the basis of the subject-wise, state-wide provisional rank, choice of preferences as provided by the candidate, reservation and weightage details provided in the CAF.
- 7.2.2 Allotment will be done for the best fit preference for a particular PG Admission subject. If applicant opted for more than one PG admission subject, then allotment will be issued for each admission subject.
- 7.2.3 In case of identical 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, then matriculation mark will be taken into consideration. If all these parameters are same, then the applicant born earlier will get the higher rank.

- 7.2.4 Reservation policy of Government of Odisha will be strictly followed in preparing the provisional allotment list.
- 7.2.5 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 persons 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 person with disabilities. Same procedure is also followed in case of the SC and ST candidates.
- 7.2.6 Intimation letter will be generated in favour of applicants only after the deposit of admission fees online and also to inform them of the documents required during admission and admission schedule etc.
- 7.2.7 Allotment will be made for more than one PG Admission Subjects. But intimation letter will be issued for one option, in which online payment received successfully.

8. Admission Fees :

Online payment is also mandatory to deposit the admission fees through prescribed gateways. On successful transaction, intimation letter will be generated and that student's name will be displayed at the destination university/College. Universities/ Colleges shall also display the subject wise and category wise admission fees in their respective websites before the admission process starts.

9. Admission Procedure :

- 9.1 Selected applicants have to pay the admission fees online by login to her/his student login. After successful payment she/he can take the printout of the Intimation Letter.
- 9.2 Applicant has to produce all original documents for verification only at the Destination College/ University. No original is to be deposited with College/University authority except CLC. Original Migration Certificate is to be deposited only at the last institution (Refer HE Deptt. Letter No. 12991, dated 16 / 03/21)
- 9.3 She/he has to submit three colour passport size photographs at the time of admission.
- 9.4 After successful admission, if a student wants to participate in slide up process, then she/he has to login the SAMS account to submit her/his consent within the specified timeline. He or She will not be allowed to remain in the lower choice university/college, after got selected in slide up process.
- 9.5 If a student does not confirm by login to the registered account, she/he will not be considered for slide up to higher option and remain in the option allotted in the earlier selection.



9.6 Check List for Admission

- a) Original Certificate (As per Intimation Letter)
- b) Total fees for admission (as mentioned in the SAMS Site)
- c) Three passport size colour photographs
- d) Following Original Documents are to be retained by the College/University Authority :
 - College Leaving Certificate issued by the Institution last attended
 - Conduct Certificate issued by the Institution last attended
 - Migration Certificate (will be retained by the last admitted Institution)
- e) Following Original Documents are to be returned by the College/University Authority to the Applicant after the admission process is over.
 - Mark sheet and Pass Certificate of the Matriculation/10th Board Examination.
 - Mark sheet and Pass Certificate of the Higher Secondary (+2) Examination.
 - Mark sheet and Pass Certificate of Degree (+3) Examination.
 - Certificate in respect of Reservation, if any
 - Certificate in respect or Weightage, if any

9.7 Procedure to deal with the Slide-up cases

- 9.7.1 Students got selection in slide up process will be informed through SMS/e-mail. If a student wants to participate in slide up process, then she/he has to login the SAMS account to submit her/his consent within the specified timeline. And if she/he is selected, then she/he is bound to go to upper option. His or her CLU/ULC will be automatically generated and the applicant will not be allowed to remain in the lower choice College.
- 9.7.2 If a student does not confirm by login to the registered account, she/he will not be considered for slide up to higher option and remain in the option allotted in the earlier selection College.
- 9.7.3 If she/he takes admission in the slide up option, then she/he has to pay the differential amount, if any.
- 9.7.4 If the candidate is joining the college/University with less Admission fee in slide-up, the differential amount will be refunded after the completion of admission process for the year 2021.
- 9.7.5 If a candidate who has taken admission on the basis of 1st selection gets selected for slide up in subsequent Selections, following situations may arise :
 - 9.7.5.1 Applicant's destination college/university in 2nd round or in subsequent rounds (due to up gradation) is different from the previous round college/university.



9.7.5.2 The subject is changed at the same destination university/college.

For situation (9.7.5.1) The applicant shall take admission at the next selection destination HEI in payment of the differential admission fees at the slide up HEI physically/online of this HEI and surrendering the auto generated ULC/CLC.

For situation (9.7.5.2) For change of Subject in the 2nd round or in subsequent rounds (due to up gradation), there would be no need for the applicant to approach the college/university for any endorsement. If required, then student has to pay differential admission fees at the slide-up universities/colleges.

Note : *Student will pay only differential amount with online generated College/ University. Leaving Certificate and other documents viz. original College/University Leaving Certificate/ Cancelled College/Univesity Leaving Certificate and original Migration Certificate to take transfer/Slide-up/ fresh admission in any other college/university (SAMS or non SAMS) within the normal period of e-Admission scheduled by H.E. Department.*

10. Examination Centres :

Following Universities and Colleges will be the centers for entrance examination. The applicant will have the choice of selecting centre nearest to him/her for taking the examination.

10.1 Universities as Examination Centers :

- 10.2.1 Utkal University, Bhubaneswar
- 10.2.2 Rama Devi Women's University, Bhubaneswar
- 10.2.3 Ravenshaw University, Cuttack
- 10.2.4 Berhampur University, Berhampur
- 10.2.5 Khalikote University (erstwhile Khalikote Autonomous College, Berhampur)
- 10.2.6 Sambalpur University, Burla, Sambalpur
- 10.2.7 Gangadhar Meher University, Sambalpur
- 10.2.8 Fakir Mohan University, Balasore
- 10.2.9 Maharaja Sriram Chandra Bhanja Deo University, Baripada
- 10.2.10 Dharanidhar Autonomous College, Keonjhar
- 10.2.11 B.J.B. Autonomous College, Bhubaneswar
- 10.2.12 Vikram Dev Autonomous College, Jeypore
- 10.2.13 M.P.C. Autonomous College, Baripada
- 10.2.14 S.C.S. Autonomous College, Puri
- 10.2.15 Government Autonomous College, Rourkela

**10.2 Designated Authorities :**

While the Berhampur University conducting the CPET-2021 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 Colleges.

Dateline For Common PG Entrance Test (CPET-2021) & PG Online**Admission-2021 for State Public Universities and Colleges**

Dateline for Common PG Entrance Test & PG Online Admission-2021 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.samsodisha.gov.in. Common Prospectus (CP) for CPET-2021 will be available in the said website. Kindly refer the CP before filling up the CAF.

Sl.	Items	Timeline
1.	Availability of online Common Application Form (CAF) in the website www.samsodisha.gov.in	02-Aug-2021 (11.00 A.M.)
2.	Last Date of applying online CAF through www.samsodisha.gov.in	14-Aug-2021 (11.45 A.M.)
3.	Available of Hall Ticket in Applicant e-Space for downloading	20-Aug-2021 (2.00 P.M.)
4.	Conduct of of Entrance Examination (CPET-2021)	23 Aug-2021 to 3 Sep-2021 (except 27th & 29th August)
5.	Handing over the entrance marks to OCAC by the Entrance Examination Conducting University by :	13-Sep-2021
6.	Updation of Graduation/Equivalent mark by the Applicant upto :-	5-Oct-2021 (11.45 P.M.)
7.	Publication of subject-wise and State-wide merit list	12-Oct-2021 (2.00 P.M.)
8.	Choice filling by eligible applicants	12-Oct-2021 to 17-Oct-2021
9.	Publication of Provisional Allotment of Seats (for First Round Selection)	22-Oct-2021 (6.00 P.M.)
10.	Online deposit of admission fees by the students through SAMS (Student's Account) Portal	22-Oct-2021 to 25-Oct-2021 (5.00 P.M.)

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11.	REporting of applicants at allotted Institution for taking admission (For First Round Selection)	22-Oct-2021 to 28-Oct-2021 (5.00 P.M.) (excluding Sunday)
12.	Updation of Slide-up Option Form online by the students taken admission in First Round of Selection	23-Oct-2021 to 29-Oct-2021 (11.45 P.M.)
13.	Data updation of admitted students in the e-Space (For First Round Admission) by the respective Institutions	22-Oct-2021 to 29-Oct-2021 (7.00 P.M.)
14.	Publication of Provisional Allotment of Seats (For Second Round Selection)	04-Nov-2021 (11.00 A.M.)
15.	Online Deposit of admission fees by the Students through SAMS (Student's Account) Portal	04.Nov-2021 (2.00 P.M.) to 07-Nov-2021 (5.00 P.M.)
16.	Reporting of Applicants at allotted Institutions for taking Admission (For Second Round Selection)	05-Nov-2021 to 09-Nov-2021 (5.00 P.M.) (Excluding Sunday)
17.	Data updation of admitted students in the e-Space (For Second Round Admission) by the respective Institution	05-Nov-2021 to 10-Nov-2021 (7.00 P.M.)
18.	Publication of Provisional List of Vacant Seats in SAMS Website	12-Nov-2021 (2.00 P.M.)
	(For filling up of the Vacant seats, Guidelines will be issued late on by the Higher Education Department)	Dates will be notified accordingly by the Higher Education Department

For more details please contact : e-Admission Helpline

(Toll Free) Number 155355 / 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-2021. But, they must upload their marks prior to preparation of "Subject-wise and state-wide provisional rank" within the deteline, failing which, their applications will not be considered.



CHAPTER - VI

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 - VII **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.



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 mutilation, 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/
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, calendars 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.



CHAPTER - VIII

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 Statute 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 calendar year and ending on the 31st May of the succeeding Calendar 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 Hostels 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 maintenance 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 ineffective/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, Faculty 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. Tution 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) There 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 is 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 maintenance 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.



EXTRA CURRICULAR ASSIGNMENTS FOR THE ACADEMIC SESSION 2021-22

(NOT IN ORDER OF SENIORITY)

Sl. No. Extracurricular Activity	Name of the Officer (S) assigned with duties
1. College Advisory Board	: Sri R. Dasgupta, Asst. Prof. of Bot Mrs. M.E.K. Nag, Asst. Prof. of Eco. Mrs. L.M. Barla, Asst. Prof. of Edu. Dr. (Smt) S. Samal, Asst. Prof. of Chem. Mrs. B. Kujur, Asst. Prof. of Hist. Dr. K.C. Jena, Asst. Prof. of Bot Dr. D.K. Singh, Asst. Prof. of ZOOLOGY C.P. Ranjan, Asst. Prof. of Pol. Sc
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 : Sri S. Giri, Asst. Prof. of English
8. Internal Assessment OIC	: Dr. (Smt.) L. Patro, Asst. Prof. of Bot
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. Admission In-charge (PG)	: Mrs. L.M. Barla, Asst. Prof. of Education
11. Admission In-charge (UG)	: Mrs. B. Kujur, Asst. Prof. of History
12. 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



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
13. IQA Cell and Remedial Classes		
Co-ordinator	:	C.P. Ranjan, Asst. Prof. of Pol. Science
Asst. Co-ordinator	:	Dr. A. K. Jaiswal, Asst. Prof. of CSC
14. Autonomy Extention Co-ordinator	:	Dr. K. C. Jena, Asst. Prof. Botany
15. Autonomy Extention Committee	:	All Bursars
Members	:	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
16. NAAC Co-ordinator	:	Dr. (Smt.) S. Samal, Chemistry
17. Co-ordinator, RUSA	:	Dr. D. K. Singh, Asst. Prof. of Zoology
18. Co-ordinator, AISHE	:	C.P. Ranjan, Asst. Prof. of Pol. Science
19. 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
20. NDA - National Academic Depository & OTG-One Time Graduate		
Nodal Officer	:	Dr. A. K. Jaiswal, Asst. Prof. of CSC
	:	Sri J. K. Samantray, Faculty of CSC
21. NSS Programme Officer Unit -I	:	Sri S. S. Prusty, Asst. Prof. of Zoology
Programme Officer Unit -II	:	Dr. (Smt.) L. Patro, Asst. Prof. of Botany
Programme Officer Unit- III	:	Dr. B. Parija, Asst. Prof. of Physics
22. Youth Red Cross (YRC)		
Co-ordinators	:	Dr (Smt.) S.S. Mishra, Asst. Prof. of Chem.
	:	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. Nodal Officer (Khusi Scheme) : Dr. (Smt.) S. S. Mishra, Asst. Prof. of Chem
26. 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. (Smt.) S. S. Mishra, Asst. Prof. of Chem
: Dr. P. K. Maharana, Jr. Kect. in Odia
27. Authorised to Signature in CLC &
Other Documents : Admistrative Bursar
Asso. Admistrative Bursar
Academic Bursar
Accounts Bursar
Controller of Exams.
Dy. Controller (s) of Exams.
28. OIC, College Website : Dr. A. K. Jaiswal, Asst. Prof. of CSC
Online-cum-Learning Classes : Dr. P. D. Mohanty, Faculty of CSC
Internet Server : Sri J. K. Samantray, Faculty of CSC
29. OIC, Stock, Store & AMC : Dr. K. C. Jena, Asst. Prof. of Botany
: Dr. (Smt.) Sonia, Asst. Prof. of Chem.
30. Prof. I/C, College Canteen : Sri A.K. Patel, Asst. Prof. of Math.
Sri S. S. Prusty, Asst. Prof. of Zoology
Dr. (Smt.) Sonia, Asst. Prof. of Chem
31. Faculty Exchange Programme &
Student's Exchange Programme : Co-ordinator, IQAC
: Smt. R. Bhoi, Asst. Prof. of Pol. Science
: Sri D. K. Mahanta, Asst. Prof. of Comm.
: Dr. (Smt.) S. S. Mishra, Asst. Prof. of Chem



32. Co-ordinator, Study Tour (Project/Study Work) : Dr. K. C. Jena, Asst. Prof. of Botany
: Dr. (Smt. S. S. Mishra, Asst. Prof. of Chem
: Dr. N. Sahu, Asst. Prof. of Phy.
33. Development Committee : Principal (Chairperson)
: Administrative 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
34. Planning and Evaluation Committee : Principal
: Administrative Bursar
: Academic Bursar
: Members of Advisory Board
HODs/Dept. OICs (Odia, Hindi, English, Psychology, Pol. Sc. Economics, History, Education, Sociology, Botany, Zoology, Physics, Chemistry, Mathematics, Statistics, Computer Science, Commerce, Philosophy, Controller of Exams,
Dr. K. C. Jena, Co-ordinator Autonomy Extension
Dr. B. Parija, Member, UGC
35. Discipline Committee : Principal (Chairperson)
: Administrative Bursar
: Accounts Bursar



36. Purchase Committee
- : 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
 - : 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.
37. Local Purchase Committee
- : Accounts Bursar
 - : Academic Bursar
 - : Co-ordinator IQAC
38. Finance Committee
- : Principal (Chairperson)
 - : Smt. B. Kujur, Asst. Prof. of History
 - : Controller of Finance, SU, Burla
 - : Sri R. Dasgupta, Asst. Prof. of Botany
 - : Accounts Bursar
39. Internal Auditors
- : Dr. (Smt.) S. Samal, Asst. Prof. of Chem.
 - : 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.
 - : Sri S. S. Prusty, Asst. Prof. of Zool
 - : Dr. N. Sahu, Asst. Prof. of Physics
40. Auction (Damaged and Unused Items)
- : Dr. (Smt. S. Samal, Asst. Prof. of Chem
 - : Sri P. P.K. Seti, Asst. Prof. of Statistics
 - : Sri S. S. Prusty
 - : All Superintendent of Hostel



41. Library Committee : Principal (Chairperson)
: Mrs. L.M. Barla, (Vice-Chairperson)
: Academic Bursar
: HOD (Odia/Pol. Sc./Eng./Phy./Zool/
: Comm /Zoology/
: Prof. I/C, UGC
: DR. (Smt.) L. Patra, Asst. Prof. Botany
: Librarian
42. Lesson Plan & Progress : Dr. (Smt.) Sonia, Asst. Prof. of Chem
: Dr. N. Sahu, Asst. Prof. of Physics
43. Examination Committee : Principal
: Controller of Exam-Member-Secretary
: All HOD, PG Department
: Asst. Co-Ordinator, Self Finance
: Prof. I/C College Examinations
: Smt. R.R. Paul, Asst. Prof. of Phil
44. Engagement of Daily Wages /
Contractual Committee : Administrative Bursar
: Accounts Bursar
: Academic Bursar
: Establishment OIC
: Controller of Exams
45. Career Counseling Committee
& Research Cell Co-ordinator : Dr. A. K. Jaiswal, Asst. Prof. of CSC
: Administrative Bursar
: Academic Bursar
: Accounts Bursar
: Dr. B. Parija, Asst. Prof. of Phy.
: Dr. P. D. Mohanty, Faculty of CSC
: Sri J. K. Samantaray, Faculty of CSC
46. Students Welfare Committee : Principal
: Administrative Bursar
: Academic Bursar



47. College Furniture Committee : Accounts Bursar
: Controller of Examination
: Programme Officers, NSS
: Prof. I/C, Youth Red Cross
: Advisor Students' Union
: Administrative Bursar
: Academic Bursar
: Accounts Bursar
: Controller of Examinations
48. Residential-cum-Quarter Allotment Committee : Administrative Bursar
: Academic Bursar
: Accounts Bursar
: Establishment Officer
: Superintendent All Hostels
49. 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
: Sri A. K. Barik, Faculty of CSC
50. Student's Union Advisor (+3 & PG) Associates : Dr. (Smt.) S. Samal, Asst. Prof. of Chem.
: Mrs. M.E.K. Nag, Asst. Prof. of Economics
: Sri D. K. Mahanta, Asst. Prof. of Comm.
: Dr. B. Parija, Asst. Prof. of Physics
51. Students Grievance, Appeal and Anti-Ragging Cell : Principal
: Advisor Student Union
: Controller of Examination
: VP Athletic Association
: Administrative Bursar
: Academic Bursar
: Accounts Bursar



52. Women's Grievance Cell : Co-ordinator, IQAC
: All Hostel Superintend
: Dr. (Smt.) S. Samal, Asst. Prof. of Chem.
: Smt. B. Kujur, Asst. Prof. of History
: 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.
53. SC/ST Grievance Cell : Dr. D. K. Sa, Asst. Prof. of Hist.
: Smt. M.E.K. Nag, Asst. Prof. of Economics
: Smt. B. Kujur, Asst. Prof. of History
: Smt. L.M. Barla, Asst. Prof. of Education
54. 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 A. Jena, Demonstrator in Phy.
55. 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
56. 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
57. 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
58. 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
59. Plantation and Gardening : Dr. K. C. Jena, Asst. Prof. of Botany



60. Self Defense Officer in Charge : C. P. Ranjan, Asst. Prof. of Pol. Sc.
: Dr.(Smt.) L. Patro, Asst. Prof. of Botany
: Sri A. Barik, Faculty of CSC
: Dr.(Smt.) S.S. Mishra, Asst. Prof. of Chem
: Dr. (Smt.) Sonia, Asst. Prof. of Chem.
: Dr. (Smt.) L. Patro, Asst. Prof. of Botany
: Dr. (Smt.) A. Mahanta, Asst. Prof. of Phy.
61. College Cycle Stand : Smt. R. Bhoi, Asst. Prof. of Pol. Science
: Dr. P. K. Maharana, Jr. Lect. in Odia
: Sri A. Barik, Faculty of CSC
: Sri A. K. Patra, Faculty of MTC
62. Prof. I/C, Staff Common Room : Sri S.S. Prusty, Asst. Prof. of Zoology
: Dr. P.K. Maharana, Jr. Lect. in Odia
63. Prof. 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
64. 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
65. 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.
: Dr. P. K. Maharana, Jr. Lect. in Odia
: Sri A. K. Patra, Faculty of MTC
66. 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.



67. Arts Society VP : Sri C. P. Ranjan, Asst. Prof. of Pol. Sc.
Associates : Sri S. Giri, Asst. Prof. of English
: Dr. P.K. Maharana, Jr. Lect. in Odia
68. Commerce Society VP : Dr. D. K. Mahanta, Asst. Prof. of Comm.
Associate : Smt. A. Jain, Jr. Lect. in English
: Dr. P. D. Mohanty, Faculty of CSC
69. 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. S. S. Mishra, Asst. Prof. of Chem
: Dr. N. Sahu, Asst. Prof. of Phy.
: Sri J. K. Samantaray, Faculty of CSC
70. DSA VP : Sri S. S. Prusty, Asst. Prof. of Zoology
Associates : Dr. P.D. Mohanty, Faculty of CSC
: Sri A. K. Patra, Faculty of MTC
71. Boys Common Room : Sri D. K. Sa, Asst. Prof. of History
Associates : Sri A. Barik, Faculty of CS
: Dr. P. D. Mohanty, Faculty of CSC
72. Girls Common Room : Mrs. M.E.K. Nag, Asst. Prof. of History
: 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
: IQAC, Coordinator

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



EXTRA CURRICULAR ASSIGNMENTS FOR THE ACADEMIC SESSION 2021-22

(NOT IN ORDER OF SENIORITY)

Sl. No. Extracurricular Activity	Name of the Officer (S) assigned with duties
1. College Advisory Board	: Sri P.K. Sethy, Statistics Smt. M. Nayak, Lect. in Botany Sri A. K. Behera, Mathematics Sri S. Sa, Odia Sri P. Toppo, English Sri P. Xess, English Sri A. K. Hota, Economics Mrs. C. Tirkey, Jr. Lect. in Education
2. Administrative Bursar	: Smt. Manisha Nayak, Botany
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, Asst. Prof. Statistics
7. Internal Assessment (Annual & Test)	:
OIC	: Sri P. Toppo, English,
Associates	: Sri A. K. Hota, Jr. Lect. In Economics
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 PIO	: Sri P. K. Sethy, Statistics
Asst. PIO	: Sri M.T. Tudu, Psychology 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 Associates	:	Mrs. M. Baxla, Zoology Sri M. T. Tudu, Psychology Mr. S Kerketta, Sociology
14.	Students Stipend and Scholarship	:	Mrs. M. Baxla, Zoology Sri M.T. Tudu, Psychology Mr. P. Toppo, English Sri S. Sa, Odia Mr. S. Kerketta, Sociology Mrs. L.P. Minz, Botany,
15.	NCC Officer	:	Capt.(Smt.) M. Dash, PET, (ANO, NCC)
16.	Nodal Officer, Khushi Scheme	:	Mrs. M. Baxla, Lect. in Zoology
17.	Authorised to Signature in CLC & Other Documents	:	Sri P. K. Sethi, Asst. Prof. Statistics Administrative Bursar Academic Bursar, Accounts Bursar OIC, Examinations
18.	OIC College Website Online-cum-Learning Classess Internet Server	:	Sri A. K. Behera, Mathematics Sri A. K. Hota
19.	Co-ordinator, (Stock, Store & AMC)	:	Sri M.T. Tudu, Psychology
20.	College Canteen	:	Sri P. K. Swain, Chemistry Sri A. K. Hota, Economics
21.	Development Committee	:	Principal- Chairman All Bursar (s) OIC Exams Mr. P. Xess, English
22.	Planning and Evaluation Committee	:	Sri P.K. Sethy, Statistics Sri P. K. Swain, Chemistry



23. Discipline Committee
- : Sri A. K. Hota, Economics
 - : Mr. P. Toppo, English
 - : Principal - Chairman
 - : Administrative Bursar
 - : Accounts Bursar
 - : Academic Bursar
 - : Sri M. T. Tudu, Psychology
 - : Sri P. K. Swain, Chemistry
 - : Mrs. M. Baxla, Zoology
 - : Smt. N. Swain, Hindi
 - : Mr. P. Xess, English
24. Purchase Committee
- : Principal - Chairman
 - : Administrative Bursar
 - : Accounts Bursar
 - : Academic Bursar
 - : Prof. I/C Examinations
 - : Mr. P. Xess, English
25. 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
26. Internal Auditors
- : Smt. M. Nayak, Botany
 - : Sri P.K. Swain, Chemistry
 - : Sri M. T. Tudu, Psychology
27. Library Committee
- : Sri M. T. Tudu, Psychology
 - : Sri S. Sa, Odia
 - : Mr. P. Toppo, English
 - : Smt. N. Swain, Hindi



28. Students Welfare Committee : All Bursar (s)
: All Superintendent & All Asst. Supdt.
: OIC, Exams
29. College Furniture Committee : Sri S. K. Bag, Zoology
: Ms. P.S. Mousumi, English
: Ms R. Badaik, Pol. Science
30. Residential and Quarter Allotment
Committee : All Supdt. & Asst. Supdt. of All Hostels
: All Bursars
31. Maintenance & Construction of College
Building (PHD, PWD, Electrical, Etc.) : Mr. P. Xess, English
: Sri P.K. Swain, Chemistry
32. Cultural Association : Mr. P. Xess, English
Associates : Mr. P. Toppo, English
: Mrs. M. Baxla, Zoology
: Sri A. K. Hota, Economics
33. 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
34. Women's Grievance Cell : Mrs. M. Baxla, Zoology
: Smt. N. Swain, Hindi
: Mrs. L. P. Minz, Botany
: Mrs. C. Tirkey, Education
35. SC/ST Grievance Cell : Mrs. C. Tirkey, Education
: Mr. S. Kerketta, Sociology
: Mrs. L. P. Minz, Botany



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



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

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



CHAPTER - X
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	2848/-	2716/-
Commerce	2835/-	2715/-
Arts	2835/-	2715/-
Self Financing	14848/-	14716/-

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

Stream	General	SC, ST & Women
Science	2243/-	2111/-
Commerce	2230/-	2110/-
Arts	2230/-	2110/-
Self Financing	14243/-	14111/-

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	5136/-	5361/-	4992/-	5217/-	2256/-	2112/-
Science	5162/-	5387/-	4994/-	5219/-	2282/-	2114/-
Commerce(SF)	20136/-	20361/-	19992/-	20217/-	17256/-	17112/-
Comp. Sc.(SF)	20162/-	20387/-	19994/-	20219/-	17282/-	17114/-

Admission Fees for different streams of +2 Classes Under SAMS

Stream	1st year		2nd year		For IT Rs. 1500/- Extra in each year Subject For Practical Subject Rs. 50/- extra for each Subject
	General	SC, ST & Women	General	SC, ST & Women	
Arts	2434/-	2338/-	2044/-	1948/-	
Science	2646/-	2539/-	2257/-	2149/-	
Commerce	2434/-	2338/-	2044/-	1948/-	