



CALENDAR

2021-2022



Editors : Dr. Abhijit Sahoo
Mrs. Sasmita Biswal

SHISHU ANANTA MAHAVIDYALAYA
BALIPATNA, KHORDHA - 752102
NAAC ACCREDITED :- B+

CALENDAR - 2021-22

CALENDAR

INFORMATION BOOKLET

ACADEMIC YEAR - 2021-2022



Principal

DR. BAIKUNTHA NARAYAN DASH

Editors

Dr. Abhijit Sahoo

(Lecturer in History)

Mrs. Sasmita Biswal

(Lecturer in Sociology)

NAAC ACCREDITED:- B+

SHISHU ANANTA MAHAVIDYALAYA
BALIPATNA

KHORDHA - 752102, ODISHA

PHONE-0674-2462230

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SHISHU ANANTA MAHAVIDYALAYA



SHISHU ANANTA MAHAVIDYALAYA
BALIPATNA, KHORDHA

Printed and published under the authority of

DR. BAIKUNTHA NARAYAN DASH

Principal,

Shishu Ananta Mahavidyalaya

Balipatna, Khordha - 752102, Odisha

Phone-0674-2462230

Edited By: - Dr. Abhijit Sahoo

Lecturer in History

Mrs. Sasmita Biswal

Lecturer in Sociology

DECLARATION

It is the discretion of the Principal, to add, alter or amend any rule embodied in the college calendar for the smooth working of the institution and the rules herein cannot be subjected to any legal interpretation or challenged in the court of law.

Printed at: Popular Print, BJB Nagar, Bhubaneswar

Editorial...



The college calendar serves as an information booklet as well as a mini handbook incorporating the important guidelines of the college, that helps the students and the staff members of this institution.

Regularly publishing a calendar and updating it to cater the needs of the stake holders is one of our objectives in making the institution a unique place of learning.

We hope, this calendar for the academic session 2021-22 will serve as a helping tool for all concerned.

Thanks

Editors

Dr. Abhijit Sahoo,
Lecturer in History
Mrs. Sasmita Biswal
Lecturer in Sociology

**PERSONAL MEMORANDA
ACADEMIC SESSION
2021-22**

Name.....

Stream.....

Class..... Section..... Roll No.

Subject Combination.....

Date of joining the college.....

Father's /Guardian's Name.....

Permanent Address:

.....

Present Address:

.....

Date of Birth.....

Blood Group.....

Height.....

Weight.....

Phone No.....

Bank A/C No.....

Identification Mark.....

CHSE(O) Registration No.....

Utkal University Registration No.....

LINES FOR FOCUS OF ATTENTION

- This handbook is a guide book which embodies all information's about the College.
- In case of any dispute/controversy on a point, the decision of the Principal is final.
- Obey all the precautions to stay away from Covid-19 Pandemic.
- Be proud of your College.
- Be well acquainted with the curricular, co-curricular and extracurricular activities.
- Attend classes regularly.
- Watch the Notice Board to up-date yourself about the day-to-day information.
- Keep your environment clean.
- Pay respect to your elders and be ideal for others.
- Come to College in uniform, I-Card and Library Card.
- Don't use mobile phone in the campus.

PRINCIPAL



THE CREST

THE CREST epitomizes ancient traditions and modern ideals. It comprises distinct symbols of the TREE, the RIVER, the WHEEL, the LAMP, the BOOK, and the STYLE.

THE TREE signifies serenity, patience and grandeur.

THE RIVER runs rhythmically to the ocean of knowledge.

THE WHEEL symbolizes the rich cultural heritage as well as continuous progress.

THE LAMP symbolizes the flame of learning and wisdom dispelling the darkness of ignorance.

THE BOOK a store house of knowledge with its gate fully opened.

THE STYLE depicts the fountain of thought.



FROM THE PRINCIPAL'S DESK:

I am delighted to declare that the College Calendar for the academic session 2021-22 is going to be published as e-Calendar amid Covid-19 Pandemic. All the students especially the newly admitted students (Higher Secondary and Degree wing) can browse the college website www.samvbalipatna.in to login to the e-Calendar. They will be immensely benefited out of the informations provided in the e-Calendar. For any query, they are advised to contact Dr. Abhijit Sahoo, Lecturer in History (Contact No-9437409909, 9040230056).

With best wishes
Baikuntha Narayan Dash
PRINCIPAL

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SHISHU ANANTA DAS

In the holy land of Kalinga (Odisha) many saints, mystics, and devotional souls have taken birth, from time to time, and have fortified the culture and the spiritualism. The land is witness to most of the important Hindu traditions and spiritual movements. Jewelled by sacred Buddhist monuments to temples of Shakti (the supreme female power), Shiva (the supreme male power), and Jagannath Vishnu (Lord of the Universe), the state is unique in itself. Among the various great souls, the most prominent (in the domain of the known History) are the Panchasakhaa (Five friends)



who have deeply influenced both the Odia Spiritualism and the Literature. These great souls are: Achyutananda Das, Ananta Das, Jasovanta Das, Jagannatha Das and Balarama Das. They popularly were called as Panchasakha. Pancha means five and Sakha means friends. They not only swayed the religious life of the people but also made history by their rich contribution to the medieval art and literature. His holiness Shishu Ananta Das was one of that famous Sakhas, who by virtue of his Yogic power, erudite scholarship, devotion and invaluable contribution to literature, has made himself immortal. He was born in the year 1486 at Balipatna (Puri District, now Khurda District). His father's name was Kapila Mohanty and his mother's name was Gaura Devi. In a dream, he received Surya Ekakhyara Mantra which is known Surya Narayan Mantra from

Suryadev at Konark. Then he met and took diksha from Nitayananda Prabhu. Sisu Ananta Das resided in Khandagiri, in what is today called *Gadi Tapovana Ashram*; through his Sadhana he attained mystic powers, and he was able to change his form at will. His main disciples were Barang Das, Hamsa Das, and Sisu Das. He wrote the *Bhakti Mukti Daya Gita*, one of the oldest and most important popular scriptures of Odisha, and other texts like *Sisu Deva Gita*, *Artha Tarani*, *Udebhakara*, *Astha bhakara*, *Garuda Chautisha*, *a Malika* and several bhajan songs. In *Udaya bhagavata* he describes Lord Jagannatha as the combined form of Radha and Krishna. However, due to general lack of interest, these books are not properly valued at present.

He was a contemporary of King Prataprudra Deva and was an associate of Sri Chaitanya. The “**Hetu Uday Bhagavata**” was the most important work of Ananta Das in which he described the implications of the gurumahima (significance of the religious guides), Panchamana (five stages of the mind) and Pachis Prariti (twenty-five natures of human-being) and also defined the philosophy of the creation of the Universe. Ananta Dasa, like his other comrades, was also one of the exponents of the bhakti cult. He asked his devotees to submit their mind and soul to God as a wife submits herself to her husband. This was the way of Bhakti and the method to achieve the consciousness of the supreme God, Vishnu.



A BRIEF HISTORY OF OUR COLLEGE

Our College *SHISHU ANANTA MAHAVIDYALAYA*, the oldest and the only Degree College of Balipatna Block in the district of Khurda is ideally located at a distance of 20 Kms, from Bhubaneswar the capital city of Odisha. Three decades back when Birabar Panda of Garedipanchan, popularly known as Aja, would be yelling the popular slogan "*Kalej Karega Marega*", it never struck seriously. But the long cherished dream of the people of Balipatna struck gold as a result of self-less devotion and vigorous efforts of a galaxy of enthusiastic social elite under the leadership of Sri Ratikanta Mohanty of Turintira, ably and scrupulously supported by such pioneers like Satyabadi Ota, Sarat Chandra Ehola,, Aurobindo Mishra. Narendra Kumar Sahoo. Satrugnanath Jena, the-then S.E.O of Balipatna Block, Abhimanyu Senapati etc. They met Z. Abedin, the then Principal of Nimapara College a veritable tower of strength and inspiration and a meeting was convened at S. B. N. High School. Balipatna which was attended by local gentries and such eminent personalities of the locality like Sri Padmanav Mishra, 1.A.S., (Rtd.), Dr. Aniruddh Mishra, Sri Gopinath Bhoi, the then and a historic resolution was passed to start the college from the session 1978-79. Thus the dream came true. The college *SHISU ANANTA MAHAVIDYALAYA* with 26 students in its roll started functioning from August 1978 in the precincts S.B.N. High School. Balipatna.

Sri Shyamaghana Mishra, the first Principal of the College with his dedicated band of teaching and non-teaching staff shouldered the task gladly. We are indebted to Sri Shyamaghana Mishra, the first principal of the college, but for whose dedicated sacrifice it would not have been possible for the college to stand in such a good state and carve for it a center of excellence among the reputed and recognized institutions of the state today. The Action Committee that was formed received enthusiastic support and active co-operation from its members-the illustrious sons of the locality like -

B. Das Choudhury, Soumendra Ku. Ray, Shyamasundr Pratihari, Narendra Ku. Sahoo, Surendra Ku. Ray, Laxmidhar Mohapatra, Gopinath Chinara, Baban Sahoo, Ramesh Chandra. Pratihari, Birabar Panda, Sudhansu Sekhar Das, Madan Mohan Mohanty, Nrusingh Charan Tripathy, Brahmananda Routray, Dijabar Ojha, Krushna Chandra Swain, Kumarbar swain, Wahida Hossain, Ramachandra Behera, Lingaraj Mohanty, Prafulla Kumar Mohanty, Abhimanyu Senapati, Satyabadi Ota, Ratikanta Mohanty, Gopinath Bhoi, M.L.A. Krushna Chandra Prusty, Bhramarabar Jethi, Rabindra Kumar Sahoo, Harekrushria Patra, Dijabar Pratihari, Basanta Behera, Ex-M.L.A Sarat Chandra Bhola, Pitambar Mohanty, Satrughnariath Jena, Bansidhar Pani, Madhabananda Tripathy, Pravat Kumar Mohanty, Kalish Chandra Swain Zakir Hossain, Ananta Routray, Surendranath Jena, Jagajiban Mohanty, Sarbeswar Panda Bhagaban Panda Manoranjan Ray Rabindra Ku. Das, Lingaraj Panda Bhagaban Panigrahi Mahendra Jena Birakishore Mohanty and all the then local officers.

The villagers of Saripur and Garedipanchan contributed 2.5 acres of land to the College. We owe to all the U, P. School teachers of Balipatna Block, particularly Sri Basudev Sarangi, the then S. I. of Schools and Sri Krishna Chandra Tripathy, the then office attach and the people of Balipatna Bazar who contributed their mite for the College. No words can suffice to record the invaluable contribution of Shishu Ananta Pragati Sangha and Azad Club of Balipatna Sri Abhimanyu Senapati of Garedipanchan like an active soldier co-operated in the construction work of the college building. In 1980, the College got affiliation from the Utkal University, Vani Vihar, BBSR and first Grant-in-Aid were sanctioned by the Govt. in the year 1985. With many ups and downs, pleasures and pain happiness and sorrows, to-day, the college has become Permanent Degree College getting assistance from U.G.C., having Arts, Science and Commerce faculties in +2 Stage and Arts, Science & Commerce faculties in +3 Stages with the total affiliated strength of 2176. The credit goes to the president of Sri Hrusikesh Nayak, Ex-M.L.A. and the untiring stewardship of Md. Kausar Ali, Ex-Principal of the College.



THE COLLEGE AT A GLANCE

Shishu Ananta Mahavidyalaya, the temple of learning is located in the gifted soil of Balipatna, bearing the temples of rich cultural heritage like Budhanath Temple, 64 Yogini, Shishu Ananta Pitha, and Jayadev Pitha which are closely connected with the temple city of Bhubaneswar, the capital of Odisha.

1. Year of Establishment—- 1978
2. Type of College - Grant- in –Aid
3. Year of Recognition/ Affiliation- I.A. -1980-81. (+2 Arts-1983-84), (+2 Com 1990-91), (+2 Science 1992-93). +3 Arts (1986-87), +3 Science (1993-94), +3 Com (1997-98).

Status –Aided College (Composite) affiliated to Utkal University.

Higher Secondary Wing affiliated to the CHSE, Odisha

4. UGC Recognition under— 2F &12B
5. Streams of Education +2 Wing of Arts, Sc. and Comm. +3 Arts, Science, Commerce.
6. Honours Teaching Facility is available in 12 subjects.
 - i) **Arts** - Economics, English, History, Pol. Sc., Odia, and Philosophy.
 - ii) **Science** - Physics, Chemistry, Mathematics, Botany, and Zoology.
 - iii) **Commerce** – Honours.....Management and Accounting.

7. **Staff - 64**
8. **Number of Teaching Faculty—40**
 - a. Associate Professor—02 (Group-A)
 - b. Reader (S.S.)—10 (Group-A)
 - c. Assistant Professor/Lecturer Group-B—23 Government Vocational—02 (Group-B)
 - d. Demonstrator—03
9. **Number of Non-Teaching Staff—24**
 - a. Group-B—01 , Group-C—10
 - b. Group-D—13
10. Male - 44
11. Female – 20
12. Year of First Grant-in-Aid-1985.
13. No. of Teaching Departments- 17
14. Faculty members having Ph.D. Degrees - 13
15. Faculty members having M. Phil Degrees – 04
16. **College Foundation Day- 7th September 1978.**
17. College Timing- 9 A.M. to 4.30 P.M.
18. Location: - Balipatna, Dist- Khordha, Pin- 752102

ARTS (+3)

HONOURS	SANCTIONED SEATS
HISTORY	48
POLITICAL SCIENCE	48
ECONOMICS	48
ODIA	64
ENGLISH	16
PHILOSOPHY	32
TOTAL SEATS	256

SCIENCE (+3)

HONOURS	SANCTIONED SEATS
PHYSICS	24
CHEMISTRY	24
MATHEMATICS	16
BOTANY	32
ZOOLOGY	32
TOTAL SEATS	128

COMMERCE (+3)

HONOURS	SANCTIONED SEATS
COMMERCE	128
TOTAL SEATS	128



VISION

- To provide quality education in order to enable the students to meet the challenges of the globalised world of 21st century.
- To imprint among the students a genuine sense of equality, social justice rationalism, secularism, national integration and encourage them to be a catalyst in the socio-economic and cultural transformations.
- To spread the light of knowledge through academic skills, social skills, co-curricular activities and an aesthetic sense in the student.
- To uplift spiritual, ethical, and moral values coupled with excellence and competence in the respective field.

MISSION

- Our mission is to achieve academic excellence and to make this premier institution a centre for promoting social development.
- To promote quality learning and creativity among students and teachers.
- To provide value based education.
- To encourage all round development of personality of students.
- To inculcate love for learning among the students.
- Training the students to be creative and competitive to face the challenges of the new millennium.
- To uphold and preserve cultural heritage.
- To stimulate academic environment of the institution.
- To provide a free and fair examination system.
- To promote personality development through a holistic approach.
- Enabling them to find access into their spheres of interest enjoying equal opportunities.



SUCCESSION LIST OF PRINCIPALS

Sri Shyamaghana Mishra , M.A. (Utkal)	17.8.78 to 24.7.89
Sri Nirakar Panigrahi , M.A.	24.7.89 to 30.8. 90
Md. Kausar Ali, M.A. (Utkal)	30.8.90 to 18.2. 97
Dr. Surendra Nath Chinara, M.A. ,Ph.D.	18.2.97 to 5.7.2000
Dr. K.C. Banarjee, I/C	6.7.2000 to 14.7.2000
Sri Khirod Kumar Roy Mohapatra, M.A. LL.B.,M. Phil	15.7.2000 to 30.7.2004
Sri Rajakishore Swain, M.Sc.	30.7.2004 to 30.11.2005
Sri Dadhibaban Mohanty, M.A. , I/C	01.12.2005. to 19.01.2006'
Sri Khirod Kumar Roy Mohapatra, M.A., LL.B, Mphil	19.01.2006 to 20.07.2010
Sri Sanjay Kumar Das, M.A.	20.07.2010 to 30.04.2012
Sri Subir Das, M.A.	01.05.2012 to 31.05.2013
Sri Sudhir Ku. Mohanty, M.A.	01.06.2013 to 31.10.2015
Dr. Sarat Kumar Mohapatra, M.Com., Ph.D.	01.11.2015 to 30.09.2016
Sri Laxman Kumar Naik, M.A., M.Phil.	01.10.2016 to 30.04.2017
Dr. Krishna Pada Nayak, M.A. Ph.D	01.05.2017 to 04.08.2017
Sri Nihar Ranjan Dash, M.com	05.08.2017 to 09. 10. 2018
Dr. Baikuntha Narayan Dash, M.Sc, PhD, Post-Doc. KIT(Japan)	10. 10. 2018

**IMPORTANT PHONE NUMBERS OF
ACADEMIC AUTHORITIES**

Utkal University, PBX	0674- 2580735,258265
Vice-Chancellor, Utkal University	2581850
Registrar, Utkal University	2581387
Controller of Examination, U.U.	2588852
Director, College Devt. Council, Utkal University	2581828
Programme Coordinator, N.S.S	2581515
Chairman. C.H.S.E	2300903
Secretary, C.H.S.E	2300905
Controller of Examination, C.H.S.E	2300907
Director, Higher Education, D.H.E	2401717
Dy. Director, Higher Education, N.G.C.-I	2323195
Dy. Director, Higher Education, N.G.C.-II	2323196

THE GOVERNING BODY

Sub-collector, Bhubaneswar	PRESIDENT (Governing Body)
Dr. Baikuntha Nrayan Dash	Principal I/C (Ex-Officio Member)/Secretary

COLLEGE STAFF - TEACHING STAFF

PRINCIPAL

SL No.	NAME OF THE STAFF	QUALIFICATION	DESIGNATION
1.	Dr. BAIKUNTHA NARAYAN DASH	M. Sc, PhD, Post-Doc. KIT(Japan)	ASSO.PROF. UGC 9437094150, 7008363689
<u>FACULTY OF ARTS</u>			
<u>DEPARTMENT OF ENGLISH</u>			
1	Mr. SAHADEV MALLICK	M.A. B. Ed, PGCTE	READER 9348341056
2	Mrs. SUJATA DAS	M.A.	LECTURER 7608042424
3	Dr. JYOTSNA RANI SAHOO	M. A., M.Phil, Ph.D.	LECTURER 9437324473
4	Mr. SAROJ KUMAR ROY	M.A.	LECTURER 9938461722
<u>DEPARTMENT OF ODIA</u>			
1.	Dr. RASMITA MOHAPATRA	M.A, M.Phil, Ph.D	READER 9437241714
2	Dr. SUJATA KUMARI SAHOO	M.A., Ph.D	LECTURER 8249106383
<u>DEPARTMENT OF ECONOMICS</u>			
1	DR. KRUSHNA PADA NAYAK	M.A., M.Phil, Ph.D	ASSO.PROF. UGC 8763491785
2	Mr.BHARAT BHUSAN MOHANTY	M.A., M.Phil	LECTURER 9437357467
3	Mr. SAROJ KUMAR MOHAPATRA	M.A.	READER 9338825545
4	Dr. IFAT NAWAZ	M.A. Ph. D	LECTURER 9437288424
5	Mr. PRAVAT KUMAR MISHRA	M.A.	LECTURER 9040700369
<u>DEPARTMENT OF EDUCATION</u>			
1	Mrs. LIJINA SAHOO	M.A.	LECTURER 9583938913
<u>DEPARTMENT OF POL. SCIENCE</u>			
1	Mr. NIMAIN CHARAN JENA	M.A.	READER 9437768597
2	Dr. BIJAYA LAKHMI JENA	M.A. Ph.D	READER 9437108825
3	MR. CHANAKYA ARYABAHATTA ROUTRAY	M.A., M.Phil	LECTURER (SSB) 8249669746
<u>DEPARTMENT OF LOGIC & PHILOSOPHY</u>			
1	Mrs. MAMINA SAHOO	M.A, M.Phil	LECTURER (SSB) 7873290300
<u>DEPARTMENT OF SOCIOLOGY</u>			
1	Mrs. SASMITA BISWAL	M.A.	LECTURER 9438362472
<u>DEPARTMENT OF HISTORY</u>			

CALENDAR - 2021-22

1	Dr. MADHUMATI RATH	M.A., Ph. D	READER 9337686101
2	Dr. NARENDRA NATH SATAPATHY	M.A., Ph.D	READER 9040078053
3	Mr. ABHAY KUMAR JENA	M.A.	LECTURER 9238609470
4	Dr. ABHIJIT SAHOO	M.A., M.Phil, Ph.D, PGDRD	LECTURER (SSB) 9437409909
COMMERCE FACULTY			
DEPARTMENT OF COMMERCE			
1	Mr. BINOD KUMAR NANDA	M.Com, M.Phil	READER 9861061850
2	Mr. BIBHUDATTA ROUTRAY	M.Com., M.Phil, L.L.B.	LECTURER 9238567528
3	Mr. NIRANJAN SAHOO	M.Com. , M.Phil	LECTURER 9861887305
SCIENCE FACULTY			
DEPARTMENT OF MATHEMATICS			
1	Mr. PRANAKRUSHNA GOCHHAYAT	M.Sc.	LECTURER 9238804827
DEPARTMENT OF PHYSICS			
1	Dr. HEMANTA KUMAR MISHRA	M. Sc, M. Phil, PhD	READER 9437168168
2	Mr. SATYANARAYAN RATH	M.Sc.	LECTURER 6371323348
3	Mrs. SAGAR TANYA SAHOO	M.Sc.	LECTURER 9937946480
DEPARTMENT OF CHEMISTRY			
1	Mr. DEVULAPALLI LAXIMI NARAYAN	M. Sc	LECTURER 8658901812
2	Mr. LAXMIDHAR SETHI	M. Sc	LECTURER 9937705364
DEPARTMENT OF BOTANY			
1	Mrs. MANASHI SARANGI	M.Sc.	LECTURER 9937469052
DEPARTMENT OF ZOOLOGY			
1	Mr. TARUNKANTA NATYAK	M. Sc	READER 9776340826
2	Mr. BIJAYA KUMAR SATAPATHY	M. Sc	LECTURER 9776899657
DEPARTMENT OF I.T.			
1	Miss. BHUBANESWARI RATH	MCA, M. Tech.	LECTURER 9937272587
DEPARTMENT OF VOCATIONAL			
1	Mrs. CHAND BIBI	M.Com	LECTURER 9439343513
2	Mr. SUBRAT KUMAR NAYAK	M. Tech	LECTURER 9438303299
DEMONSTRATORS			
1	Mr. BISWAMABAR SAHOO	B.Sc.	PHYSICS 9938317200
2	Mr. AJAY KUMAR SAHOO	B.Sc.	CHEMISTRY 8093211242
3	Mrs. SAMARPITA SARANGI	M.Sc	ZOOLOGY 9040847386

NON TEACHING STAFF

SL NO.	NAME OF THE STAFF	QUALIFICATION / DESIGNATION
<u>OFFICE STAFF</u>		
1	Sri RAMACHANDRA PANDA	HEAD CLERK 9040219048
2	Sri S.K. ZIAULLA	SR. CLERK 9337508838
3	Sri THAKUR PRASAD JENA	JR. CLERK 9938025861
4	Sri PRAKASH KUMAR NAYAK	JR. CLERK 9238916611
5	Sri BUBURAM MOHANTY	JR. CLERK 8598054541
6	Sri BIBHUTI BHUSAN TRIPATHY	JR. CLERK 9090290305
7	Sri DILLIP KUMAR PATRA	JR. CLERK 8287932217
8	Sri ABHAY KUMAR TRIPATHY	DEO 9438011504
9	Sri BANAMALI DAS	LDC- CUM- DEO 7735142122
<u>LIBRARY STAFF</u>		
1	Sri NIRANJAN PANDA	LIBRARIAN 8763909334
2	Sri MOTIMILLAN ACHARYA	LIBRARY ATTENDANT 9040458600
<u>CLASS-IV EMPLOYEES</u>		
1	Smt. ANUJA BHOLE	PEON 9778084427
2	Sri SRIDHAR MISHRA	PEON 9861402097
3	Sri RABINDRA DAS	PEON 9237853444
4	Smt. MANORAMA BISWAL	PEON 7077788723
5	Sri ATULYA ROUT	NIGHT WATCHMAN 8895763950
6	Sri BHAGIRATHI NAYAK	SWEEPER 8480851629
7	Sri PRASANNA KUMAR PARIDA	PEON 9438805507
8	Sri LAXMAN KUMAR BHOI	PEON 8594810590
9	Sri BATA DAS	MALI (GARDENER) 8280255447
10	Sri BISHNU CHARAN BHOLE	PEON 8984118827
11	Sri MURALIDHARA CHINARA	PEON 9776011366
12	Sri PRAKASH KUMAR BARIK	PEON 9556976114
13	Sri RAMESH KUMAR BHOI	SWEEPER 9583480017

PROCEDURE OF ADMISSION AND SUBJECTS OFFERED

The academic session of the college has two terms.

- (i) June to December
- (ii) January to May

Rules for admission into +2 Classes:-

E-Admission (+2 Classes):-

SAMS:-

Student Academic Management System (SAMS) is an integrated Academic Management System and comprehensive tool for students/parents, administrators at colleges & Government as well, to overcome the challenges in the process of college admissions and post admission processes. The entire college admission process was proposed to be digitized in SAMS starting from Application, Selection, and Intimation & Admission for hardware & connectivity architecture, a Hub & Spoke model was conceived. SAMS provides a transparent, flawless and uniform platform for college admissions consuming lesser time through e-Admission and several services to students in the colleges through e-Administration after admissions are completed. SAMS has a comprehensive reach across the entire state of Odisha and its gamut covers all Junior (+2) & Degree / Autonomous (+3) colleges irrespective of their source of funding & area of location ranging to 1431 & 705 respectively.

E-Admission of SAMS enabled students to apply online through one Common Application Form (CAF) for all intended colleges, take a printout, sign it and submit with relevant documents at the nearest SRC. It allows students to apply through one Common Application Form (CAF) for all SAMS colleges, digitize the same & upload to a central database, process through an Application

software to generate selection lists for each of the stream/ colleges included under SAMS, send intimation through several modes like SMS, email, website etc., admit the selected applicants and update their status in the central database.

E-Administration uses the database created by e-Admission to manage the student information by accepting adding, modifying or removing information about students and generating reports. It captures the student attendance, marks scored in tests, class timetable and previous education qualification. It is integrated for student, parents and faculties who can share this vital information within each other. It also facilitates the services provided to the students like issue of Admit Card/library card, allotment of Sections/ subjects/ hostels; long roll preparation and preparation of Return of Matriculates/Intermediates for submission to Council of Higher Secondary Education, Odisha & respective Universities respectively. To ensure a smooth admission process in all the colleges, the concept of SAMS Resource Center (SRC) was introduced. These SRCs acted as facilitators for students/parents throughout the entire process of admission.

Eligibility for +2 Admission:-

- Students who have passed 10th Board Examination conducted by BSE Odisha / CBSE / ICSE are eligible for admission. Admission will be strictly on merit basis under Student Academic Management System (SAMS) as per Resolution No.:1-A-HE-4A-2010-3702/HE dated 20.02.2010 of Government of Odisha, Higher Education Department. Candidates selected under e-admission procedure (SAMS) for admission are intimated individually by post/e-mail in prescribed intimation letter formulated by Government of Odisha regarding the date of admission and fees to be paid. The names of the selected candidates are also displayed in the notice board. In case of any complain the decision of the Principal of Destination College is final and binding.

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How to Apply:-

- The admission into +2 Science College shall be done through ON-LINE e-admission procedure under SAMS for the academic session 2018-19. Students shall down-load the Common Application Form from Govt. of Odisha website (www.dheorissain) only after result publication of Board of Secondary Education, Odisha.

Submission of Common Application Form (CAF):-

- After the 'Application Forms' is collected from Govt. website for admission into +2 streams, the student must read the **CAF** carefully and fill it in **CAPITAL LETTERS** and submit the form online only. Printed copy of the form and certificates will be submitted in Destination College / Resource Centre / Nodal College within prescribed period by Govt. of Odisha.

Documents to be submitted at the time Admission:-

- SLC in Original
- Attested photocopy of Mark-sheet of 10th Board Exam
- Original conduct certificate
- Four recent passport size colour photographs
- Attested photocopy of caste certificate (for reserve categories only)
- Migration certificate in original if coming from other Board.

Ref. No- GAD- AR- ARC- 0001- 2016/ 2900 CS/ BBSR/ Dated 9th Feb. 2017.

- Implementation of the recommendations of the Administrative reforms regarding adoption of Self certification/ abolition of affidavits. The Administrative Reforms Commission in its 12th report titled "**Citizen Centric Administration- the Heart of Government**" has

recommended adoption of self certification/ abolition of affidavits for simplifying procedures.

- After careful consideration, the Government has been pleased to approve “**Adoption of self certification**”.

With vide letter No- RDM- GOEB- MISC- 0039- 2015- 35875/ R & DM.

After careful consideration, the Government have been pleased to make the following rules further to amend the Odisha Miscellaneous certificate Rules, 2017 namely. The sub- Rule 5 of Rule 6 will be amended as follows:-

- The validity of resident certificate shall be five years from the date of issue.
- The validity of income certificate shall be three years from the date of issue whereas legal heir and Guardianship Certificate shall be permanent in nature unless modified or cancelled by orders of competent authority. The certificate issued by the Revenue officers under these rules shall be accepted by all requiring authorities. This will come into force from the date of publication in the Odisha Gazette.

E-Admission (+3 Degree Classes):-

- E-Admission aims at the successful use of Information Technology to make the admission process simple, economical, fast and transparent. This process is accomplished by the use of computers and Internet.
- An eligible applicant has to apply **ON-LINE** for a maximum of TEN options (College / Stream / Honours) through www.dheorissa.in (by filling up required personal and academic information, choices of different colleges and streams in order of preference and others), take print outs of the computer generated application form (**College Copy & Applicant Copy**) and travel to the nearest SAMS Degree

College to submit the application. The college authority would keep the College Copy of the application form along with the relevant documents and return the Applicant Copy with a Money Receipt-cum-Index Number to the applicant.

Common Application Form (CAF):-

- The CAF has been so designed that, an applicant can apply to any of the 162 Degree Colleges in the State in one form. An applicant has to fill it up ON-LINE by logging into the website of Higher Education Department, Government of Odisha, www.dheorissa.in. An applicant can apply for up to ten choices of College / Stream / Honours in order of preferences where he/ she would like to study.
- The applicant has to furnish all personal and academic information like, Name, Parents' names, Correspondence and Permanent Address, +2 Council Examination marks, Name of the Council, Roll Number, Year of Passing, Reservation and Weight-age details etc. in the appropriate box of the on line form.
- The common rules and common prospectus for admission into +2 & +3 classes is available in the Department of Higher Education, Govt. of Odisha's website: www.dheorissa.in in the downloadable PDF format. The common application form (CAF) is to be filled up on line by the candidate and the downloaded printout is to be submitted at the SAMS counter along with the prescribe fee.
- Higher Education Department: - Issuance of CLC by college within 03 (three) days from the date of receipt of +3 application.

COURSES AND SUBJECTS OF STUDY FOR +2 ARTS, SCIENCE, AND COMMERCE:-

Courses Offered:-

The College offers Higher Secondary (+2) in the following streams. +2 Arts, Science, Commerce & Vocational

Course Details of +2 Classes:-

As per the Government of Orissa Letter No - 14321 / III / HE/ CHSE, Dt-27-04-2006, for +2 level there shall be one examination to be conducted by the Junior Colleges at the end of 1ST Year basing on the curriculum meant for that year and one examination at the end of 2ND Year to be conducted by the Council of Higher Secondary Education, Odisha on the curriculum meant for that year alone. However the college conducts Half-yearly and Test Examinations respectively for 1st Yr. and 2nd Yr. classes. Pass Certificates will be awarded to the successful candidates basing on the performance in the Council Examination to be held at the end of 2nd Year only. The course is divided into two parts for 1st Year and 2nd Year Examinations as follows:

Compulsory Subjects:-

An applicant shall have to offer the compulsory subjects for 1st Year and 2nd Year Examinations as per the following Tables (1 & 2). Besides English and MIL/Alternative English, the compulsory subjects include “Environmental Education” (EE) and ‘Yoga’. These two subjects shall be examined as follows:

- The Environmental Education will be assessed at the college level for 100 marks (70 marks theory and 30 marks for practical) at the end of 1st Year of +2 Course and grades are to be awarded by the college. These grades shall be recorded in the body of the Pass Certificate given by the Council subsequently.
- Yoga will be taught as a compulsory subject and assessed at the college level for 100 marks (50 marks for theory and 50 marks for practical). The theory examination shall be conducted at the end of 1st Year class (11th class) and the practical examination shall be conducted at the time of Test Examination in the 2nd Year (12th class). Grades shall be

awarded by the college which will be reflected in the Pass Certificate issued by the Council.

- The percentage of marks secured by a student in Environmental Education and Yoga shall be converted to the grades as follows :

Percentage of Marks Secured	Grades to be Awarded
70% and above	A+
60% to 69%	A
50% to 59%	B
35% to 49%	C
Below 35%	D

The grades secured in EE and Yoga shall not affect the result of the candidate in Council Examination.

Elective Subjects:-

- As per the Government of Odisha Letter No - 45548 III / HE / CHSE / Dt - 01-11-2006, an applicant for ARTS stream may offer 4 (four) elective subjects out of the nine categories given in Table - 1.
- An applicant for SCIENCE stream may offer 4 (four) elective subjects, with Physics and Chemistry - as 1st and 2nd elective respectively. For 3rd and 4th elective, she has to choose two subjects either from Group-A or from Group-B in Table - 2.
- Candidates applying for Commerce stream may refer to Table -3 for details.
- For subjects with practicals, 30% of the total marks shall be diverted for practical examination and the remaining 70% shall be for theory examination. A candidate shall have to pass separately in theory and practical examinations.

TABLE - 1 (FOR +2 ARTS STREAM)

Subject type	Name of the Subjects	No. of Seats Available	Max Marks	
			1 st Year	2 nd Year
Compulsory	Environmental Education	256	100	
Subjects	Yoga	256	50*	50*
	English	256	100	100
	MIL (Ori/Hn/San/Urd/Ben/ Alt. Eng.	256	100	100
Elective	(i) Political Science	256	100	100
Subjects	(ii) History	256	100	100
	(iii) Economics	256	100	100
	(iv) Logic	256	100	100
	(v) Education/psychology	128	70	70
	(vi) Anth/Soc	64	100	100
	(vii) Math/H.Sc	192/85	100	100
	(viii) Odia/Sanst/Hindi/Urdu	256/ 64	100	100
	(ix) Information Technology(IT)	32	70	70

- The marks are not to be included in the Final C.H.S.E. Examination.

TABLE - 2 (FOR +2 SCIENCE STREAM)

Subject type	Name of the Subjects		No. of Seats available	Max Marks	
				1 st Yr.	2 nd Yr
Compulsory	Environmental Education		128	100	
Subjects	Yoga		128	50*	50*
	English		128	100	100
	MIL (Ori/Hn/San/Urd/Ben		128	100	100
Elective	(i) Physics		128	70	70
Subjects	(ii) Chemistry		128	70	70
	GROUP – A	GROUP- B	128		
	(iii) Mathematics	(iii) Biology	128	70	70
	(iv) Biology/IT	(iv) Math / IT	128/32	70	70

- The marks are not included in 2nd Year Council Examination.

TABLE - 3 (FOR +2 COMMERCE STREAM)

Subject type	Name of the Subjects	No. of Seats available	Max Marks	
			1 st Yr	2 nd Yr
	Environmental Education	128	100	
Compulsory	Yoga	128	50*	50*
Subjects	English	128	100	100
	MIL (Ori/Hn/San/Urd/Ben	128	100	100
Elective	(i) Accountancy (ACT)	128	100	100
Subjects	(ii) Business Math. & Statistics (BMS)	128	100	100
	(iii) Business Studies and Management (BSM)	128	100	100
	(iv) Cost Accounting (ACA)	128	100	100

- The marks are not to be included in the Final C.H.S.E. Examination.

+2 Vocational - 48 Seats:-

The Govt. Higher Secondary Vocational Education School started Functioning in the College premises since 23.10.2003.
Compulsory Subjects –

- English,
- MIL (Hindi, Odia, Sans, Alt Eng., Urdu),
- Environmental Science.

TRADES ALLOWED

INSURANCE TRADE

- Business Studies and Management (BSM) Theory 80 marks and project 20 marks.
- Accounting - Theory 80 marks and project 20 marks.
- Economics – 100 marks.
- INSURANCE – I, Theory 40 marks and practical 60 marks.
- INSURANCE – 11, Theory 40 marks and practical 60 marks.

COMPUTER TECHNIQUE TRADE

- Physics- Theory 70 marks and practical 30 marks.

- Chemistry - Theory 70 marks and practical 30 marks.
- Mathematics- 100 marks.
- CT- 1, Theory 40 marks and practical 60 marks.
- CT- 11, Theory 40 marks and practical 60 marks.

Students passing with +2 Vocational degrees may take admission in +3 general courses.

COURSES AND SUBJECTS OF STUDY FOR +3 ARTS, SCIENCE, AND COMMERCE HONS. SUBJECTS (ARTS, SCIENCE, AND COMMERCE) WITH NO OF SEATS

<u>+3 ARTS</u>			<u>+3 SCIENCE</u>		
Name of Subjects		No. of Seats available	Name of Subjects		No. of Seats Available
1	Economics	48	1	Botany	32
2	English	16	2	Chemistry	24
3	History	48	3	Physics	24
4	Odia	64	4	Zoology	32
5	Philosophy	32	5	Mathematics	16
6	Political Science	48		Total	128
				<u>+3 COMMERCE</u>	
	Total	256	1	Commerce	128

ARTS & SCIENCE (HONS)

- 14 Core Papers of 6 Credit each and 100 marks each
- 2 AECC Papers of 2 Credit each and 50 marks each
- 2 SEC Papers of 2 Credit each and 50 marks each
- 3 DSE Papers of 6 Credit each and 100 marks each : and Project Paper of 6 Credit; 100 marks (Project 80 + Viva 20) An Arts (Hons.) student can opt maximum of two practical subjects 4 GE Papers 6 Credit each and 100 marks each.

SEMESTER-I

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	I	6	60	100
2	CORE	II	6	60	100
3	GE-A	I	6	60	100
4	AECC-I	EVS (Odia/A.E/Hindi/ Urdu)	2	20	50
TOTAL PAPER		4	20	200	350

SEMESTER-II

1	CORE	III	6	60	100
2	CORE	IV	6	60	100
3	GE-A	II	6	60	100
4	AECC-II	MIL	2	20	50
TOTAL PAPER		4	20	200	350

SEMESTER-III

SL No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	V	6	60	100
2	CORE	VI	6	60	100
3	CORE	VII	6	60	100
4	GE-B	I	6	60	100
5	SEC-I	Communicative English	2	20	50
TOTAL PAPER		5	26	260	450

SEMESTER-IV

1	CORE	VIII	6	60	100
2	CORE	IX	6	60	100
3	CORE	X	6	60	100
4	GE-B	II	6	60	100
5	SEC-II	Financial Literacy & Banking/Modern Office Management/ Fashion Technology	2	20	50
TOTAL PAPER		5	26	260	450

SEMESTER-V					
1	CORE	XI	6	60	100
2	CORE	XII	6	60	100
3	DSE	I	6	60	100
4	DSE	II	6	60	100
TOTAL PAPER		4	24	240	400
SEMESTER-VI					
1	CORE	XIII	6	60	100
2	CORE	XIV	6	60	100
3	DSE	III	6	60	100
4	DSE	IV (Project)	6	60	100
TOTAL PAPER		4	24	240	400

- AECC-Ability Enhancement Compulsory Course.
- SEC-Skill Enhancement Course.
- DSE- Discipline Specific Elective,
- GE-Generic Elective.

B.Com (Hons)

- 14 Core Papers of 6 Credit each and 100 marks each
- 2 AECC Papers of 2 Credit each and 50 marks each
- 2 SEC Papers of 2 Credit each and 50 marks each
- 3 DSE Papers of 6 Credit each and 100 marks each : and Project Report of 6 Credit; 100 marks (Project 80 + Viva 20)
- 4 GE Papers 6 Credit each and 100 marks each

SEMESTER-I

Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	I	6	60	100
2	CORE	II	6	60	100
3	GE-I	Micro Economics	6	60	100
4	AECC-I	EVS	2	20	50
TOTAL PAPER		4	20	200	350
<u>SEMESTER-II</u>					
Sl. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	III	6	60	100
2	CORE	IV	6	60	100
3	GE-II	<i>Business Statistics</i>	6	60	100
4	AECC-II	<i>Business Communication</i>	2	20	50
TOTAL PAPER		4	20	200	350

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SEMESTER-III					
1	CORE	V	6	60	100
2	CORE	VI	6	60	100
3	CORE	VII	6	60	100
4	GE-III	<i>Macro Economics</i>	6	60	100
5	SEC-I	<i>e-Commerce</i>	2	20	50
TOTAL PAPER		4	26	260	450
SEMESTER-IV					
1	CORE	VIII	6	60	100
2	CORE	IX	6	60	100
3	CORE	X	6	60	100
4	GE-IV	<i>Indian Economy</i>	6	60	100
5	SEC-II	<i>Entrepreneurship</i>	2	20	50
TOTAL PAPER		4	26	260	450
SEMESTER-V					
SL. No.	Name of the Course	Paper	CP (Credit Point)	CH (Credit Hour)	MARKS
1	CORE	XI	6	60	100
2	CORE	XII	6	60	100
3	DSE	I	6	60	100
4	DSE	II	6	60	100
TOTAL PAPER		4	24	240	400
SEMESTER-VI					
CORE		XIII	6	60	100
CORE		XIV	6	60	100
DSE		III	6	60	100
DSE		IV	6	60	100
		(Project)	<i>Project 80 + 20 Viva</i>		
TOTAL PAPER		4	24	240	400

- AECC-Ability Enhancement Compulsory Course,
- SEC-Skill Enhancement Course,
- DSE-Discipline Specific Elective,
- GE-Generic Elective

With reference to the letter No.876/108 dated 21/12/2021 A new course under AECC “ETHICS AND VALUES” (compulsory paper) introduced by all the state public universities (coming under HED) for +3 U.G. Degree course from the session 2021-22. The Guideline for the newly introduced “ETHICS AND VALUES” compulsory course for Degree students is given below:

Ability Enhancement Courses in CBCS in Odisha

Ability Enhancement Compulsory Courses (AECC) -

1. Environmental Studies and Disaster Management -
2. English/Hindi/MIL communication -
3. Ethics and Values (EV) -
4. Credits
5. Credits
6. Credits (1 credit per Unit/Semester)

B.A./B.Com./B.Sc. (Honors and Pass) Course

Course	Credit
Semester I	
AECC-I	04
AECC-(EV-I)	01
Semester II	
AECC-II	04
AECC-(EV-II)	01
Semester III	
AECC-(EV-III)	01
Semester IV	
AECC-(EV-IV)	01
Semester V	
AECC-(EV-V)	01
Semester VI	
AECC-(EV-VI)	01

With reference to the letter no HE-NSS-PLAN-0008/2021, 52514/ HE, Dated 23.12.2021, the Higher Education Department, Govt of Odisha has been decided to start a non-academic programme in the college titled “JUBA SANSKAR” ଯୁବ ସଂସ୍କାର for the Under Graduation level from the academic year 2021-22.

COLLEGE EXAMINATIONS

College Examinations (For +2 1st Year Classes):-

In each academic session, there shall be a Half-Yearly as well as an Annual examination in theory for each subject. There shall be only Annual examination in practical for subjects having practical.

For +2 2nd Year:-

- In each academic session, there is Test Examination in theory and practical for each subject.

Eligibility for Promotion /Sent-Up:-

- A student has to appear at both the Half-Yearly and Annual examination in +2 classes and Mid Semester examinations for each Semester of +3 classes. He/She has to secure pass marks (30% in theory and 40% in practical) in each subject and should have the requisite percentage of attendance (75%) in order to be promoted to the next higher class or to be sent up to fill up forms to appear at the CHSE or University Examinations.
- However, a student with 60% of attendance in a subject will be promoted to the next higher class or sent up to fill up forms to appear at the CHSE / University Examination subject to production of medical certificate.
- A student found in possession of incriminating materials or adopting unfair means during the above examinations will be debarred from promotion to the next higher class. He/She will not be allowed to fill up the forms for appearing at the CHSE / University Examinations.

Council Examinations:- (+2)

- The CHSE conducts the Council Examination at the end of the completion of two academic sessions of a student and the

instant examination for those candidates who fail in only one subject, securing less than 30% of marks, but pass in the aggregate (securing 35% of the maximum marks.)

- A student passing in all subjects securing 60% of the marks and above in the aggregate is placed in the First Division. Accordingly, a student with 50% of marks and above but less than 60% in the aggregate is placed in the Second Division and less than 50% but securing 35% and above in the aggregate is placed in the Third Division.

With reference to the letter No.Acd-12/2016/6582, CHSE(O), BBSR, Dated 17/12/2021, the School and Mass Education (S&ME), Govt. of Odisha has been decided to adopt Quarter End Examinations for Class XI and XII. The Quarter End Examinations, maximum marks for each such examinations, time allotted for each examination etc. are detailed in table I and II below.

CLASS XII (Table-1)

Sl.No.	Assessment	Marks	Time/Duration
01.	1st Quarter End	Theory-20 Practical/project for subjects in which such component Exists)-10	Theory-45 minutes Practical/project-In the respective practical/project class
02.	2nd Quarter End	Theory-20 Practical/Project-10	Theory-45 minutes Practical/project-In the respective practical/project class
03.	3rd Quarter End	Theory-20 Practical/project-10	Theory-45 minutes Practical/project-In the respective practical/project class
04.	Annual H.S. Exam.	To be conducted by the CHSE	Theory - as per Syllabus Practical - as per Syllabus

CLASS XI (Table-2)

Sl.No.	Assessment	Marks	Time/Duration
01.	1st Quarter End	Theory-20 Practical/project for subjects in which such component Exists)-10	Theory-45 minutes Practical/project-In the respective practical/project class
02.	2nd Quarter End	Theory-20 Practical-10	Theory-45 minutes Practical/project-In the respective practical/project class
03.	3rd Quarter End	Theory-20 Practical/project-10	Theory-45 minutes Practical/project-In the respective practical/project class
04.	Year End	Theory- Full Mark as per Syllabus Practical-Full Mark as per syllabus	Theory - as per Syllabus Practical - as per Syllabus

University Examinations:- (+3)

- The University offers CBCS programme to its UG students spread over six semesters. A candidate admitted into UG Course is expected to complete the programme in 3 years. In each semester, a student shall be required to appear at one mid-semester and one end semester examination. The mid semester examination shall be conducted for 20% of marks in each of the honours and elective subjects and for the remaining 80% of marks; semester examination shall be conducted as per the programme to be notified by the Controller of Examinations. Mid-semester examination is conducted by the course teachers in respective departments.
- The University also conducts Back Improvement Examination for those students who fail or desire improvement either in theory or practical.

Regulation for Distinction for +3 (B.A. /B.Com. /B.Sc.), CBCS System from the Session 2016-2017

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

- The candidate securing 'C' Grade and above in Core papers (Hons.) in aggregate will be awarded Honours.
- For candidate in Honours Course securing 'B' Grade and above in aggregate in first appearance in other than Core papers will be awarded Distinction.
- For candidates in Pass (General) course securing 'B' Grade and above in aggregate in first appearance in all papers will be awarded Distinction.
- FAIL/MP/HARD CASE and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

**N.B.: For further details please visit Utkal University Website,
[www. UUeMS.ac.in](http://www.UUeMS.ac.in)**

MODEL SYLLABUS AS PREPARED BY DEPT. OF HIGHER EDUCATION, ODISHA

CBCS COURSES DESIGNED AS A COMMON SYLLABUS FOR ALL UNIVERSITIES OF ODISHA—2019-2020

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

1. Outlines of Choice Based Credit System(Arts / Science / Commerce stream)

**Core Course (14 papers) for Bachelors 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.

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

- Elective courses offered under the main discipline/subject of study are referred to as Discipline Specific Elective. The list provided under this category are suggestive in nature and each University has complete freedom to suggest additional papers under this category based on their expertise, specialization, requirements, scope and need.

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. Universities can offer two papers in two subjects as GE or four papers one subject.

Ability Enhancement Compulsory Courses (AECC):-

- Paper I: Environmental Science.
- Paper II: MIL Communication (English / Odia / Hindi / Sanskrit / Urdu / Telugu)

Skill Enhancement Courses (SEC):-

- These courses may be chosen from a pool of 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.

- An undergraduate degree with Honours in a discipline may be awarded if a student completes 14 core papers in that discipline, 2 Ability Enhancement Compulsory Courses (AECC), minimum 2 Skill Enhancement Courses (SEC), 4 papers from a list of Discipline Specific Elective and 4 papers from one discipline or 2 papers each in two disciplines other than his / her core discipline.

ELIGIBILITY:-

- Higher Secondary / +2 / Senior Secondary or any other equivalent examination passed from any Board / Council established by the Govt. of India or any State Govt. or any other equivalent examination recognized by Central Board of Secondary Education/ Council of Higher Secondary Education, Govt. of Odisha/ Dept of Higher Education / Dept. of Industry or any other Dept of Govt. of Odisha. Those joining B.Sc. Programme must have passed the above examination under the faculty of Science/ Technology / Engineering/ Pharmacy etc. There shall be no such restriction for joining BA/ B.Com stream.
- Students ordinarily may be selected for admission through merit in the qualifying examination.

DURATION:-

- Three years of six semesters. Odd semester (i.e. 1st, 3rd & 5th semester) is from 15th June to 30th November and the examination shall be held normally in the month of November. Even semester (i.e. 2nd, 4th & 6th semester) is from 1st December to 5th May and the examination shall be held normally in the month of April/May. However, the Final Semester shall be conducted in April and it is desirable that the result shall be published within 30 days and not beyond 45 days from the date of completion of the examination. A student would be required to complete the course within six academic years from the date of admission.

1. COMPULSORY REGISTRATION:-

- 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 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. Students will not be required to fill up any form for the University for Regular Papers. Examination Fee will be collected at the time of admission and Affiliated Colleges will be required to send the appearing students list along with the requisite fees to the university before the cutoff date for each semester. 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.
- 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 2/3/4/5/6 may appear in those papers in subsequent semester examination within 6 Years, from date of admission to that course. A student must clear backlog papers (failed) within 6 years starting from the year of admission batch.
- Back papers are to be permitted in consecutive semesters for the first attempt at clearing back paper. Subsequent attempts will be allowed in alternate semester (eg: A student failing in a paper of Sem. I, will be allowed to appear for the paper in Sem II. If he fails to clear this back paper in Sem II, he will get the next opportunity in Sem IV, Sem VI etc. only) to ensure earliest opportunity to the student and timely conduct of regular paper exams.

2. ATTENDANCE:-

1. A candidate shall be required to attend at least 75% of the lectures in theory and practical classes taken separately. (**Ref:- HED letter No 13559, Dt. 05/07/2019**).
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%.
5. This clause shall not be applicable for Distance Education.

3. DURATION OF THE EXAMINATIONS - MID SEMESTER & END SEMESTER:-

The Choice Based Credit System (CBCS) examination shall be implemented in Semester pattern. Exam timetable for the odd semester will be communicated by 20th June and even semester by 7th December. Each semester examination shall consist of a **Mid-Semester (Internal) Examination** and **End Semester examination**. Mid Semester examination shall be conducted only for theory papers. End Semester Examination in theory papers carrying full marks above 50(e.g. 60, 75, 80 etc) shall be of 3 hours duration and practical shall be of **3hours (for full marks carrying 25)**. On the other hand, theory papers carrying 50 marks or below shall be of 2 hours duration.

4. MID SEMESTER EXAMINATION

- 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.
- The Mid-Semester Examination shall be conducted and valued by the Teacher(s) who are teaching the corresponding paper or 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 the Mid-Semester Examination for improvement.
- The College has to conduct the Mid-Term Examination between September 15th to 30th October 15th -31st for 1st, 3rd, & 5th Semester and in between March 1st-15th for 2nd, 4th, & 6th Semester respectively and will feed the marks online under the University/College Examination management System within 15 days from the date of examination. In case of First Semester Mid-Term, marks shall be fed by 30th November.
- The College authority will preserve the Answer Script of the Mid-term examination for 06 months from the date of publication of result for future reference.
- The College authority at the valuation zones/University authority will preserve the Answer Script of the End-Term examination for 06 months from the date of publication of result for future reference.
- A student has to appear the Mid Term Examination. Absence in a Mid Term paper will be declared as failed in that Paper. A student who was absent in the Mid Term examination during both the chances but has passed at the University End Term examination shall be treated as failed in that Semester. Such candidates would be required to appear Mid- Semester Examinations in subsequent semester.

5. MARK DISTRIBUTION:-

A. Subjects Without Practical :

Mid Term	Term End	Total
20	80	100

B. Subjects With Practical :

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

6. POLICY ON DSE PAPERS:-

- DSE –4 for Honors students (6th Semester) will be a paper like the other three DSE papers. For students who have secured 60% in aggregate or above (or equivalent CGPA) in their first three semesters, colleges can exercise the option of offering a project to such students. Unless explicitly indicated in the respective subject curriculum, the recommended marking scheme will have about 60 % in the project report 40% in a Seminar cum Viva Voce). The Project paper will not have Mid-Sem. Examination and it will be evaluated by an Internal Examiner specified by the college.
- DSE Papers for Hons. Students may or may not have the Practical component as proposed by the respective Board of Studies. If there is no practical, tutorial classes are allotted as per the 5+1 formula.
- Individual faculties in colleges are to upload list of probable project topics under their guidance for a batch in the beginning of the fifth semester to facilitate the students. Evaluation of project shall be completed before the commencement of the 6th Semester End Term Examination.

With reference to the letter no. Ex-II/31811/2021, dated 12.11.2021, the Chairman of different Board of Studies (Utkal

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University) decided that DSE-I and DSE-II paper of Zoology/ Economics/Odia will be taught to the students in the Vth semester. The details of the above letter is given below.

Zoology

- DSE-Paper-I - Animal Behaviour & Chronobiology
or
Animal Biotechnology
DSE-Paper-II - Reproductive Biology
or
Immunology

Economics

- DSE-Paper-I - Economic History of India (1857-1947)
or
Public Economics
DSA-Paper-II - Introductory Econometrics
or
Odisha Economy

Odia

DSE- The Unit-V (Project Work) of all the papers is deleted as DSE-IV is the Project Paper. Questions will be prepared from Four Units as like other subjects.

7. GRADE SYSTEM IN EACH PAPER (MID +END SEM EXAM) 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
Failed	'F'	Below 40	0
Absent	'AB'	00	0
Malpractice	'M'	00	0

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		
Failed	'F'	Below 40	0		
Absent	'AB'	00	0		Fail
Malpractice	'M'	00	0		Fail
					MP

Regulation for Distinction for +3 (B.A./B.Com./B.Sc.) CBCS system from the session 2019-20.

- 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.
- For candidate in both Pass and Honours Courses securing 'B' Grade and above in aggregate in their first appearance will be awarded Distinction. However, students who could not appear at an examination due to their representing the University or State for 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.
- FAIL/MP/HARD CASE and Back Paper Clearance candidates in any Semester Examination are not eligible for award of Distinction.

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

SGPA - Semester Grade Point Average CGPA - Cumulative Grade Point Average

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

CREDIT POINT: (b) x (a) for each course item

CREDIT INDEX: $\sum$ CREDIT POINT of course items in each

Semester **GRADE POINT AVERAGE = CREDIT INDEX**

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

CUMULATIVE GRADE POINT AVERAGE (CGPA) = CREDIT INDEX of all previous Semesters up to the 6th Semester $\sum$ CREDIT

- Paper Type, Subject, Credit, Grade, and SGPA & CGPA in the last semester Result shall be reflected in the Grade Sheet.

The details of grading system shall be printed on the backside of University Mark-sheet.

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.

$$\text{Equivalent Percentage of Mark} = (\text{CGPA} - 0.50) \times 10$$

- **Illustration of Computation of SGPA and CGPA and Format for Transcripts B.A. / B.Sc. / B.Com. Honours Course**

SHISHU ANANTA MAHAVIDYALAYA

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
SEMESTER I					
C-1	06	A	8	48	
C-2	06	B+	7	42	
AECC-1	04	B	6	24	
GE-1	06	B	6	36	
Total	22			150	6.8 (150/22)
SEMESTER II					
C-3	06	B	6	36	
C-4	06	C	5	30	
AECC -2	04	B+	7	28	
GE-2	06	A+	9	54	
Total	22			148	6.73 (148/22)
SEMESTER III					
C-5	06	A+	9	54	
C-6	06	O	10	60	
C-7	06	A	8	48	
SEC-1	04	A	8	32	
GE-3	06	O	10	60	
Total	28			254	9.07 (254/28)
SEMESTER IV					
C-8	06	B	6	36	
C-9	06	A+	9	54	
C-10	06	B	6	36	
SEC-2	04	A+	9	36	
GE-4	06	A	8	48	
Total	28			210	7.5 (210/28)
SEMESTER V					
C-11	06	B	6	36	
C-12	06	B+	7	42	
DSE-1	06	O	10	60	
DSE-2	06	A	8	48	
Total	24			186	7.75 (186/24)
SEMESTER VI					
C-13	06	A+	9	54	
C-14	06	A	8	48	
DSE-3	06	B+	7	42	
DSE-4	06	A	8	48	
Total	24			192	8.0 (192/24)
CGPA					
Grand Total	148			1140	7.7 (1140/148)

Thus, **CGPA** = $(22 \times 6.8 + 22 \times 6.73 + 28 \times 9.07 + 28 \times 7.5 + 24 \times 7.75 + 24 \times 8.0) / 148 = 7.7$

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Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 22; SGPA:6.8	Credit: 22; SGPA:6.73	Credit: 28; SGPA: 9.07	Credit: 28; SGPA:7.5	Credit: 24; SGPA:7.75	Credit: 24; SGPA: 8.0

2. SC. PASS COURSE:-

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA(Credit Point/Credit)
SEMESTER I					
DSC-1A	06	B	6	36	
DSC-2A	06	B+	7	42	
DSC-3A	06	C	5	30	
AECC -1	04	B	6	24	
Total	22			132	6.0
SEMESTER II					
DSC-1B	06	B	6	36	
DSC-2B	06	B	6	36	
DSC-3B	06	C	5	30	
AECC-2	04	A+	9	36	
Total	22			138	6.27
SEMESTER III					
DSC-1C	06	A		48	
DSC-2C	06	A+	9	54	
DSC-3C	06	A	8	48	
SEC-1	04	A	8	32	
Total	22			182	8.27
SEMESTER IV					
DSC-1D	06	C	5	30	
DSC-2D	06	B	6	36	
DSC-3D	06	B+	7	42	
SEC-2	04	A+	9	36	
Total	22			144	6.54
SEMESTER V					
DSE-1A	06	B	6	36	
DSE-2A	06	A+	9	54	
DSE-3A	06	A	8	48	
SEC-3	04	B	6	24	
Total	22			162	
SEMESTER VI					
DSE-1B	06	B+	7	42	
DSE-2B	06	B	6	36	
DSE-3B	06	C	5	30	
SEC-4	04	C	5	20	
Total	22			128	5.82
CGPA					
Grand Total	132			886	6.71 (886/132)

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5	Semester 6
Credit: 22; SGPA: 6.0	Credit: 22; SGPA: 6.27	Credit: 22; SGPA: 8.27	Credit: 22; SGPA: 6.54	Credit: 22; SGPA: 7.36	Credit: 22; SGPA: 5.82

Thus, **CGPA** = $(22 \times 6.0 + 22 \times 6.27 + 22 \times 8.27 + 22 \times 6.54 + 22 \times 7.36 + 22 \times 5.82) / 132 = 6.71$

3. B.A. / B.COM. PASS COURSE:-

Course	Credit	Grade Letter	Grade Point	Credit Point (Credit X Grade)	SGPA (Credit Point / Credit)
SEMESTER I					
MIL-1	06	A	8	48	
DSC-1A	06	B	6	36	
DSC-2A	06	A	8	48	
AECC-1	04	B+	7	28	
Total	22			160	7.27
SEMESTER II					
MIL-II	06	A+	9	54	
DSC-1B	06	B+	7	42	
DSC-2B	06	B+	7	42	
AECC-2	04	B	6	24	
Total	22			162	7.36
SEMESTER III					
English -I	06	B	6	36	
DSC-1C	06	A	8	48	
DSC-2C	06	B	6	36	
SEC-1	04	A	8	32	
Total	22			152	6.91
SEMESTER IV					
English - II	06	B+	7	42	
DSC-1D	06	A+	9	54	
DSC-2D	06	A	8	48	
SEC-2	04	B	6	24	
Total	22			168	7.63
SEMESTER V					
SEC-3	04	A+	9	36	
DSE-1A	06	A	8	48	
DSE-2A	06	A+	9	54	
GE-1	06	A+	9	54	
Total	22			192	8.73

SEMESTER VI					
SEC-4	04	A+	9	36	
DSE-2A	06	B	6	36	
DSE-2B	06	A	8	48	
GE-2	06	A	8	48	
Total	22			168	7.63
CGPA					
Grand Total	132			1002	7.59(1002/132)

Thus, **CGPA** = $(22 \times 7.27 + 22 \times 7.36 + 22 \times 6.91 + 22 \times 7.63 + 22 \times 8.73 + 22 \times 7.63) / 132 = 7.59$

TRANSCRIPT (FORMAT):-

- Based on the above recommendations on Letter grades, grade points and SGPA and CGPA, the HEIs may issue the transcript for each semester and a consolidated transcript indicating the performance in all semesters.

1. REPEAT EXAMINATION:-

- A student has to clear back paper(s) (if failed) by appearing at subsequent /alternate semester examinations within **six years** from the year/session of admission. (refer Clause 3)
- A student may appear in improvement (having passed in that paper) in any number of papers **ONLYONCE** in the next semester examination.

2. CREDIT/GRACE/HARD CASE RULE:-

CREDIT

- On the basis of complaints received from the examinees/ subject teachers, the Board of Conducting Examiners (BCE) prior to evaluation may recommend for award of Credit on specific question, if they are convinced the question is either out of course or wrong. This credit has to be extended to all examinees on the said question excepting to the examinees who have submitted a blank answer book.

GRACE

- Before publication of results the BCE may recommend for award of Grace Mark in a particular paper if they are convinced that the general performance of candidates in that paper is poor and deserves special consideration. While suggesting grace mark the BCE must take the performance of the examinees in the said paper for the last three respective examinations. The Controller of Examinations has to submit the previous results for three years before the BCE for consideration. The recommendation of BCE has to be placed before the Vice-Chancellor for consideration and approval.

HARD CASE RULE

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

(* maximum 8 mark out of total 400 and 10 mark out of 500 per Semester)

- Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'B' Grade in 6th semester in aggregate. This is applicable provided the candidate has not availed grace mark under Clause-11.1.
- Maximum 0.5 (point five percent) grace mark (2 marks) can be given for award of 'B+' Grade in 6th semester in aggregate. This is applicable provided the candidate has not availed grace mark under Clause-11.1.

3. EXAMINATION QUESTION PATTERN:-

The duration of end semester examination is as reflected in Clause No.5 above.

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- For subject other than language courses and without having practical, full marks are
- 100 per paper out of which 20 marks are allotted for Mid-Semester Examination (Internal) and 80 marks are for end semester examination.
- The question papers shall be divided into four parts
- **Part I** will carry 20 one mark questions in the form of fill in the blanks and one word answer. (20 marks)
- **Part II** will carry 10 two mark questions of which 8 have to be answered. The answer should be within two to three sentences maximum (16 marks (8*2))
- **Part III** will carry 10 three mark questions of which 8 have to be answered. The answer should be within 75 words maximum (24 marks (8*3))
- **Part IV** will 2 ten mark questions of EITHER OR format. The EITHER OR in question can be from same or different units of the paper. The answer should be within 500 words maximum (20 marks (2*10))
- For subjects other than languages subjects and with practical full marks are 100 per paper out of which 15 marks is allotted for mid- Semester Examination, 60 marks is for End Semester Examination and 25 marks are for practical.
- The question papers shall be divided into four parts
- Part I will carry 12 one mark questions in the form of fill in the blanks and one word answer. (12 marks)
- Part II will carry 10 one point five mark questions of which 8 have to be answered. The answer should be within two to three sentences maximum (12 marks (8*1.5))

- Part III will carry 10 two point five mark questions of which 8 have to be answered. The answer should be within 75 words maximum (20 marks (8*2.5))
- Part IV will eight mark questions of EITHER OR format. The EITHER OR in question can be from same or different units of the paper. The answer should be within 500 words maximum (20 marks (2*10))
- Practical will carry 25 marks out of which 05 will be for records.
- For Language courses like Odia, Hindi, Sanskrit, English, the question pattern and marking scheme will be as given in the curriculum.

11. MINIMUM PERCENTAGE AND MARKS TO BE OBTAINED FOR PASS:-

Paper Without Practical :

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

- Term End (University Examinations) Total Mark: 80, 30% out of 80 (i.e. 24 mark)
- Total Mark: 100 (40% out of 100)
- No Pass mark for Mid Te-rm Exam. A student has to appear the Mid Term Exam. Securing 'ABS' in both the chances in Mid Term exam student declares fail in that paper, though he/she secures pass mark in theory paper.

Paper With Practical :

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

- Term End (University Examinations) Total Mark: 60, 30% out of Total Mark (i.e. 18 mark)
- Minimum pass mark for practical paper is 40%.
- Total Mark: 100 (40% out of 100)
- No Pass mark for Mid Term Exam. A student has to appear the Mid Term Exam. Securing 'ABS' in both the chances in Mid Term exam student declares fail in that paper, though he/she secures pass mark in theory paper.

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

1. EVALUATION RESPONSIBILITY:

SCHEME OF VALUATION

- Scheme of valuation has to be prepared by subject experts preferably members of Board of Conducting Examiner for every paper and has to be supplied to the valuation zones by the Controller of Examination before evaluation.

RESPONSIBILITY:-

- The corresponding Examiners are solely responsible for evaluation of Mid-Term, Practical and End-Term Examinations. He/She is also responsible for maintaining all records to justify his/her evaluation scheme and marks thereof.
- Neither the Principal nor the Management shall have the right to change the Mid-Term marks assigned by a teacher. However, if the Principal is convinced that the Mid-Term mark assigned by a teacher is biased, he/she shall appoint a committee where the teacher concerned will be a member for review. The decision of the committee shall be final and binding. The decision with the revised marks shall be sent to the University for Necessary Action.

2. DISCIPLINARY ACTION (UNFAIR MEANS IN EXAMINATIONS):-

- A student adopting malpractice and/or showing any indiscipline behavior, violating code of conduct (Which includes: Use of programmable calculators, mobile phones/ smart watch (even in switch off mode), document or any electronic devices having memory chips, leaving the Examination Hall within the first hour from the commencement of the examination, talking to other examinees in the Examination Hall, trying to give any help to others or trying to seek any help from others inside or outside the Examination Hall, using question papers and/or answer scripts for communicating with fellow examinee, exchange of question papers and answer scripts with other examinees/ outsiders, writing answers in question papers, writing obscene or filthy languages in answer scripts, taking away the answer scripts or any examination materials/papers to the outside of the examination hall without intimation/permission from the concerned authority of the examination etc.)
- 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 a First Offense.
- For repeated offense as described above in subsequent semesters 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.
- 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 (including FIR to police) would be initiated by the University/ college.

3. RE-TOTALLING/RE-CHECKING AT UN-EVALUATED PORTION:-

- A Student may apply through his/her college for Re-totalling/ 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 Xerox copy of answer scripts and information regarding re- addition of marks will be intimated to the candidate within 45 days.

- There will be no re-evaluation processes of the answer scripts. 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 B.C.E. and one subject expert for assessment provided the difference in marks claimed is more than 10% of total marks for consideration. If the new mark awarded by the high level committee is more than 5% of the total mark, the new mark is to be accepted. The recommendation of high level committee will be accepted under approval of the examination committee/Vice-Chancellor.

4. GRADE SHEET:-

- At the end of 6 (six) Semester, a Grade sheet shall be made available to each student as per Clause 8.1. However, if a student requires additional copies, he/she should apply through the college with prescribed fees. Provisional Grade sheets for each semester will be sent to the Colleges through online mechanism. The final Grade sheets for each semester along with provisional certificate will be provided by the University at the end of the course i.e. after 6th Semester Examination.

5. PRINCIPLES FOR AWARD OF MEDALS:-

- The University shall award University Rank after taking in to account the aggregate (including all subjects i.e. (core, DSE, AECC, SECC, GE) score of toppers in each Bachelor Honours subject. Amongst all the Affiliated Colleges. The University shall preserve the script of the final semester for all the toppers for nine months. Among these, whoever secures the highest Mark in aggregate shall be declared best Graduate under a stream (BA Hons. /B.Sc. Hons. /B.Com. Hons etc.)
- Student transferred after 1st semester examination cannot be given position or medal under autonomous colleges. Students who have been granted credit waiver under credit transfer system can't be awarded Gold medal or position.

Eligibility for Award of Degree:-

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

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

Criteria for Award of Gold Medals:-

- The best graduate / university gold medal winner will be selected based on the highest Cumulative Grade Point Average secured by the graduate passing out in the academic year.
- For award of gold medal more than one candidates may be declared Joint Winner if they have same CGPA.
- Student appearing for Back/Improvement/Reappear Examination shall not be considered for award of Gold Medal. This will not be applicable to the exemption given to students missing examination due to participation in National/ International events by officially representing the State or the country.
- Student get hard case in any semester examination shall not be considered for award of Gold Medal.

6. RE-ADDITION OF MARKS AND PHOTO COPY OF ANSWER SCRIPTS:-

- A candidate desiring for re-addition of marks/photo copy of answer scripts may apply for the same in the prescribed application form available in the college concerned depositing Rs.50/- (Rupees fifty) only for re-addition of marks per paper and Rs.300/- (Rupees three hundred) only for photo copies of answer scripts per paper within 15 days from the date of publication of the result. Here publication means the date on which the result of the particular candidate has actually been published.
- All the Principals of the college are to provide prescribed application form of the University to the students of their college concerned downloading from the website of different Universities on payment of Rs.50/- for re-addition of marks per paper and Rs.300/- for photo copies of answer scripts per paper within 15 days from the date of publication of the result and accept the same application forms from the students. After completion of 15 days from the date of publication of the result, a list of students mentioning Sl. No./Roll No./Subject-Paper/

Name of the valuation zone for re- addition/rechecking of marks and photo copies of answer scripts to be prepared valuation zone wise and the same list to be send to the concerned Confidential Section of the University along with a cheque of amount rupees received from the student in favor of the Comptroller of Finance of the concerned University within five days from the last date of receiving of application.

- All the Zone Supervisors of the concerned valuation zone centre colleges are requested to keep all the valued answer scripts of their zone for four months with them from the date of publication of the result concerned and accept all the prescribed application forms for supply of photo copies/re- addition of marks from the concerned section of the University. They must supply of photo copies/re- addition of marks and reply verifying the valued answer scripts by the Senior Most faculties of their Colleges to concerned confidential section of the University for Compliance to the Principal of the concerned college within two months after the receipt of application from the University.
- All the Zone Supervisors will be provided 60% of amount as advance received from the students. Any discrepancies detected during the re-addition of marks are to be brought to the notice of the Controller of Examinations for revision of marks at University level. After completion of four months from the date of publication of the result all the valued answer scripts/list of application form for re-addition of marks/photo copies of answer scripts/bills vouchers thereof/balance amount to be submitted to the University (Balance amount to be deposited as Bank Draft in favour of the Comptroller of Finance, of the Universities or transferred to his account with receipt).No student shall be entertained for any enquiry pertaining to the above process at the University level.
- Any contingency arising out the Regulation or not covered under above Regulation shall be referred to the Controller of Examinations and decision shall be taken under approval of the Vice- Chancellor.

N.B.: Syllabus may be obtained from the website of Higher Education Dept. and Utkal University Website.



COLLEGE RULES AND DISCIPLINE:-

COLLEGE RULES:-

- The academic session of the college spans from 1st June to 31st May.
- Before a student is admitted to the college he/she or His/her guardian will have to sign an undertaking in the proper form to the effect that the student will abide by the rules of the college.
- Each student must register in the college office the address at which He /She lives. Any change in the address must be intimated to the office in writing.
- Each student must keep with Him /Her Identity Card which is to be produced whenever the Principal or any member of the staff wants it for verification. The Identity Card shall be surrendered in the college office as and when the Principal so desires. No duplicate identity card can ordinarily be issued.
- Ordinarily, Admission is allowed on the ground of merit and conduct of a student. Admission into the College cannot be claimed as a matter of right.
- Students should not ordinarily enter into the college office, staff common room or Principal's Room without prior permission.

INTERVIEW HOURS:-

- On any urgent and essential matter, a student can meet the Principal or other officers on his behalf only during the prescribed hours of interview & it is from 12 P.M. to 1 P.M. Students are prohibited to enter into the College Office, Staff Common Room and Principal's Office without permission.

NOTICE:-

- All office orders, decisions and instructions are given on the college notice boards. Every student is expected to go through the notices to be aware of information. Ignorance of any sort, due to negligence or otherwise, on the part of a student shall not be accepted as an excuse.
- If clarification or implication of any information given on the notice board is desired, students may contact the Head Clerk or the dealing assistant for the purpose.
- Every student should go through the College calendar, prospectus, and syllabus in his/her own interest.
- Cycles must be padlocked and be kept in the cycle stand. There is no watchman for the cycle stand. Hence in case of theft, the student is to lodge F.I.R. to the Police Station. The practice of keeping cycles by the students on the college verandah is strictly prohibited.

PAYMENT OF FEES AND FINES:-

- Students are advised to pay their dues relating to admission, college tuition, examination, hostel etc, regularly as per the notice issued from time to time failing which names of the defaulters will be struck off from the college roll. Exemption from default fine or readmission fee cannot be claimed by students.
- Students are advised to apply in the prescribed form obtainable from the college office by depositing the required fee at the counter three days before the certificate is wanted.
- Fees are received in the Collection counter of the College on the days fixed for collection in each month. Students shall tender the exact amount of the dues and should stand in a queue while waiting near the collection counter for depositing their fees.

- Readmission is mandatory for both +2 and +3 students.

DISCIPLINE:-

- All the students must come to the college in proper dress code with Identity Card.
- Students are forbidden to loiter on the college corridor when classes are on.
- Students not connected with lecture should not assemble in the vicinity of the Lecture hall and make any noise.
- Misbehavior of students at any time with the students, teachers, employees, and visitors to the campus will be severely dealt with.
- Students found eve-teasing shall be severely dealt with and run the 'risk of being expelled.
- In no circumstances teaching is interrupted by any student in the class. Students are warned against tampering with electrical, fans, water taps, laboratory fittings, apparatus, furniture, library books, catalogues etc.
- They should not spit on the walls, floors, pillars or doors of the college. Scribbling, pasting placards, posters or otherwise disfiguring college walls or notice boards is strictly prohibited.
- Affixing of Notices on the College Notice Board/walls without the permission of the Principal is a serious offense.
- In case of any damage to the college property, the cost of the property along with fine shall be realized from the student concerned. Ragging among in any form is strictly prohibited and is punishable under law.
- Any breach of discipline may be punished by a fine/expulsion/detention or weeding out as is deemed proper.

- Reports regarding the undesirable activities of the students may be sent to the Parents/Guardians from time to time for their information.
- Ragging is strictly prohibited. To prevent ragging there is Anti-Ragging Committee and Anti Ragging squad separately for boys and girls students in the institution. If any incidence it ragging comes to the notice of the authority, the perpetrator of ragging shall be given liberty to explain and if his/her explanation is not found satisfactory, the authority would expel him/her from the institution.

SELF DEFENCE:-

- In accordance with the instruction of Govt. of Odisha, Our College provides self-defense training to Girls students & helps them learn to protect themselves from difficult situations. Our College also makes them conscious about the policies and programmes of the Govt. for the protection & promotion of the rights of women.

COLLEGE UNIFORM:-

- Wearing College uniform is mandatory for the students.
- Uniform for +2 –boys, Full Pant - Black Colour Full Shirt - Cross Check with White Background.
- Uniform for Girls - Salwar & Chuni - Black Colour Kameez - Cross Check with White Background.
- Uniform for +3 –boys, Full Pant - Faded black Colour Full Shirt - Violet & Light reddish with small square print.
- Uniform for Girls - Salwar & Chuni - Black colour Kameez - violet & light reddish with small square print.



SCHOLARSHIP AND FINANCIAL AID

The following scholarships and financial assistance are available for the students studying in this College.

- **National Scholarship:-**

This scheme is sponsored by Govt. of India & administered by the Director, Higher Education, Odisha. Scholarships are awarded on the result of Annual H.S.C. and Annual C.H.S.E. Examinations every year to the top meritorious candidates securing 60% or above marks.

- **National Scholarship for Children of Primary & Secondary School Teachers:-**

This scheme is sponsored by the Government of India and administered by the Director, Higher Education, Odisha. This Scholarship is awarded to the children of school teachers securing 60% or above marks in the Annual H.S.C. Examination or C.H.S.E. Examination in order of merit.

- **Junior College Merit Scholarship:-**

This is awarded to +2 students on the basis of District wise ranking made by the Board of Secondary Education, Odisha. Application forms for both National Scholarship and Junior Merit Scholarship are sent by the Board to the deserving students who should submit them in the College.

- **Senior College Merit Scholarship:-**

This is awarded to students of Degree Classes on the basis of overall ranking in the State and is determined by the computerized merit list of C.H.S.E., Odisha on the result of the Annual H.S. Examinations. The applications forms are sent by the Council to concerned students who should submit them in the College.

- **Post-Matric Scholarship for SC/ST Students:-**

Stipends under this scholarship are given to the SC and ST students from the T.R.W. Department, Government of Odisha. Students belonging to these categories can log on "**PRERANA**" to download the application forms and information details to apply online for such scholarships.

- **National scholarships to Minority and Meritorious Students:-**

The Government of India provides National scholarships to Minority and Meritorious Higher Secondary and Degree students.

For this purpose, the government has launched a **National Scholarship Portal**. Through the National scholarship portal, the students can apply for various scholarship schemes offered by the central and state government.

1. Central Sector Scholarship for Meritorious students (60% above)
2. Minority Scholarship
3. Physically Handicapped (PH) Scholarship
 - Details are available in the scholarship portal:- nsp.gov.in <https://scholarships.gov.in>
- **Odisha State Scholarship Portal for Higher Secondary and Degree students:-**
 1. **Banishree Scholarship for Physically Handicapped (PH) Students:-**

Scholarship for Physically Handicapped (PH) Students is provided by the Social Welfare Department of the State Government.
 2. **Medhabruti for Meritorious students (60% above)**
 3. **Odia Bhasa Bruti Scholarship for +3 Ist year Odia (Hons.) students**
 - Details are available in the scholarship portal:
 - <http://www.scholarship.odisha.gov.in>
- **National Talent Scholarship:-**

It is awarded on the basis of a competitive examination.
- **National Loan Scholarship:-**

Students securing 50% in their qualifying examinations may apply for this scholarship provided their parents annual income does not exceed Rs. 25.000/-
- **Scholarship for Orthopedically Handicapped Students:-**

It is awarded to the lame, deaf or orthopedically handicapped students whose age should be 17 to 30 years. The candidates must have secure at least 40% marks in Higher Secondary Certificate Examinations.
- **Anirudha Mishra Memorial Award for +3 Students:-**

Dr. Anirudha Mishra Memorial Award was instituted in the year 2011 on behalf of the family members of Late Dr. Anirudha Mishra, Ex-Dean, OUAT and Ex-Governing Body Member, Shishu Ananta Mahavidyalaya, Balipatna. He belongs to Jagannathpur

village of Baliana Block, Dist.-Khordha. The award is meant for motivating and inspiring the degree students to excel in their academic pursuits.

The family members of Late Dr. Anirudha Mishra have contributed Rs. 100000/- (Rupees One Lakh) only, as fixed deposit for the purpose and the interest accrued there on shall be utilized for giving three cash prizes of equal amount to the Graduate Toppers in Arts, Science and Commerce stream every year, along with a Running Shield.

- **Prit Pravas Paikaray Memorial Award:-**

Prit Pravas Paikaray Memorial Award was instituted in the year 2021 on behalf Sri Pratap Chandra Paikaray, father of late Prit Pravas Paikaray, a student on Botany (Hons), pass out batch 2021. He expired on 01.11.21, in a road accident near Khordha Bypass Road. The award is meant for motivating and inspiring the topper students in different subjects of Science stream (Degree Wing) to excel in their academic pursuits.

The family members of late Prit Pravas Paikaray have contributed Rs.50,000/- only, as fixed deposit for the purpose and interest accrued there of shall be utilised for giving cash prizes, a memento and a certificate to the toppers of each departments of Science Stream in every academic session.

- **Dr. Natabara Samantaray - Gangabai Bhola Samantaray Memorial Award:-**

Dr. Natabara Samantaray - Gangabai Bhola Samantaray Memorial Award was instituted in the year 2021 on behalf of the family members of late Dr. Natabara Samantaray & G.B.B. Samantaray. Prof. Dr. Natabara Samantaray was an eminent figure in the field of Odia literature, who had authored 25 books, out of which "Odia Sahitya Ra Itihasa, 1803-1920" is a landmark. The award is meant for motivating and inspiring the Odia(Hons) students of Degree Wing to excel in their academic pursuits.

Daughter of late Dr. Samantaray & G.B.B. Samantaray have contributed Rs.50,000/- only as fixed deposit for the purpose and the interest accrued there of shall be utilised for giving cash prize, a memento and a certificate of merit to two Odia(Hons) toppers

(Regular Mode) in the University examination of the Degree Wing every year.

- **Sarat Kumari - Raghunath Mohanty Memorial Award:-**

Sarat Kumari - Raghunath Mohanty Memorial Award was instituted in the year 2021 on behalf of the family members of Late Sarat Kumari and Raghunath Mohanty. The Award has been sponsored by their loving son Sri Radhakanta Mohanty, Retd. Reader in Philosophy of this college. The award is meant for motivating and inspiring the Higher Secondary and Degree students to excel in their academic pursuits.

The Family members of Late Sarat Kumari & Raghunath Mohanty have contributed Rs.50,000/- only as fixed deposit for the purpose and the interest accrued there shall be utilised for giving cash prize, a memento and a certificate of merit to two students i.e. one securing highest mark (CGPA) in Philosophy(H) of the college in the University examination of the Degree Wing and the other student securing highest marks in Logic at the Higher Secondary level every year.

- **Antaryami Sahoo Memorial Award:-**

Antaryami Sahoo Memorial Award was instituted in the year 2021 on behalf of the family members of late Antaryami Sahoo. Sri Antaryami Sahoo was a Faculty member of Department of Political Science in this college and was a leader in NSS, Rovers and Rangers and YRC activities. The award is meant for motivating and inspiring the volunteers of YRC and NSS wing dedicated for social service for the society.

Mrs. Anusuya Sahoo, wife of late Antaryami Sahoo has contributed Rs.50,000/- only as fixed deposit for the purpose and the interest accrued there of shall be utilised for giving cash prize, a memento and a certificate of merit to the best Volunteers of YRC & NSS Wing.

- **Tapas Ranjan Ray Memorial Award:-**

Tapas Ranjan Ray Memorial Award was instituted in the year 2021 on behalf of Mrs. Meena Kumari Khatei, wife of late Tapas Ranjan Ray. Sri Tapas Ranjan Ray was demonstrator in the

Department of Botany of this college. The award is meant for motivating and inspiring the students of Arts, Science and Commerce stream of the Higher Secondary wing to excel in their academic pursuits.

Mrs. Meena Kumari Khatei has contributed Rs.50,000/- only as fixed deposit for the purpose and the interest accrued there shall be utilised for giving cash prize, a memento and a certificate of merit to the toppers of Arts, Science and Commerce stream of the Higher Secondary Wing.

● **Social Service Guild:- SSG/SAF**

The aims and objectives of the Guild are:-

- To grant stipend to the needy and deserving students of the College.
- To arrange lectures by eminent persons for the benefit of the student community.

Finance:-

- Each student of the College contributes yearly subscription of Rupees ten towards Guild Fund.

Composition and Function of the Executive Committee :-

There is an Executive Committee consisting of the following members

- President – Principal(Ex-officio)
- Vice President – Nominated by the Principal from among the members of the staff.
- One Secretary and one Asst. Secretary to be elected by the students and members of the Staff.
- The Principal as President controls the Fund.
- To convene General and Executive Committee Meetings of the Social Service Guild.
- To record the proceedings of all the meetings.
- To organize student volunteers to raise funds for improving the financial position of the Guild.
- To work throughout with a view to realising the aims and objective of the Guild as laid down in the Rule above.
- To ensure that the poor and deserving students of the College receive help from this Guild.
- The Principal shall be the final authority in all matters relating to the Guild

THE COLLEGE LIBRARY:-

RULES FOR THE COLLEGE LIBRARY:-

SECTION - I

General Information:-

- The College Library was established in 1978. It has a huge collection of books 16,540 and 2250 Journals, reference books, which cater to the growing academic needs of students.
- It also has a spacious reading room comprising research journals, magazines, newspapers and reference texts to fulfill the intellectual pursuit of the students and faculty.
- The library remains open from 9 A.M. to 5 P.M. on all working days.

Membership:-

- The staff and students of the college are entitled to be the members of the library.
- Any other person, specially permitted by the Principal, may use the library.

Collection of Membership Card:-

- Students can collect their Membership Card and Library-cum-Identity Card from the library.
- Membership Cards are not transferrable as they are tokens of privilege allowed only to the members to whom they are issued. Sub-lending of books is a misuse of this privilege and is therefore, not permissible.
- A sum of Rs. 50/- will be charged for the loss of the library-cum-identity card. The new card will be issued if the Principal is satisfied with the causes of loss.

SECTION – II:-

- No books shall be taken out of the library without the knowledge of the librarian and until it has been properly

entered in the Loan Register and the entry attested by the borrowers.

- The entry will be marked in the library card at the time of issue and return. Users can use the books of the reserved section in the reading room only.
- These books will be issued on slips and the slips will be attached to the membership card of the user. The issue of each book should be properly checked at the exit gate.
- Each borrower must examine the condition of the books before they are issued, otherwise in case of mutilation discovered later, the presumption will be against the borrower.
- Books shall be returned within the period allowed to a borrower. A borrower will have to pay a fine of Rs. 0.20 paisa per book for each day of delay in returning books.
- All books belonging to the library and in possession of borrowers shall be returned to the library before the college closes for a long vacation, on or before the date notified for the purpose.
- Books taken out of the library must be returned to the Librarian or the Assistant in Charge and to nobody else.
- No marginal or other notes or markings shall be made in the library books, nor shall any picture or page be removed or torn or otherwise disfigured. In such cases the borrower may be asked to replace the book damaged by him or her.
- The Librarian will report to the Principal the names of persons responsible for improper use of the library books.
- The book issued to the college teacher shall be returned by the person concerned within thirty days from the date of issue (or the following working day if the due date falls on holidays).

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- Any staff member desirous of taking books of other department, require to take the prior permission of concerned H.O.D. and must returned it within stipulated time.

Classes of Borrowers	No. of Books Time Permitted	
Members of the teaching staff	05	30 days
Lab. Asst., Librarian, PET/Store Keeper	3	30 days
Lab. & Library Attendant/Book Binder, Other Staff	2	30 days
Students [+2 Arts & Science & Com.]	2	15 days
Students [+3 Arts & Science & Com.]	2	15 days
Honours Students	2	15 days

SECTION - III

- Disciplinary action would be taken in case of those students who do not return the library books within the time allowed. In no case, a book can be retained for more than one month and the librarian should inform the matter to the Principal for necessary action.
- In case the library book issued is lost by the person concerned, the recovery shall be made at the rate of ten times of the cost of the book. (Vide Govt. letter No. 62415 (91)/HE of 9.10.2001)
- For use in the Reading Room, ordinarily one book or journal may be issued at a time to every student on the submission of a requisition slip. The librarian may issue more than one book if she thinks it is necessary. All such books and journals must be returned to the librarian 15 minutes before the college closes for the day.
- No student should enter the library room.
- No one should enter the library room with personal books.
- Perfect silence must be maintained inside the library, the reading room and the counter.

The borrower of the book will be held responsible for any damage or distortion of the book. In case the book is lost the borrower may either be asked to replace the book or pay the price of the book with or without penalty as the authorities deem fit.

RULES OF COLLEGE ELECTION:-

The following guidelines shall be strictly followed during the period of election right from issue of notice to oath taking ceremony.

- There will be complete disassociation of student's election and student representations from political parties.
- During the period of election no person who is not a student on the rolls of the college, shall be permitted to take part in the election process in any capacity.

ELIGIBILITY CRITERIA FOR CANDIDATES:-

- The students between the ages of 17 and 22 may contest in the election. (Self attested Xerox copy of HSC certificate showing date of birth must be attached with the nomination form).
- The candidate should in no event have any academic arrears in the years of contesting the elections. He should have cleared all his/her back papers in the last examination in the college before filling the nomination.
- The candidate should have attained the minimum percentage of attendance as prescribed by the university or 75% of attendance whichever is higher.
- The candidate shall have one opportunity to contest for the post of office bearer and two opportunities to contest for the post of an Executive Member.
- The candidate should not have a previous criminal record, that is to say, she should not have been tried and/or convicted of any criminal offence or misdemeanor. The candidate shall also not have been subject to any disciplinary action by the University authority. Undertaking regarding "**No Criminal Case**" against him/her must be given by the candidate along with the nomination form in the prescribed format supplied by the college authority.

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- The candidate must be a regular, full time student of the college and should not be a distance/ proximate education student.

ELECTION-RELATED EXPENDITURE AND FINANCIAL ACCOUNTABILITY:-

- The maximum permitted expenditure per candidate shall be Rs. 5, 000 /- (Rupees Five Thousand only). Within two weeks of the declaration of the election result, each candidate shall submit complete and self certified account to the college authority. Failing which, the election of the candidate will be nullified.
- Within the view to prevent the inflow of funds from political parties into the student's election process, the candidates are specially barred from utilizing funds from any other sources than voluntary contribution from the student body.
- The +3 3rd year and +3 2nd year students (all streams) can contest for the post of President, Student's Union and General Secretary Student's Union. The +3 1st year student's (all streams) can contest for the post of Vice-President, Student's Union and Assistant General Secretary, Student's Union.

CODE OF CONDUCT FOR CANDIDATES AND ELECTION ADMINISTRATORS:-

- No candidates shall indulge in, nor shall abet, any activity, which may aggravates existing difference or create mutual hatred or cause tension between different cast and communities, religion or linguistic or between any group (s) of students.
- Criticism of other candidates, when made, shall be confined to their policies and programmers, past record and work. Candidates shall refrain from criticism of all aspects of private life, not connected with the public activities of the other candidates. Criticism of other candidates or their supporters based on unverified allegations or distortion shall be avoided.
- There shall be no appeal to caste or communal feelings for securing votes. Places of worship, within or without the campus shall not be used for election propaganda.

- All candidates shall be prohibited from indulging or abetting all activities which are considered to be “corrupt practices” and offences, such as bribing of voters, intimidation of voters, impersonation of voters, canvassing or the use of propaganda within 100 meters of polling station, holding public meetings during the period of 24 hours ending with the hour fixed for the close of the poll and the transport and conveyance of voters to and from the polling station.
- No candidate shall be permitted to make use of printed posters, printed pamphlets or any other printed materials for the purpose of canvassing. Candidates may only utilize handmade posters procured within the expenditure limit set out herein above.
- Candidates may only utilize handmade posters at certain places in the campus which shall be notified in advance by the election commission.
- No candidates shall be permitted to carryout processions or public meetings or in any way canvass or distribute propaganda outside the college campus.
- No candidates shall, nor shall his/ her supporters, deface or cause any destruction to any property of the college campus for any purpose whatsoever, without the prior written permission of the college authorities. All candidates shall be held jointly and severally liable for any destruction/ defacing of any college property.
- During the election period the candidates may hold processions and public meetings provided that such procession and/ or public meeting do not in any manner, disturb the classes and other academic and co-curricular activities of the college. Further, such procession/ public meeting may not be held without the prior written permission of the college authority.
- The use of loudspeakers, vehicles and animal for the purpose of canvassing shall be prohibited.

On the day of polling, student organization and candidates shall—

- Co-operate with the officers on election duty to ensure peaceful and orderly polling and complete freedom to the voters to exercise their franchise without being subjected to any annoyance or obstruction.
- Not serve or distribute any eatables, or other solid and liquid consumables, except water on polling day.
- Not hand out any propaganda on the polling day
- Excepting the voters no one without a valid pass/ letters of authority from the election commissions or from the college authorities shall enter the polling booths
- The election commission/ college authorities shall appoint impartial observers. If the candidates have any specific complaints or problems regarding the conduct of the elections they may bring the same to the notice of observer(s). Observers shall also be appointed to oversee the process of nomination of students in institutions that are following the nominations model of student representation.
- All candidates shall be jointly responsible for ensuring the clearing up of the polling area within 48 hours of the conclusion of polling.
- Any contravention of any of the above recommendation may make the candidates liable to be stripped of his candidature, or his elected post, as the case may be. The election commission/ college authorities may also take appropriate disciplinary action against such a violator.
- In addition to the above mentioned code of conduct, certain provisions of the Indian penal code, 1860 (sections 153- A and Chapters-IX-A 'Offences Relating to Election') may also be applicable to the students' elections.

STUDENTS ASSOCIATIONS AND SOCIETIES: -

The College has the following Societies, Associations, Union and Clubs which provide scope for activities of the students. These are run by the students under the supervision of the members of the staff. The Principal is the final authority of all the societies, clubs, associations and union and has the power to suspend a society/ club/ association / union at his discretion. The Principal is also the absolute authority to amend the rules, regulations, and statutes as per which a Club/ Association/ Union / Society of the students functions in the college.

However, the election will be conducted strictly as per the guidelines of Ling-Do Commission report provided by the Government every year for the conduct of election in colleges of Odisha.

The Students' Union, The Dramatic Society, The Athletic Association, Higher, The Day Scholar's Association and The Social Service Guild.

THE STUDENTS' UNION:-

Functions of the Union:-

The Students' Union is the only authorized representative body of the students in the college. Its functions are

- To organize discussion on general, cultural, academic, national and international problems.
- To organize various competitions among the students.
- To invite eminent persons to address the members of the staff and students.
- To take up such other activities as are proposed and accepted by the union and approved by the Principal.

Membership of the Union:-

Only the bonfide Degree students of the college are the member of the Union. They are eligible to take part in the election process of the students union and other allied societies / clubs. However, the boarders of the hostels can neither contest nor can cast their votes for any office of the Day Scholars' Association.

Executive Committee of the Students Union :-

There shall be an Executive Committee of the students Union consisting of the following –

- The President.
- The Vice President
- The General Secretary
- The Assistant General Secretary and
- A Class representative to be elected from each class. of Arts, Science and Commerce separately.

Function of the Executive Committee of Students Union:-

The function of the Executive Committee shall be

- To draw the programmes of the Union activities for the session.
- To adopt the union budget for the session and
- To undertake such other activities as are consistent with the objective of the Union and are endorsed by the Principal.
- An ordinary meeting of the Executive Committee may be called by the Secretary in consultation with the Advisor. Notice of such meeting with date, time, place and agenda shall be given to members at least 48 hours prior to the meeting.
- An extra ordinary meeting of the Executive Committee can be convened by the President in the absence of the Secretary with the consent of the Principal.
- An extra ordinary meeting of the Executive Committee can be convened at any time by the Principal.
- A meeting of the Executive Committee shall be presided over by the President or in her absence by the Vice- President or in the absence of both by the General Secretary.

- No meeting of the Executive Committee can be conducted without quorum.
- The minutes of the meeting shall be maintained by the Secretary and a copy thereof shall be communicated to the Principal through the Advisor within two days.
- The Executive Committee of the Union shall discuss the budget at an annual meeting of the Committee and decide from time to time about all other matters concerning the activities of the Union.

The Advisor :-

- There shall be an Advisor and some Associate Advisors nominated by the Principal from among the members of the teaching staff.
- The Advisor and Associate Advisors shall be present at the Executive Committee meeting of the Union. They will extend their helpful suggestions, wherever necessary, in the proper conduct of the meeting.
- The President may refer to the Advisor any rule for interpretation. However, the decision of the Principal in such situation(s) shall be final.
- The Advisor and Associate Advisors may at any time during a meeting, at the request of the President explain the scope and effect of a motion or amendment.
- The Advisor may, if she is unable to be present at a meeting, request the senior most Associate Advisor to take her place and to attend to the duties of the Advisor.

The President:-

- Students of +3 2nd yr and Final Degree are only eligible to contest for the office of the President of the Union. The President shall preside over all meetings of the Union at which she is present. He/She shall be responsible for maintaining order.

The Vice-President:-

- Students of +3 1st yr & +3 2nd yr. classes are eligible to contest for the post of Vice-President of the Union. In the absence of the President, the Vice-President shall assume all her rights and discharges all her duties.

The General Secretary :-

- Students of +3 2nd yr and Final Degree are only eligible to contest for the post of General Secretary of the Students Union. The General Secretary shall arrange debates and other competitions, give notice for ordinary meetings and record the minutes of all meetings. She shall keep the accounts of the Union.

The Assistant General Secretary :-

- Students of +3 1st yr., +3 2nd yr. are eligible to contest for election for the post of Assistant General Secretary. The Assistant General Secretary shall assist the Secretary and in his/her absence, perform all his/her functions.

Election of Office Bearers:-

- The Annual election shall take place for different offices of the Students's Union on any date as fixed by the Govt. of Odisha, Department of Higher Education.
- Nomination to such election dully seconded shall reach the Principal in proper form supplied by the office five days after the notification for election published.
- A member can seek election for one office only.
- The nominations after proper scrutiny by a Board of Officers appointed by the Principal shall be published at least four clear days before the date of polling and withdrawal may be made on writing within 24 hours of the publication of the list of valid candidates.
- Within 24 hours of the withdrawal of the candidature, the final list of contestants will be notified and after one clear day, the candidates will be allowed to address the voters in a meeting "***Why I Stand For***" organized by the Advisors.

- Twenty four hours after “*Why I stand for*” meeting polling shall be conducted. The conduct of polling, recording and attestation of votes shall be done in such manner as the Principal shall determine.

Vacancies in Offices:-

- An office bearer shall hold office for the entire academic session unless she/he
- Ceases to be a student of the college.
- Takes transfer certificate from the college.
- Is removed from the college on disciplinary grounds.
- Voluntarily resigns in writing addressed to the Principal.
- An office-bearer who fails in the proper discharge of the duties can be removed by a motion passed by a two third majority of the members present and voting expressing want of confidence in her by means of secret ballot at an extraordinary meeting called for the purpose. Such a meeting shall be presided over by the Principal.
- The office bearers who are students of Final year of Degree Classes shall be deemed to have vacated their offices on first date officially fixed for collection of the Annual Examination fees and submission of final application forms for the respective examination (without the payment of late fee). When the President vacates her office on the above ground, the Vice-President shall succeed her as the Acting President.

Meeting :-

- All meetings will be usually presided over by the President. At least two days notice shall be given before every ordinary meeting.
- An extra ordinary meeting of the Union may be convened.
- At the Principals discretion
- At the request of President.
- On the written requisition addressed to the Principal and signed by not less than two thirds of the members of the Union.
- The Principal or her/his nominees shall preside over any extraordinary meetings whenever this is deemed necessary by the Principal.

Procedure in the Meeting:-

- In the absence of both President and Vice-President in an ordinary meeting, the members present will elect a Chairperson from among themselves and the Advisor will be in the chair until the election is over. The Chairperson shall assume all the rights and shall discharge all the duties of the President during the meeting.
- At the commencement of the each ordinary meeting the Secretary shall read the minutes of the previous meeting which has been approved by the President.
- Every speech shall be relevant to the subject of debate or the amendment proposed.
- The President may call any member to order. If a member disregards any order or ruling of the President or the Advisor, the President may forthwith ask the member to withdraw from the meeting and may report her name to the Principal and if necessary, the President may dissolve the meeting.

Amendment of the Constitution :-

- Amendment of any of these rules shall be considered in the annual meeting of the Union.
- Amendment to any of the provisions may be brought by any member of the Union.
- No amendment will be in order which is not duly seconded or for any of which a week's clear notice has not been received.
- An amendment to become effective must be passed by a majority of two-thirds of the members present at the Annual Meeting and must receive the approval of the Principal.

Students Union Fund:-

- All members of the Student's Union shall pay a consolidated membership fees as stipulated in Govt. College prospectus from time to time and collected by the College Office at the time of admission/readmission.

THE DRAMATIC SOCIETY:-

The aims of the Dramatic Society are to stimulate the artistic talents of the students. It organizes annual drama and music and dance competitions in the college. It also organizes charity shows and different cultural functions of the college. For the management of all the matters connected with the society, there shall be a committee of management.

The Committee of Management shall consists of:-

- President-Principal (Ex-Officio)
- One member of teaching staff nominated by Principal as Vice-President.
- A few members of the teaching staff nominated by Principal as Associate Vice-Presidents
- Secretary to be elected by the students of the College.
- Asst. Secretary to be elected by the students.

The Committee of Management shall perform the following duties:-

- Prepare the budget for the session
- Decide the drama to be performed and fix the date of performance. The decision shall be subject to the approval of the Principal.
- The Secretary shall convene meetings and keep a record of the proceedings of the meetings and accounts of the society. The Secretary or the Assistant Secretary can be removed from her office if she fails to discharge her duties properly. The Principal may amend or abrogate any or all of these rules at her discretion.

THE ATHLETIC ASSOCIATION:-

The aim of the Association is to promote the spirit of games and sportsmanship among the students and to prepare the students for national games and athletics. For management of all matters connected with the Club there shall be an Executive Committee consisting of the following members.

The Committee of Management shall consists of:-

- President-Principal (Ex-Officio)

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- One member of teaching staff nominated by Principal as Vice-President.
- A few members of the teaching staff nominated by Principal as Associate Vice-Presidents
- Secretary to be elected by the students of the College.
- Asst. Secretary to be elected by the students.
- Physical Education Teacher- Member
- A representative of the students- Secretary
- A representative of the students of Degree classes- Asst. Secretary
- A representative of the students of +2 Classes- Asst. Secretary

The Executive Committee shall attend to the:-

- Preparation of the budget for the session.
- Organization of the Annual Meet of the College, and
- Selection of the students to represent the college for the Annual Athletic Meet of the Council and the inter College tournaments conducted by the Utkal University.
- The Secretary shall convene meetings of the Executive Committee and keep record of the proceedings of the meeting.
- The Secretary and Assistant Secretaries can be removed from the offices by the Principal if they fail to discharge their duties properly. No decision of the Association shall be deemed to be final till it is approved by the Principal.

THE DAY SCHOLARS' ASSOCIATION:-

The aim of the Association is to take up activities that will foster a spirit of fellowship and co-operation among the Day Scholars of the College. Also it will celebrate Ganesh Puja and Saraswati Puja in the College.

The Executive Committee of the Association shall consist of the following :-

- President - Principal (Ex-officio)
- Vice-President nominated by the Principal from among the members of the teaching staff.

- Associate Vice-Presidents nominated by the Principal from among the members of teaching staff.
- Secretary-to be elected by the day scholar or nominated by the principal, one post for Degree classes.

SCIENCE SOCIETY:-

- The Science Society shall consist of all the members of the staff of Science Departments and Science students of Degree and Higher Secondary classes with the Principal as the ex-officio President.
- One Vice President nominated by the Principal from among the members of the teaching staff of Science Departments,
- Associate Vice-Presidents nominated by the Principal from among the members of the teaching staff of Science Departments.
- Secretary-One to be elected by the Science students.
- Joint Secretary– One to be elected by the Science students.

Objectives:

- The aims and objectives of science society shall be the following.
- To organize welcome ceremony, farewell ceremony and Science Day.
- To maintain fellow feeling among students.
- To arrange various seminars and competitions among the members.
- To arrange-science exhibition.
- To arrange picnic and study tour.

COMMERCE SOCIETY:-

- There shall be a Commerce Society in which all the staff and the students of the commerce faculty shall be the members. There shall be an Executive Committee consisting of
- Principal - President (Ex-officio)
- Vice- President
- Programme coordinator
- Treasurer
- Secretary (To be nominated by students)
- Assistant Secretary (To be nominated)

Objectives :-

- The objectives of commerce society are as follows:
- To promote the spirit of fellowship
- To organize welcome ceremony and farewell ceremony
- To arrange seminars and competitions among students
- To organize picnic and study tour.

OBJECTIVES OF THESE SOCIETIES:-

- To uphold the dignity of seminar;
- To improve Odia language and literature.
- To develop friendship and fellow feeling.
- To invite eminent persons having profound knowledge of the subject to address.
- To organize seminars for honours students.
- To conduct surveys.
- To conduct study tour and picnic.
- To undertake co-curricular activities

ODIA SAHITYA SAMAJ:-

The college shall have one literary fund named as “**SHISHU ANANTA MAHAVIDYALAYA ODIA SAHITYA SAMAJ**”.

- Membership to the Samaj is open to all students and members of the college.
- The aim of the fund is for the improvement of Odia Language and Literature.
- The affairs of the fund are managed by the Executive Committee consisting of the following:-
- President-The Principal of the college.
- Vice-President – Head of the Odia Department.
- Secretary (+3 III rd year Odia Hons.student) and (+3 II nd Year Odia Hons. Student) are to be nominated by the Principal.
- The Principal is the final controlling authority of the fund in all matters.
- The fund shall be utilized to organize Seminars, Symposia, Kabi Sammilani and Annual Day to encourage the newly talented students of the college.

Its duration will be one year. There shall be, at least, one sitting member of the Samaj in an academic year provided that the Principal in consultation with the Vice-Presidents may ask the Secretary to invite as many members as he/she deems necessary.

NATIONAL SERVICE SCHEME (NSS):-

Service is the basic objective of NSS units of the college. The overall objective is to serve the community. The motto is '**NOT ME BUT YOU**'. The college has three NSS units - one male and two female to develop a sense of social and civic responsibility. It organizes regular and special programmes to make education more relevant to present day situation. Enrolment into these units is done at the beginning of the session.

- The National Service Scheme (N.S.S.) has been introduced in this college since 1982-83 with a view to promoting social consciousness as well as a sense of, discipline and dignity of labour among college students. The scheme utilizes the leisure time of students for two years of their college studies in various items of social service which not only help the community but also provide an opportunity to the students to appreciate the conditions prevailing in the community. The ultimate aim is to develop the personality of students through community service.

Objectives:-

- The specific objectives of the N.S.S. are to arouse in the student's social consciousness and provide him with opportunities
- To work with and among people.
- To engage in non-violent and constructive social activities.
- To understand themselves in relation to their community
- To develop the capacity required for group living and sharing responsibilities and experiences with others.
- To enhance their knowledge about themselves and the community through a confrontation with reality.
- To put their scholarship to practical use in mitigating at least some of the special problems.
- To gain skills in the experience of democratic leadership.

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- To inculcate National Integration through cultural exchange programmes.
- Tree plantation is carried out in the college premises as well as in the adopted slum.

Activities under N.S.S:-

- Activities normally undertaken under N.S.S are as follows
- Plantation, Soil Conservation, Agriculture and Gardening(Preservation of crops. save grain campaign)
- Adult Literacy Programme.
- Health Service-Mass Immunisation, Blood donation, Eye camp etc.
- Anti-drug drives.
- Family welfare and child care-population, Education, Child Nutrition etc.
- Food Nutrition Programme.
- Eradication of social evils-casteism, communalism, dowry, untouchability, superstition.
- Programme for the improvement of the status of women-educating women, training on sewing, knitting etc.
- Economic Development-Bank Assistance to poor for poultry farm, Dairy Farming etc.
- 'YOGIC' practices for the maintenance of good health and inculcation of spiritualism among student youths.
- Promotion of self-defense scheme like 'KARATE' and 'JUDO' for female and male volunteers respectively.

Enrolment:-

- Enrolment is open to all students who satisfy the standard of physical fitness and possess a dedicated social bent of mind.
- Three N.S.S. Units [One male unit and Two female units of Utkal University .Volunteers are enrolled through proper scrutiny and examining the previous experience and the interest in the field of cultural activities/Social consciousness and dignity of labour.

- Students who desire voluntarily to join N.S.S must apply in a plain paper when a notice is served to this effect. NS.S. activities are broadly classified into two types- Normal and Special.
- At first one village is to be selected for 'Adoption' Projects to be undertaken, are selected according to the local needs of the people. Under the normal activities, the N.S.S. Volunteers are required to continue their activities through the year in the College and in the adopted village on Sundays and holidays. Under the special camp programme, the students organize camps at different places during vacations and holidays. Every year each unit should organize at least one special camp excluding the normal and the one-day N.S.S. programmes.

Code of Conduct for Volunteers:-

- A volunteer must work under the strict guidance of the Programme officers.
- He /She must abide by the rules and discipline of the camp.
- His /Her dress, diet, and manner should be as simple as possible during his/her work as a volunteer.
- It is part of his/her duty to promote N.S.S. objectives by Practice and example in order to gain the trust and co-operation of the local people.
- Any deviation to the above on the part of a volunteer will be viewed seriously and, may lead to the termination of his/her volunteer ship.

Prospects:-

- A student enrolled in N.S.S if successfully completes 240 hours of a regular N.S.S programme in two years, is entitled to getting a certificate from the concerned university to which the college is affiliated.
- Provisions for participation in Inter College and Inter-State N.S.S camps and National integration camps.
- There is provision for going abroad for outstanding N.S.S. volunteers.

- In voluntary organizations and other social sectors priority in employment is given to N.S.S. volunteers.
- National Youth Award for outstanding Performance in literacy and other social activities and Prakruti Mitra Award for plantation and its preservation have been introduced.

Sri Sahadev Mallick, NSS Programme Officer of Shishu Ananta Mahavidyalaya, Balipatna, Khordha was awarded the State NSS award for his outstanding contribution towards Massive Plantation and activities in the field of nation building and community service by Government of Odisha for the year 2018-19.

YOUTH RED CROSS:-

- Youth Red Cross is an international organisation, the motto of which is **HEALTH, SERVICE & FRIENDSHIP.**
- Jean Henry Dunant, founder of the Red Cross, was a man whose heart bled for the poor, the sick and the afflicted; one who was so eloquent in his pen and convincing in his conversations, was born in Geneva. Dunant's father was businessman.
- His mother was deeply religious. She toned up Dunant's mind in his formative years. Associated with many welfare organisations Dunant grew up as a successful banker. In 1901, the first Nobel Peace Prize was conferred on him, shared jointly with a Frenchman.
- The ICRC said from Geneva: "There is no man who more deserves this honour, for it was you, forty years ago, who set on foot the International Organisation for the relief of the wounded on the battle field, (SALFERINO in Northern Italy) . Without you, the Red Cross, the Supreme Humanitarian Achievement of the Nineteenth century, would probably never have been undertaken".
- The fundamental principles of the Red Cross are: **Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity and Universality.**
- Youth Red Cross of this College functions to develop among the Youths the noble attitude to help the needy and the distressed. The objectives of the Youth Red Cross (Orissa) shall be to train the "Zealous" Youths, in the fundamental principles of the Red

Cross, so that they may remain “imperturbable, unwearyingly, unflattering” and develop in them the elements of “quiet self sacrifice” when disasters strike humanity. Keeping this in view the YRC shall endeavour for:

- Promotion of potentialities of the Youth.
- Promotion of health, hygiene and sanitation.
- Promotion of motivations among the youths for fostering friendship and fraternity (**the spirit of “Tutti Fratelli”**) (**All are brothers**) at the national and international levels.
- The youth should understand and accept civic and human responsibility and should cultivate a spirit of friendly helpfulness towards the children and youth of other countries.
- Membership of youth Red Cross is open to all students who desire to participate in its various social service activities. A member of the staff shall be nominated as the counselor by the Principal. The counselor shall select a group of volunteers from among the students who shall organize Blood Donation Camps, First Aid Training etc.

ANTI RAGGING CELL:-

The college has an Anti Ragging Cell to

- Counsel the students against ragging and its serious legal outcomes.
- Collect undertakings from students on anti ragging.
- Display anti ragging pamphlets.
- To sensitize the students on anti ragging through intervention of eminent legal experts.
- The Cell therefore strives to maintain a harmonious and cordial relationship between freshers and seniors.

SELF DEFENCE TRAINING: –SDT

- Self Defence Training programme for Girls has been introduced by the Govt. of Odisha vide Order No. 19758/HE, Dt.31.07.2013, under the sponsorship of Department of Higher Education from the year 2013. Our college is conducting the SDT programme by our own master trainers from January 2014.

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- Regular training, Programmes are conducted by the trainers. This programme aims at the holistic development of girl students.

Right to Information Cell: -

- It provides the required information to the queries that comes under its jurisdiction. The First appellate authority, P.I.O. and A.P.I.O. render all information's as per the queries.

GRIEVANCE CELL:-

Objectives:-

- To Convene Meeting From Time To Time In order To review the General Discipline in the college.
- To organize meetings of the students/parents and guardians to trace out different problems.
- To receive applications from the students, guardians, and parents regarding their grievances.

Executive Body:-

- **President (Ex-officio)** — Principal.
- **Convener** — A nominee of the principal preferably a senior member of the teaching staff.
- **Members** — The members of the cell are nominated by the principal from among the members of the teaching staff.

ALUMNI ASSOCIATION

The **ALUMNI ASSOCIATION** aims at bridging the gap between old students and the present generation of students of this institution. It provides opportunities for social interaction and the promotion of friendly relations between alumni and the present students and members of the staff of the college. It enables the old students to take an active interest in the welfare of their Alma Mater as a center of excellence in learning. The society is managed by an Executive Body comprising of

- Advisors
- President
- Vice President
- Secretary
- Treasurers and
- Advisory Body Members

STUDENTS' AMENITIES:-

SHISHU ANANTA MAHAVIDYALAYA is an ideal educational institution imparting higher education at the UG (Hons) level in Arts, Science and Commerce. The college provides the following facilities to its students.

Computer Centre:-

- There is one Computer Centre with Internet facilities on campus. The students and the staff of the college are its beneficiaries. It enhances technical skills of the students.

IQAC:-

- Shishu Ananta Mahavidyalaya has an Internal Quality Assurance cell (IQAC) to pursue its action plan for performance evaluation, assessment, accreditation and quality up-gradation as per the guidelines provided by National Assessment and Accreditation council (NAAC), Bangalore. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

Composition of IQAC

- IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

- Chairperson: Head of the Institution
- A few senior administrative officers
- Three to eight teachers

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- One member from the Management
- One/two nominees from local society, Students and Alumni
- One/two nominees from Employers /Industrialists/ stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC

RUSA:- (Rashtriya Uchchatar Shiksha Abhiyan)

- RUSA is a holistic scheme of development for higher education in India (initiated in 2013) by the Ministry of Human Resource Development, Government of India. This scheme aims at providing strategic funding to higher educational institutional institutions throughout the country. The funding ratio in this scheme is 60 % by Central Government and 40% by State Government.
- Our college is one of the institutions covered under the **RUSA 2.0** Scheme.

Parking Lots:-

- Students and staff of the college have been provided with permanent parking facilities in the shape of Cycle Stands, Motor-bike sheds to park their bicycles, motor bikes and Scotties inside the college premises.

Athletic Club:-

- “Health is wealth” is the motto of this club. A healthy mind rests in a healthy body. The club consists of all members of the staff, and students of the college. The executive body of this club consists of Principal, Vice-President, Associate Vice-President, PET and class-representatives.

Students’ Common Room:-

- There are two common rooms: one for the boys and other for the girl students, of the College.

- The common room reserves as a common place for the students to relax. Indoor games, articles and news papers are provided in the common room.
- The common room will organize in-door games, competition prizes will be awarded to the winner during the annual day function of the College Union.
- The bearers of the Common Room shall keep in order and take care of its properties such as games articles and papers. The decision of the Principal shall be final and binding in all matters relating to the Association. All Association & Societies shall contribute 10% of the collection of an academic session towards the expenditure of the annual election.

Remedial Classes:-

- On the basis of the result of the periodical examinations and response of the students in the classes, the heads of the concerned departments trace out the academically backward students in different faculties. They suggest for those backward students. A time table has to prepare for remedial classes for the backward students and make provision of such classes in the general time table of the college. The remedial class programme has started in the college under UGC Scheme (XI Plan) for the benefit of Degree students.

PUBLICATIONS:-

College Magazine:-

- The College brings out a Magazine named “*Priyadarshi*” which is published annually comprising articles written by students and members of staff. The students are primarily given opportunities to develop their writing habit through this magazine. The editorial board shall be nominated by the Principal from among the members of the teaching staff every year. Original literary writings in Odia and English are solicited during a notified period of time every year. Other materials such as photographs, drawings and annual reports of different associations are also published.

College Calendar:-

The college publishes an Annual Calendar during each academic session. The prime aim of such publication is to acquaint the students with the rules, regulations and other important information of the college. It serves the purpose of a ready guide to students and employees of the college. Principal nominates the Editor and Sub-Editor from among the teaching staff every year.



**OFFICE OF THE PRINCIPAL
SHISHU ANANTA MAHAVIDYALAYA
BALIPATNA**

OFFICE ORDER

No.....

Dt.....

The co-curricular activities assigned (provisional) to members of the staff for the session 2020-21 are detailed below. All the members of the staff are requested to co-operate in this regard for the smooth functioning of the college administration.

(Not strictly according to seniority)

1. Principal cum Secretary
& 1st Appellate Authority : Dr. B.N. Dash, Chem.
2. Secretary Staff Council : Dr. K.P.Nayak, Eco.
3. Administrative Bursar : Dr.H.K.Mishra, Phys.
4. Addl. Administrative Bursar : Sri S.K. Ray, Eng.
5. Accounts Bursar : Sri N.C. Jena, Pol. Sc.
6. Additional Accounts Bursar : Sri B. K. Nanda, Com.
7. O.I;C., Higher Secondary Wing : Dr(Mrs) M. Rath, Hist.
8. Academic Bursar : Dr(Mrs) B.L. Jena, Pol.Sc.
9. Associate Academic Bursars : Mrs M. Sarangi, Bot.
: Dr A. Sahoo, Hist.
: Mrs. S.T. Sahoo, Phy.
10. Admission in-charge (SAMS) : Dr K.P. Nayak, Eco (Co-ordinator)
Higher Secondary Wing : Dr(Mrs) M. Rath, Hist.
Degree Wing : Sri S.K. Ray, Eng.
Vocational Wing : Sri S.K. Nayak, Voc.
11. Bursar on Cultural Affairs : Mrs M. Sarangi, Bot.

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|---|---|---|
| 12. Bursar on Legal Affairs | : | Sri N. C. Jena, Pol.Sc |
| 13. O.I.C, Public Relation,
Liasion with local Admn.,
Press and Media | : | Sri A. K. Jena, Hist.
Sri P. K. Mishra, Eco. |
| 14. O.I.C, Examination Cell | : | Dr. J.R. Sahoo, Eng. |
| Members | : | Sri A.K. Jena, Hist.
Dr. A. Sahoo, Hist.
Mrs M. Sahoo, Phil. |
| 15. O.I.C, Central Library | : | Dr R. Mohapatra, Odia |
| 16. AISHE (Nodal Officer) | : | Dr N.N. Satapathy, Hist. |
| Member | : | Dr. I.Nawaz, Eco. |
| 17. O.I.C, COVID-19 enforcement
and compliance | : | Sri S. Mallick, Eng. |
| 18. Pay Bills, I.Tax &
Treasury compliances | : | Sri S.K. Mohapatra, Eco.
Sri S. N. Rath, Phy. |
| 19. O.I.C., Sponsored Awards
& Associates | : | Sri A. K. Jena, Hist.
Sri P. K. Mishra, Eco. |
| 20. IQAC/NAAC Co-ordinator | : | Dr(Mrs) M. Rath, Hist. |
| Members | : | Dr H. K. Mishra, Phy
Sri N.C. Jena, Pol. Sc.
Dr(Mrs) B.L. Jena, Pol. Sc.
Dr N. N. Satapathy, Hist.
Sri S. K. Mohapatra, Eco.
Sri Sahadev Mallick, Eng.
Sri T. K. Nayak, Zool.
Dr A. Sahoo, Hist.
Sri S. N. Rath, Phy.
Head Clerk |
| 21. RUSA/UGC | : | Dr. K.P. Nayak,Eco.(C-ordinator) |
| Members | : | Dr H.K. Mishra, Phy.
Dr N.C. Jena, Pol. Sc. |

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| | : Dr (Mrs) M. Rath, Hist. |
| | : Dr B.L. Jena, Pol. Sc |
| | : Dr N.N. Satapathy, Hist. |
| | : Sri B.K. Nanda, Com. |
| | : Sri S.K. Ray, Eng. |
| | : Sri N. Panda, Libn. |
| | : Head Clerk |
22. **Database of the College**
- | | |
|---|-------------------------------|
| Accounts | : SK Zia Ulla, Accountant |
| Stock & Store Property Register: | : Sri S.N.Rath, Phy. |
| Land | : Sri N.C Jena, Pol. Sc. |
| Construction works | : Sri B. Sahoo, Dem. Phy. |
| | : Sri A. K. Sahoo, Dem. Chem. |
| Students | : Dr I. Nawaz, Eco |
| | : Sri N. Sahoo, Com. |
| Staff Members | : Sri P.K. Mishra, Eco. |
| Library | : Sri N.Panda, Libn. |
| Furniture | : Sri D. Laxminarayana, Chem. |
| Examination Results | : Sri M. Sahoo, Phil. |
23. **P.I.O & Assembly Questions** : **Sri S.K. Mohapatra, Eco.**
- | | |
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| A.P.I.O (Asst. P.I.O) | : Head Clerk |
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24. **Staff Club** : **Dr. B.L. Jena, Pol. Sc(Secretary)**
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| Members | : Mrs. M. Sarangi, Bot. |
| | : Sri B.K. Satapathy, Zool. |
| | : Mrs. S. T. Sahoo, Phys |
25. **Literary Society** : **Dr(Mrs) R Mohapatra, Odia**
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| | : Mrs S. Das, Eng. |
| | : Mrs. Sasmita Biswal, Log. |

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26. **College Magazine (Priyadarshi) :** **Sri S. Mallick , Eng. (Editor)**
Members, Editorial Board : Mrs. S. Das, Eng.
: Dr(Mrs). S. K. Sahoo, Odia
: Mrs. L. Sahoo, Edn.
27. **College Calendar :** **Dr. A. Sahoo, Hist.**
: Mrs. S. Biswal, Soc.
28. **Athletic Activities (H.S & Degree):** **Sri T.K. Nayak, Zool. (Co-ordinator)**
Members (Higher Secondary) : Mr. P.K. Gochhayat, Math ,
: Mrs. S. Biswal, Soc.
: Mrs. L. Sahoo, Edn.
: Sri N. Sahoo, Com.
: Sri A.K. Sahoo, Dem. Chem.
Members (Degree) : Sri B.D. Routray, Com.
: Sri P.K. Mishra, Eco.
: Mrs. S.T Sahoo, Phy.
: Mrs. Chand Bibi, Voc.
: Sri B. K. Satapathy, Zool.
: Mrs. S. Sarangi, Dem.
29. **Time Table :** **Sri S.K. Mohapatra, Eco.**
: Mrs S.T. Sahoo, Phy.
: Sri N. Sahoo, Com.
: Mrs S. Biswal, Soc.
: Sri B. Sahoo, Dem., Phy.
30. **Stock & Store :** **Sri S.N. Rath, Phy**
: Sri D. Laxminarayana, Chem.
31. **ECO Club :** **Sri S. Mallick, Eng**
: Mrs. S. Das, Eng.
: Mrs. L. Sahoo, Edu.
: Mrs. S. Sarangi, Dem.Zool.
32. **College/State/National level :** **Sri S. N. Rath, Phy.**
Seminars/Webinars/Online : **Sri D. Laxminarayana, Chem.**

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|--------------------------------|---|---|
| classes(Zoom/Google Meet) | : | Sri L. D. Sethi, Chem. |
| & Extra-Mural Lectures | : | Sri N. Sahoo, Com. |
| 33. NSS (Programme Officers) | | |
| Degree: Boys (Unit-1) | : | Sri S. Mallick, Eng. |
| : Girls (Unit-2) | : | Smt. S. Das, Eng. |
| : Girls (Unit-3) | : | Smt. L. Sahoo, Edu. |
| H. S Wing (Girls Unit) | : | Miss. B. Rath, IT |
| 34. Youth Red Cross (YRC) | : | Dr. R. Mohapatra, Odia (Counsellor) |
| | : | Sri P. K. Gochhayat, Math |
| | : | Sri L.D. Sethi, Chem. |
| 35. Rovers & Rangers | : | Mrs Chand Bibi, Voc. |
| | : | Sri S. K. Nayak, Voc. |
| 36. Career Counselling | : | Dr . N.N. Satapathy, Hist. (Co-ordinator) |
| & Placement Cell | : | Sri S. K. Mohapatra, Eco. |
| 37. Tabulation & ROM | : | Sri D. Laxminarayana, Chem. |
| Higher Secondary, Voc. | : | Sri B. K. Satapathy, Zool. |
| | : | Mrs. Chand Bibi, Voc. |
| 38. Students' Attendance | : | Sri P.K. Mishra, Eco. |
| | : | Sri P. K. Gochhayat, Math. |
| | : | Sri N. Sahoo, Com. |
| | : | Sri A. Sahoo, Dem, Chem. |
| 39. Health & Sanitation | | |
| (Common Rooms) | | |
| Staff C.R | : | Dr. J. R. Sahoo, Eng. |
| Boys C.R | : | Sri B. K. Satapathy, Zool. |
| Girls' C.R | : | Mrs. Chand Bibi, Voc. |
| UGC Hostel | : | Sri P.K Gochhayat, Math |
| Science Laboratories | : | Concerned Demonstrators |
| 40. DSA | : | Sri A.K. Jena, Hist. |
| (Ganesh Puja & Saraswati Puja) | : | Sri B.K. Satapathy, Zool. |

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| 41. Scholarships | : | Dr. I. Nawaz, Eco. (Degree) |
| | : | Mrs. S.T. Sahoo, Phy.(Higher Sec.) |
| | : | Sri L.D. Sethi, Chem. |
| | : | Sri N. Sahoo, Com. |
| | : | Sri S.K. Nayak, Voc. |
| | : | Miss B. Rath, IT |
| 42. Online Feed Back & SSS | : | Dr. H.K.Mishra, Phy. |
| | : | Mrs. M. Sahoo, Phil. |
| | : | Sri C. A. Routray, Pol. Sc. |
| 43. Women Development,
Sexual Harassment Cell
&Anti- Ragging Cell | : | Mrs. S.T. Sahoo, Phy. |
| | : | Mrs. Chand Bibi, Voc |
| 44. Student's Grievance Cell | : | Sri P.K. Mishra, Eco. |
| | : | Sri L.D. Sethi, Chem. |
| 45. College Website updation
& uploading. | : | Dr. A. Sahoo, Hist |
| | : | Sri A. K. Tripathy, DEO |
| 46. SSG, SAF (Co-ordinator) Deg.
(Members) | : | Sri A. K. Jena, Hist. |
| | : | Sri P.K.Mishra, Eco. |
| | : | Dr I. Nawaz, Eco. |
| | : | Mrs. Chand Bibi, Voc. |
| Co-ordinator (Higher Sec)
(Members) | : | Sri T.K. Nayak, Zool. |
| | : | Dr(Mrs) S. Sahoo, Odia |
| | : | Sri B.D. Routray, Com. |
| | : | Sri N. Panda, Lib. |
| 47. Equal Opportunity Cell (EOC)
for Dibyanga /PWD
(Persons With Disability) | : | Sri P. K. Gochhayat, Math. |
| | : | Sri B. K. Satapathy, Zool. |
| 48. First Aid, Health Care &
Hospital emergency | : | Sri S. Mallick, Eng. |

49. I-Card/ Library card : Sri N.Panda, Libn.
50. Self Defence Unit : Dr. J.R. Sahoo, Eng.
Associate : Mrs. S. Das, Eng
: Dr(Mrs) S. Sahoo, Odia
51. Parent-Teachers Meet & : Sri A. K. Jena, Hist.
Alumni Meet : Sri B.D. Routray, Com.
: Sri S. N. Rath, Phy.
: Mr. N. Panda, Lib.
52. Yoga & Social Ethics : Sri S. Mallick, Eng
: Sri T.K. Nayak, Zool.
: Ms. B. Rath, IT
53. Mo College Abhijan : Dr. N.N. Satapathy,Hist.(Co-ordinator)
Parichalana Samiti
54. Observation Days: : Sri S. Mallick, Eng. (Co-ordinator)
15th August &26th January : Dr. R. Mohapatra, Odia
: Mrs. S. Das, Eng.
: Miss. B. Rath, IT
55. College Foundation Day : Sri S. K. Ray, Eng.
(7th September) : Sri A. K. Jena, Hist.
: Sri N. Sahoo, Hist.
: Sri B. K. Satpathy, Zool
: Sri L. D. Sethi, Chem.
56. Value Added Courses (VAC) : Mrs. S. Das, Eng.
: Dr.(Mrs) S. Sahoo, Odia
57. All Printing Works : Dr A. Sahoo, Hist.

COMMITTEES:

- C-1 Construction Committee : Sri N.C. Jena, Pol. Sc.(Convener)
: Dr. B. L. Jena, Pol. Sc.
: Dr (Mrs) R. Mohapatra, Odia

	: Sri N. Panda, Lib.
	: Sri B. Sahoo, Dem., Phy.
	: Sri A. K. Sahoo, Dem., Chem.
C-2 Maintenance Committee	: Sri S.K. Ray, Eng. (Convener)
Water Supply	: Sri P.K. Gochhayat (Math).
	: Sri A.K. Sahoo, Dem.
Infrastructural (Civil Works)	: Sri B. Sahoo, Dem., Phy.
Electrical maintenance	: Sri N. Panda, Libn.
Furnitures & Fixtures	: Sri D. Laxminarayana, Chem.
	: Sri A. Sahoo, Dem., Chem.
Computers & peripherals,	: Sri S. Nayak, Voc.
Electronics Items,	: Miss B. Rath, IT,
Audio Visual Teaching Aids,	
CC TV & Copier Machines	
C-3 Development Committee	: Dr. H.K.Mishra (Convener)
cum- Advisory Body	: Dr K.P.Nayak, Eco.
	: Dr. B.L. Jena, Pol. Sc.
	: Dr. N.N. Satapathy, Hist
	: Sri N.Panda, Libn.
	: All HODs (Degree Wing)
	: Sri R.C. Panda, Head Clerk
C-4 Finance & Budget	
Committee	: Sri N.C. Jena, Pol. Sc (Convener)
	: Dr. K.P. Nayak, Eco.
	: Dr. H. K. Mishra, Physics
	: Dr. N.N. Satapathy, Hist.
	: Sri B.K. Nanda, Com.

- : Dr B.L. Jena, Pol. Sc
- : Sri S. N. Rath, Phy.
- : Head Clerk
- : Accountant

C-5 Central Purchase

Committee

- : **Dr. B. L. Jena, Pol. Sc. (Convener)**
- : Sri N. C. Jena, Pol. Sc.
- : Sri B.K. Nanda, Com.
- : Dr(Mrs) R. Mohapatra, Odia
- : Sri T. K. Nayak, Zool.
- : Sri S. N. Rath, Phy.
- : Dr. A. Sahoo, Hist.
- : Sri N.Panda, Lib.
- : Head Clerk
- : SK Zia Ulla, Accountant

C-6 Library Committee (OIC)

Associate Members

- : **Dr. B.L. Jena, Pol. Sc. (Convenor)**
- : Sri N. Panda, Libn.
- : Sri S.K. Ray, Eng.
- : All Heads of the Departments

C-7 Discipline Committee

Members

- : **Sri B B Mohanty, Eco. (Convener)**
- : Sri S.K. Mohapatra, Eco.
- : Dr(Mrs) R. Mohapatra, Odia
- : Dr(Mrs) S. K. Sahoo, Odia
- : Sri B.D. Routray, Com.
- : Sri N. Panda, Lib.

CALENDAR - 2021-22

- C-8 Cultural Committee** : **Mrs. M. Sarangi, Bot.(Convener)**
: Ms. B. Rath, IT
: Mrs. S. Biswal, Soc.
: Sri L. D. Sethi, Chem.
: Mrs. S. Sarangi, Dem.
- C-9 Cycle Stand & Canteen Committee** : **Sri B.D. Routray, Com. (Convener)**
: Sri N. Sahoo, Com.
: Sri L.D. Sethi, Chem
: Sri B. Sahoo, Dem., Phy.

- There may be addition or deletion in the assignment as and when required.
- CLC/TC/Continuing Certificate and all related documents will be countersigned by Addl. Administrative Bursar/ Academic Bursar on behalf of the Principal, after proper verification. CLC and TC will be signed along with the Long Roll, duly entered and signed by the Dealing Asst. It must be ensured that the same is also recorded in the digital data base of students.
- CL/EL/DL/ ML or any other type of leave will be submitted to the Principal directly through proper channel.

PRINCIPAL

Copy to: Administrative Bursar(s)/Accounts Bursar(s)/Academic Bursar / Guard File (Staff Common Room) / Office/ Library / Accounts Section/SAMS/Exam Cell/ Science Labs. for information

PRINCIPAL

LIST OF HOLIDAYS

GOVERNMENT OF ODISHA HIGHER EDUCATION DEPARTMENT

No.: 52147 /H.E., Date: 21 /12/2021

HE-PTC-MISC-0012-2020

From

Dr. Rajesh Kumar Sahoo, OES
Deputy Director, PTC

To

**The Principals
All Degree Colleges coming under Higher Education Department**

Sub: Implementation of Common Holiday List-2022.

Madam/Sir,

I am directed to say that in order to bring uniformity in observing holidays, the following "Common Holiday List" shall be strictly followed in all Degree Colleges under Higher Education Department, Odisha during the calendar year 2022 (Attached as Annexure-A). This list is provisional and subject to last minute change by the Government.

This is for your kind information and necessary action.

Annexure-A

Common Holiday List for Degree Colleges coming under Higher Education Department for the Calendar Year-2022

Sl.No.	Occasion	Date of Celebration	Day	No. of holidays excluding Sundays
1	New Year Day	01.01.2022	Saturday	1
2	Makar Sankranti/Pongal	14.01.2022	Friday	1
3	Republic Day	26.01.2022	Wednesday	1
4	Basanta Panchami	05.02.2022	Saturday	1
5	Maha Shivaratri	01.03.2022	Tuesday	1
6	Panchayatraj Divas	05.03.2022	Saturday	1
7	Dola Purnima	18.03.2022	Friday	1
8	Holi	19.03.2022	Saturday	1
9	Utkal Divas	01.04.2022	Friday	1
10	Mahabishuba Sankranti	14.04.2022	Thursday	1
11	Good Friday	15.04.2022	Friday	1
12	Id-ul-Fitr	03.05.2022	Tuesday	1
13	Summer Vacation	04.05.2022 to 18.06.2022	Wednesday to Saturday	40 (Excluding 6 Sundays)
14	Ratha Yatra	01.07.2022	Friday	1
15	Bahuda Yatra	09.07.2022	Saturday	1
16	Moharrum	09.08.2022	Tuesday	1
17	Jhulana Purnima	11.08.2022	Thursday	1
18	Independence day	15.08.2022	Monday	1
19	Janmastami	18.08.2022	Thursday	1
20	Ganesh Chaturthi	31.08.2022	Wednesday	1
21	Nuakhai	01.09.2022	Thursday	1
22	Puja Vacation	01.10.2022 to 08.10.2022	Saturday to Saturday	7 (Excluding 1 Sunday)
23	Kali Puja/Diwali	24.10.2022	Monday	1
24	Rasa Purnima	08.11.2022	Tuesday	1
25	Prathamastami	16.11.2022	Wednesday	1
26	Local Holiday			2
		Total number of Holidays		72

CALENDAR - 2021-22

ACADEMIC CALENDAR: 2021-22

SINO	SUBJECT	TIME LINE
I	Reopening of College after Summer Vacation of 2021-22	As per notification of HE & S & ME
II	Commencement of Classes (On Line/Off Line) +3, 2nd Year +3, 3rd Year +3, 1st Year	As per Government Notification
III	Parent-Teachers Meet +3, 1st Year +3, 2nd Year +3, 3rd Year	As per Government Notification
IV	College Students' Union Election	Election to students' Union & other societies cancelled due to Covid-19 Pandemic
V	Puja Vacation	01.10.2022 to 08.10.2022
VI	Mid Semester Examination Odd semesters(1st, 3rd, 5th) Even Semester (2nd, 4th, 6th) End Semester Examination Odd semesters(1st, 3rd, 5th) Even Semester (2nd, 4th, 6th)	As notified by Concern University
VII	X- Mass Holiday	25 th December 2022
VIII	Annual Sports / Cultural Week to conduct all competitions & functions	As per Government Notification
IX	Filling up of forms for University Exam	+3- As notified by Concern University
X	Alumni Meet	As per Government Notification
XI	Publication of Result +3 1st, 2nd, 3rd, 4th, 5th, 6th Semester Exam	Within 45 days from last theory examination of concern Semester examination subject to publication of last Sem.
XII	Total No. of Holidays	72 days, excluding Sundays
XIII	Total No. of Reserve Holidays	Maximum 2 days
XIV	Total No. of Teaching Days	Minimum 180 days
XV	Summer Vacation	04.05.2022 to 18.06.2022

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

ADMISSION:

- (i) All admission into degree classes shall be done strictly as per e-admission procedure and datelines announced by the Govt.
- (ii) College profile must be uploaded in the e-space before the admission process starts.
- (iii) As per Govt. Letter No.27546 dt14.09.2009 and letter No.6383 dt.11.03.2014, tuition fees and other related fees, examination fees, certificate fees shall be exempted for the disabled students those who are blind and use Braille for studies / hearing impaired & dumb / orthopedically handicapped with disability more than 75%.
- (iv) As per Govt. letter no.19609/HE/Dt 28.07.2017 , PWD candidates will avail 5% reservation for admission in all higher education institutions of Odisha guided by Persons with Disabilities (RPWD) Act
- (v) Green passage: Govt. of Odisha in Higher Education Department is implementing the Green passage scheme from the academic session 2016-17 Under this scheme ,a child who is without biological or adoptive parents and the child is residing in Child care Institution or under foster care or care of guardian or fit person whose annual income from all sources does not exceed Rs 1.00 lakh will be exempted from all types of fees including application fees, admission/re-admission fees, tuition fees examination fees, hostel admission fees ,laboratory fees ,college development fees etc.(Govt. letter no.: Resolution NO.23836/HE/Dt.29.10.2015 &19226/HE/Dt.14.07.2016)

TIME TABLE:

Time table shall be prepared by each college as per the following guidelines:

CALENDAR - 2021-22

SL NO	SUBJECT	DURATION
I	Duration of one period of Theory(general) class	45 Min
II	Duration of one period of practical class	3 x 45 Min (3 periods)
III	No. of students in a section	128
IV	No. of Students in a Practical group in +3 Class	16

- V. One teacher shall be allotted maximum 30 periods per week.
- VI. All teachers shall be assigned classes on every working day of a week. Similarly each student must have theory classes on every working day of a week.
- VII. Names of teachers should be reflected in the time table against respective classes allotted and the time table must be uploaded in e-space for information of the Govt./DHE/RDEs.
- VIII. The classes must be held only in the respective rooms as per time scheduled in the time table.

LESSON PLAN & PROGRESS REGISTER:

- I. Lesson plan as per the syllabus shall be prepared by each teacher for the papers / units allotted to him/her. It should be reflected in the "Lesson Plan-cum-Progress Register" of the teacher meant for theory portion Separate progress register shall be maintained for each laboratory to record the progress of practical courses.
- II. Progress of theory portion of the syllabus shall be maintained by each teacher in the individual "Lesson Plan-cum-Progress-Register" as communicated to you earlier vide letter No. 19389/HE/27.07.12. It should be strictly followed by each teacher. The progress register shall be signed by the concern HOD on the last working day of every week and by the Principal on last working day of every month.

STUDENTS' ATTENDANCE:

- I. Students' attendance shall be maintained by each teacher in each class and put his/her full signature with date.
- II. The common practice of maintaining students' attendance should be followed.

A format for the same is given below:

ROLL NO	NAME	18-06-2019	19-06-2019	20-06-2019	21-06-2019
BA17001	P. Samal	1	2	3	4
BA17002	G. Murmu	1	X	2	X
BA17003	K. Panda	1	2	X	3
Full Signature of Teacher with date					

- I. For every absent a 'X' mark shall be given and the present total attendance shall be recorded.
- II. College students have to attend at least 75% of available classes failing which they shall not be allowed to appear in end-term examination. Student attendance must be monitored on monthly basis and parents of students not attending 75% of classes must be contacted over phone/SMS/postcard, etc. Guidelines/instructions issued in the past by this Department or its Directorate/Regional Directorates in this regard, all the previous orders are hereby superseded (vide Letter No. 13559/HE/ Dt 5th July 2019).
- III. Parent-Teachers meeting should be organized as per the datelines.

MID SEMESTER EXAMINATION / END SEMESTER UNIVERSITY EXAM AND QUESTION BANK :

- I. University question/answer script patterns should be followed in Mid Semester Examinations conducted by colleges. The programme for Mid semester examinations must be notified specifying the units /portions from which questions are to be sought , at least 15 days prior to such exam.
- II. The valued answer scripts mid Sem. Examination should be preserved till 6 months from the date of publication of result of concern Semester by the University or as directed by the university
- III. Subject wise question bank for +3 and P.G. classes may be made available to students. Sets of questions may be prepared by the teachers and preserved in the library for reference of students.
- IV. Necessary steps are taken for safe custody of question papers / answer scripts of University Exams.

CONDUCTING DEPARTMENTAL SEMINARS :

- I. Seminars on honors subjects may be conducted at the end of every week/month. It must be reflected in the Department Time Table.

- II. The participation of the concern students in the seminar is mandatory and records regarding this must be maintained.

LIBRARY, LABORATORY AND COMMON INFRASTRUCTURE FACILITIES:

- I. Every college should have adequate library facilities with sufficient text books, reference books and journals.
- II. The separate laboratories for +3 classes of practical subjects should be well equipped with required furniture, water and LPG supply, equipment and chemicals as per CBCS syllabus along with fire safety arrangement.
- III. Library books, furniture, equipment and chemicals shall be preferably purchased in the beginning of the academic session in one lot and stock registers (separately for College fund and UGC Fund and state govt. funds) be maintained by concern department/Library with articles in alphabetical order.
- IV. Language laboratories set up in different colleges must be fully utilized. The maintenance of Language Laboratories will be like other laboratories.
- V. Adequate infrastructure for general classes, students and staff common room, office, lavatory, drinking water facility etc., be made available properly.
- VI. The college campus should have wall boundary.
- VII. Every college should have its office, library and laboratories equipped with at least one computer, printer each with internet facility.
- VIII. Every college should have its own website updated with information regarding infrastructure, staff details, laboratory & library facilities, courses, syllabi, examination result, quotations & tenders, other notices and feedback of students/guardians etc.
- IX. Cyber Security Audit of the website must be completed by 31st August, 2019. It should be disabled friendly (Kindly refer: Letter No.13024/HE/28.06.19)

- X. The status of the buildings should be supervised and certified by an engineer not below the rank of Asst. Engineer in the beginning of every session. Necessary action should be taken for demolition/repairing of unsafe buildings/structures.

TIME SCHEDULE FOR WORK OF MINISTERIAL (CLERICAL GRADE)

STAFF:

- I. All ministerial staff of the college shall be assigned specific works / section to deal with.
- II. Applications from staff, students (for admission, issue of CLC/ TC or any other grievance) and guardians etc./letters from Higher Education Department / DHE or any other institutions shall be registered in the diary register and acknowledgement shall be given to the applicant.

As e-despatch system has been introduced by the Govt., the letters from the Govt., DHE, RDEs, and Universities etc. should be verified everyday and downloaded from the concern websites.

- III. The activity of each section shall be displayed for the information of students' and guardians.
- IV. Subject wise applications shall be marked by the Principal to concern ministerial staff for preparation of notes / compliance report etc. within specified timeline.

FINANCIAL AND SERVICE MATTERS:

- I. All purchase for the college / departments should be done with due procedure as per GFR Rule- 2005 and Odisha F.D circular No.4939/13.02.2012, preferably in the beginning of the academic session under the supervision of the purchase committee.
- II. Payment against purchase should be made within specified time from the date of supply through RTGS/NEFT or account payee cheque only.
- III. Cash Book & DCR should be maintained properly.
- IV. Collection of different fees from students should be preferably through e-transaction/demand draft/ bank challan. In case

of manual collection of cash the daily collection shall be deposited in the college account on the same day as far as practicable and cash in hand should be avoided. Under unavoidable circumstances the cash in hand should be kept in the college locker with separate triplicate keys with the Principal, Accounts Bursar and Accountant.

- V. The Cash Book and the Pass Book of the college account should be commensurate with each other on the last day of every month and the financial year also. Cheques issued, but actually the amount not en-cashed from the account against it shall not be considered for this purpose.
- VI. All accounts of the college should be audited by appropriate auditing agency for every financial year.
- VII. Salary of Block grant employees/guest faculties etc of govt.& non govt. Colleges ,;whose salary bills are not paid through Treasury shall be paid only through account transfer mode.
- VIII. Service books in duplicate & CCR of the employees shall be maintained and updated every year.
- IX. Any type of leave availed by these employees as per leave rule shall be sanctioned immediately after his/her joining in duty.
- X. No unauthorized fees/fines shall be collected from the students, without approval of the Govt. or the concern governing body .Non. Govt. colleges shall not enhance fees without sufficient reasons. No fees shall be enhanced, once the process of admission for an academic session is announced.
- XI. Subject combinations as per university rules and suitability/availability in the college shall be prepared by concern colleges, so that minimum work load is depicted and maximum numbers of students are accommodated in minimum no. of subjects following the principle of economy.
- XII. For passing any bill for payment, the sign. of all concern members of the Co-curricular and extracurricular committee/

H.O.D. of the concern Dept. etc. as the case may be shall be mandatory.

- XIII. No additional remuneration/salary advance/personal advance shall be paid to teaching and non-teaching staff, except admissible for NSS/NCC or University exam. etc. or as directed by the govt.
- XIV. All Aided Non Govt. colleges including 488 & 662 categories are brought under CAPA (College Accounting Procedure Automation) of financial matters and Principals should implement the same strictly.

CO-CURRICULAR AND EXTRA CURRICULAR ACTIVITIES:

- I. Colleges should organize Annual Sports, Annual Cultural Week Celebration, Science Exhibition, Essay & Debate Competitions etc. among the students to develop their extracurricular activities.
- II. Colleges having NCC/NSS/YRC/Rovers & Rangers Units should encourage the students to participate in such activities and proper functioning of units be focused. Self-defense Programme for girls students should be organized as per Govt. notification.
- III. All records related to above shall be properly maintained.
- IV. All the teaching staff of the college shall be assigned co-curricular and extracurricular duties in different teams headed by senior most of the team and others as members on rotation basis.
- V. The work of such teams shall be reviewed by the Principal in the staff council meeting in frequent intervals in which the attendance of all the members of the teams is mandatory. For lapses, the head and members of respective teams shall be held responsible.
- VI. All teachers posted in Government and Aided non-Government colleges of the State (irrespective of their actual designation), including the Principal, shall perform duty for at least 7 hours on every working day. (This stipulation,

however, shall not be applicable to Guest Faculties as they are paid remuneration as per number of classes they teach). In addition to normal teaching related works, teachers are required to devote time for library, research, taking extra classes for late entrants, taking corrective classes for needy students, monitoring students attendance, assisting the college authority in teaching and non-teaching assignments, etc. Guidelines/instructions issued in the past by this Department or its Directorate/Regional Directorates in this regard are hereby superseded (vide Letter No. 13559/HE/Dt 5th July 2019).

- VII. Anti-ragging cell, sexual harassment redressal cell, career counseling cell, discipline committee, equal opportunity cell, placement cell, Internal Quality Assurance cell etc. should be constituted along with teams for other co-curricular and extracurricular activities.
- VIII. Special attention should be given for discipline and security of hostel and college campus of women's college. CC camera must be installed in college/ hostel gates to monitor the activities of unwanted persons.
- IX. Activities affecting security and privacy of students in hostel and college campus of women's college shall be strictly prohibited.

PROCTORIAL SYSTEM :

Proctorial system must be strengthened. Each teacher must be assigned a group of students and he will act as friend, philosopher and guide of these students. He will keep the record of attendance and also academic achievement of his group. He will also remain in touch with the parents/guardians of the students.

DUTIES OF THE PROCTOR

- To meet the students assigned to him in his proctorial group every fortnight, irrespective of the period assigned.

- To keep a record of all the details about a student's life, habits and aspirations.
- To watch and guide the students of his proctorial group individually regarding their academic performances.
- To visit (if possible) the homes of the students in his group to meet and share with his parents.
- To report all cases of indiscipline among the students of his assigned group to the Chief Proctor
- To recommend the cases of poor students to avail PBF/ Students Aid Fund.
- To discover the potential of the student and to encourage for betterment
- To invite parents/guardians for a parent-teacher meeting.

DUTIES OF THE STUDENTS

- To attend all proctorial meetings, failing which the parents/guardians are to be informed.
- To take the Proctor into confidence in all matters.
- To supply all information in writing to the proctor whenever asked for.
- To submit a report to the proctor about the benefits, he derived from the proctorial system.

PRESERVATION OF RECORDS AND ASSETS:-

- I. A master data base register to enlist all the registers, records, files used by different departments, library, office etc. shall be maintained.
- II. The master database register and G.B. resolution books shall be kept by the Principal only, in case of Govt. & Non. Govt. aided colleges. For missing/damage/any tampering of these, the concern Principal shall be held responsible.
- III. All files and registers shall be numbered serially and acknowledgement of the custodian should be obtained in the master data base register.

- IV. Annual stock verification of office/Library/ practical departments should be conducted at the end of the session and the updated stock registers must be signed by the Principal.
- V. Irreparable damaged articles like furniture/electronic items etc. if any should be disposed off through public auction.

PRIVATE TUITION AND WORKING HOUR:

- I. No teacher can engage him/herself in private tuition/coaching or insist/ compel the students for the same. No Non- teaching staff also can run pvt. Coaching/Tuition institution or insist/ compel the students for the same.
- II. The concern Principal shall take an undertaking from every teacher/Non-Teaching staff to this effect in the beginning of the academic session.
- III. The violation of the above instructions should be reported to the Govt./DHE/RDE immediately.
- IV. Common staff attendance/Biometric attendance for all Teaching/Non-Teaching staff should be maintained and placed near the Principal's chamber to put their signature/biometric attendance to ensure the presence of such staff in the college, even there is no class/ specific administrative work. The scan copy of the attendance/Biometric attendance report must be sent to the concern RDE through e- mail, at the end of every week.
- V. All letters should be submitted through e-mail/Regd post/ Speed post and no teaching /non teaching staff should be deputed to HE dept /DHE/RDE etc for submission of such letters/documents, unless it is asked to do so by special messenger and especially teachers should not be deputed for this.

UGC/RUSA/STATE GOVT. GRANT & NAAC ACCREDITATION:-

- I. Every Govt. or non-govt. aided degree college should try to be covered under 2(f) and 12(b) of UGC Act to become eligible for grant from UGC. The grant received from UGC should be

utilized properly with due procedure and utilization certificate should be issued in time under intimation to the Govt.

- II. It has been made mandatory by the UGC for every degree college to obtain NAAC accreditation. Steps should be taken by the govt. and non govt. degree colleges for NAAC accreditation and subsequent reaccreditation.
- III. The utilization certificate in respect of Grant received from Higher education department like infrastructure assistance, assistance for purchase of laboratory equipment / furniture et./RUSA grant etc must be submitted immediately; otherwise the next allotment to the college will be stopped. UC along with unspent amt. if any against grant received from the state govt. during 2018-19 or prior to it for the development of laboratory /library etc must be submitted within one week from the date of issue of this order positively, if not submitted earlier.
17. Always visit the e-Despatch, website of Higher Education Department (www.dheodisha.gov.in), UGC website (www.ugc.ac.in), NAAC website (www.naac.gov.in) and the website of concern University for day to day updating the information.



Fee Structure (Higher Secondary) Session 2021-22			
Sl. No	Head particulars	1st yr Arts.	2nd yr Arts.
1	Academic Fee	45	0
2	Admission/ Re-admission fee	8	8
3	Affiliation Fee	0	0
4	Arts/ Science/ Commerce Society	0	0
5	Council Development fee	0	0
6	College registration fee	50	0
7	College calendar/ magazine	140	140
8	College development fee	3740	1100
9	Examination fees of the college	50	50
10	Common room	30	30
11	Corpus fund	200	0
12	Cultural Association	75	75
13	Cycle stand	30	30
14	DSA (Day Scholar Association)	10	10
15	Marksheet/ CLC	0	0
16	e-Education/ e-Governance/ wifi	200	0
17	EHM fee (For new entrants)	150	0
18	Faculty welfare	10	10
19	General Insurance	0	0
20	Identity card/ Liabrary card	40	0
21	Insurance/ Student Medical aid/ First Aid	30	30
22	Liabrary development/ Lab development and caution money	115	100
23	Migration Fee	0	0
24	NCC/ Rover and rangers fee	12	12
25	NSS	20	20
26	Proctorial and attendance fee	10	10
27	Sanskrit/ Flag day/ Jayanti/ Anniversary/ Jubilee fees	45	45
28	Seminar fee	0	0
29	Social Service Guild	10	10
30	Sports fee	130	130
31	Student Aid Fund/ Alumni fund	20	20
32	Student Union/ College Election	0	0
33	Syllabus/ Lesson plan and Time table	12	12
34	Youth Red Cross	20	20
35	Recognition fee	50	0
36	Other board student fee	0	0
Total		5252	1862
37	Tution fee (gen) and continuing certificate	Collection will be made from Gen. Boys only. Amount = 96/-	
38	Students coming from other boards and for ITI passouts	20/-	

Fee Structure (Higher Secondary) Session 2021-22			
Sl. No	Head particulars	1st yr Sc.	2nd yr Sc.
1	Academic Fee	45	0
2	Admission/ Re-admission fee	9	9
3	Affiliation Fee	0	0
4	Arts/ Science/ Commerce Society	0	0
5	Council Development fee	0	0
6	College registration fee	50	0
7	College calendar/ magazine	140	140
8	College development fee	3740	1100
9	Examination fees of the college	50	50
10	Common room	30	30
11	Corpus fund	200	0
12	Cultural Association	75	75
13	Cycle stand	30	30
14	DSA (Day Scholar Association)	10	10
15	Marksheet/ CLC	0	0
16	e-Education/ e-Governance/ wifi	200	0
17	EHM fee (For new entrants)	150	0
18	Faculty welfare	10	10
19	General Insurance	0	0
20	Identity card/ Library card	40	0
21	Insurance/ Student Medical aid/ First Aid	30	30
22	Library development/ Lab development and caution money	814	400
23	Migration Fee	0	0
24	NCC/ Rover and rangers fee	12	12
25	NSS	20	20
26	Proctorial and attendance fee	10	10
27	Sanskrit/ Flag day/ Jayanti/ Anniversary/ Jubilee fees	45	45
28	Seminar fee	0	0
29	Social Service Guild	10	10
30	Sports fee	130	130
31	Student Aid Fund/ Alumni fund	20	20
32	Student Union/ College Election	0	0
33	Syllabus/ Lesson plan and Time table	12	11
34	Youth Red Cross	20	20
35	Recognition fee	50	0
36	Other board student fee	0	0
Total		5952	2162
37	Tution fee (gen) and continuing certificate	Collection will be made from Gen. Boys only. Amount = 108/-	
38	Students opting for subject IT (Information Technology)	1500/-	
39	Students coming from other boards and for ITI passouts	20/-	

CALENDAR - 2021-22

Fee Structure (Higher Secondary) Session 2021-22			
Sl. No	Head particulars	1st yr Com.	2nd yr Com.
1	Academic Fee	45	0
2	Admission/ Re-admission fee	8	8
3	Affiliation Fee	0	0
4	Arts/ Science/ Commerce Society	0	0
5	Council Development fee	0	0
6	College registration fee	50	0
7	College calendar/ magazine	140	140
8	College development fee	3740	1100
9	Examination fees of the college	50	50
10	Common room	30	30
11	Corpus fund	200	0
12	Cultural Association/ Cultural fees	75	75
13	Cycle stand	30	30
14	DSA (Day Scholar Association)	10	10
15	Marksheet/ CLC	0	0
16	e-Education/ e-Governance/ wifi	200	0
17	EHM fee (For new entrants)	150	0
18	Faculty welfare	10	10
19	General Insurance	0	0
20	Identity card/ Library card	40	0
21	Insurance/ Student Medical aid/ First Aid	30	30
22	Library development/ Lab development and caution money	115	100
23	Migration Fee	0	0
24	NCC/ Rover and rangers fee	12	12
25	NSS	20	20
26	Proctorial and attendance fee	10	10
27	Sanskrit/ Flag day/ Jayanti/ Anniversary/ Jubilee fees	45	45
28	Seminar fee	0	0
29	Social Service Guild	10	10
30	Sports fee	130	130
31	Student Aid Fund/ Alumni fund	20	20
32	Student Union/ College Election	0	0
33	Syllabus/ Lesson plan and Time table	12	12
34	Youth Red Cross	20	20
35	Recognition fee	50	0
36	Other board student fee	0	0
Total		5252	1862
37	Tution fee (gen) and continuing certificate	Collection will be made from Gen. Boys only. Amount = 96/-	
38	Students coming from other boards and for ITI passouts	20/-	

PRINCIPAL

SHISHU ANANTA MAHAVIDYALAYA

Fee Structure (Degree) Session 2021-22				
Sl. No	Head particulars	1st yr Arts	2nd yr Arts	3rd yr Arts
1	Academic Fee	10	10	10
2	Admission/ Re-admission fee	9	9	9
3	Affiliation Fee	40	0	0
4	Arts/ Science/ Commerce Society	0	0	0
5	Council Development fee(CDC)	10	10	10
6	College registration fee	150	0	0
7	College calendar/ magazine	140	140	140
8	College development fee	3980	1100	1100
9	Examination fees of the college	50	50	50
10	Common room	30	30	30
11	Corpus fund	200	0	0
12	Cultural Association	75	75	75
13	Cycle stand	30	30	30
14	DSA (Day Scholar Association)	10	10	10
15	Marksheet/ CLC	0	0	0
16	e-Education/ e-Governance/ wifi	200	0	0
17	EHM fee (For new entrants)	0	0	0
18	Faculty welfare	10	10	10
19	General Insurance	0	0	0
20	Identity card/ Liabrary card	40	0	0
21	Insurance/ Student Medical aid/ First Aid	30	30	30
22	Liabrary development/ Lab development and caution money	109	109	109
23	Migration Fee	0	0	0
24	NCC/ Rover and rangers fee	0	0	0
25	NSS	20	20	20
26	Proctorial and attendance fee	10	10	10
27	Sanskrit/ Flag day/ Jayanti/ Anniversary/ Jubilee fees	45	45	45
28	Seminar fee	500	180	180
29	Social Service Guild	10	10	10
30	Sports fee	100	100	100
31	Student Aid Fund/ Alumni fund	20	20	20
32	Student Union/ College Election	50	50	50
33	Syllabus/ Lesson plan and Time table	12	12	12
34	Youth Red Cross	20	20	20
35	Recognition fee	70	0	0
36	Other board student fee	0	0	0
Total		5980	2080	2080
37	Tuition fee (gen) and continuing certificate	Collection will be made from Gen. Boys only. Amount = 108/-		
38	Form Fill-up Fees (For all students)	1130/-		

CALENDAR - 2021-22

Fee Structure (Degree) Session 2021-22				
Sl. No	Head particulars	1st yr Sc.	2nd yr Sc.	3rd yr Sc.
1	Academic Fee	10	10	10
2	Admission/ Re-admission fee	11	11	11
3	Affiliation Fee	40	0	0
4	Arts/ Science/ Commerce Society	0	0	0
5	Council Development fee(CDC Fees)	10	10	10
6	College registration fee	150	0	0
7	College calendar/ magazine	140	140	140
8	College development fee	3980	1100	1100
9	Examination fees of the college	50	50	50
10	Common room	30	30	30
11	Corpus fund	200	0	0
12	Cultural Association	75	75	75
13	Cycle stand	30	30	30
14	DSA (Day Scholar Association)	10	10	10
15	Marksheet/ CLC	0	0	0
16	e-Education/ e-Governance/ wifi	200	0	0
17	EHM fee (For new entrants)	0	0	0
18	Faculty welfare	10	10	10
19	General Insurance	0	0	0
20	Identity card/ Liabrary card	40	0	0
21	Insurance/ Student Medical aid/ First Aid	30	30	30
22	Liabrary development/ Lab development and caution money	859	412	412
23	Migration Fee	0	0	0
24	NCC/ Rover and rangers fee	0	0	0
25	NSS	20	20	20
26	Proctorial and attendance fee	10	10	10
27	Sanskrit/ Flag day/ Jayanti/ Anniversary/ Jubilee fees	45	45	45
28	Seminar fee	500	180	180
29	Social Service Guild	10	10	10
30	Sports fee	100	100	100
31	Student Aid Fund/ Alumni fund	20	20	20
32	Student Union/ College Election	50	50	50
33	Syllabus/ Lesson plan and Time table	12	12	12
34	Youth Red Cross	20	20	20
35	Recognition fee	70	0	0
36	Other board student fee	0	0	0
Total		6732	2385	2385
37	Tuition fee (gen) and continuing certificate	Collection will be made from Gen. Boys only. Amount = 132/-		
38	Form Fill-up Fees (For all students)	1130/-		

SHISHU ANANTA MAHAVIDYALAYA

Fee Structure (Degree) Session 2021-22				
Sl. No	Head particulars	1st yr Com.	2nd yr Com.	3rd yr Com.
1	Academic Fee	10	10	10
2	Admission/ Re-admission fee	9	9	9
3	Affiliation Fee	40	0	0
4	Arts/ Science/ Commerce Society	0	0	0
5	Council Development fee	10	10	10
6	College registration fee	150	0	0
7	College calendar/ magazine	140	140	140
8	College development fee	3980	1100	1100
9	Examination fees of the college	50	50	50
10	Common room	30	30	30
11	Corpus fund	200	0	0
12	Cultural Association	75	75	75
13	Cycle stand	30	30	30
14	DSA (Day Scholar Association)	10	10	10
15	Marksheet/ CLC	0	0	0
16	e-Education/ e-Governance/ wifi	200	0	0
17	EHM fee (For new entrants)	0	0	0
18	Faculty welfare	10	10	10
19	General Insurance	0	0	0
20	Identity card/ Library card	40	0	0
21	Insurance/ Student Medical aid/ First Aid	30	30	30
22	Library development/ Lab development and caution money	109	109	109
23	Migration Fee	0	0	0
24	NCC/ Rover and rangers fee	0	0	0
25	NSS	20	20	20
26	Proctorial and attendance fee	10	10	10
27	Sanskrit/ Flag day/ Jayanti/ Anniversary/ Jubilee fees	45	45	45
28	Seminar fee	500	180	180
29	Social Service Guild	10	10	10
30	Sports fee	100	100	100
31	Student Aid Fund/ Alumni fund	20	20	20
32	Student Union/ College Election	50	50	50
33	Syllabus/ Lesson plan and Time table	12	12	12
34	Youth Red Cross	20	20	20
35	Recognition fee	70	0	0
36	Other board student fee	0	0	0
Total		5980	2080	2080
37	Tution fee (gen) and continuing certificate	Collection will be made from Gen. Boys only. Amount = 108/-		
38	Form Fill-up Fees (For all students)	1130/-		

PRINCIPAL

Government of Odisha

General Administration & Public Grievance Department

ORDER

Subject: Strict implementation of the preventive measures as per the extant Government guidelines for containment of COVID-19 in the State.

Therefore, it is directed that the following precautionary measures with prime importance to "Social Distancing" be meticulously enforced in all the Government Departments / Offices of the State so as to restrain the spread of COVID-19:

1. All the employees inside the office premises are required to wear mask compulsorily, for the entire period of their stay in office. Wilful deviation from the instructions shall be construed to be an official indiscipline.
2. The principle of Social Distancing of **two metres** between two persons is required to be strictly maintained at all times in office, such as, discussing, standing, waiting etc. inside the premises.
3. Unnecessary gathering /crowding in common passages /corridors is strictly prohibited.
4. The employees need to ensure frequent hand washing (for minimum 20 seconds) during the office hours, especially, after use of washrooms. A sketch for proper hand washing is enclosed herewith.
5. Seating of the officials should be compliant to Social Distancing norms.
6. Official meetings and gatherings shall be restricted to minimum and organised preferably through video-conferencing. In case of necessity of a physical meeting, seating may be arranged with appropriate physical distance amongst the participants, keeping in view the size of the Hall.
7. Proper sanitisation of the Office buildings / common space should be done at regular intervals. Adequate cleaning & sanitation materials are to be procured by the respective office establishment. All the rooms of the offices, stairs, washrooms etc. are to be cleaned /sanitized regularly.



8. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, elevator buttons, hand rails, benches, washroom fixtures, etc.) shall be done in office premises and in common areas.
9. There shall be provision for disinfection of the interior of the vehicle using 1% sodium hypochlorite solution/ spray. A proper disinfection of steering, door handles, keys, etc. should be taken up.
10. Entrance to have mandatory provision of hand hygiene (sanitizer dispenser).
11. Required precautions while handling supplies, inventories and goods in the office shall be ensured.
12. Visitors from outside to the office premises may be restricted to bare minimum and they should be disposed of within limited period following sanitation norms.
13. Receipt & delivery of Daks to be restricted to the entry point of the Office only.
14. Drivers of the vehicles, employees engaged with watch & ward and security personnel may be kept on alert and it is to be ensured that the standard etiquette of using mask, hand washing & social distancing are followed by them without deviation.
15. Spitting inside the office premises is strictly prohibited and violators (officials / visitors) should be punished as per rules.
16. Officials feeling physical discomfort and suffering, should be advised to seek proper medical care and if having symptoms of fever/respiratory problem should seek leave on due information to respective reporting authorities. In cases of severity, home-quarantine as per the guidelines may be ensured.
17. Older employees/employees having underlying medical conditions and pregnant lady employees may not be exposed to direct public contact. Use of stairs should be encouraged and use of lifts should be avoided as far as possible.
18. Any officer and staff residing in containment zone should inform the same to supervisory officer and not attend the office till containment zone is denotified, Such staff should be permitted to work from home and it will not be counted as leave period.
19. Self-monitoring of health by all and reporting any illness at the earliest to the immediate supervisory officer.
20. Respiratory etiquettes to be strictly followed. All the employees should cover their mouth and nose with a tissue while coughing or sneezing or use the inside of their elbow and thereafter throw used tissues into no-touch trash cans and immediately wash hands with soap and water for at least 20 seconds.



21. Practice frequent hand washing with soap (for at least 20 seconds) even when hands are not visibly dirty. If soap and water are not available, hand sanitizer containing at least 70% alcohol may be used.
22. Practice routine cleaning and disinfection of frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs' Dirty surfaces can be cleaned with soap and water prior to disinfection.
23. As much as possible, employees should avoid using other employees' phones, desks or other work tools and equipment. Clean and disinfect them before and after use.
24. More than 4 persons in the lift are not allowed. Inside the lift, the persons should stand facing the walls of the lift and not facing each other.
25. Posters/standees/AV media on preventive measures about COVID-19 to be displayed prominently.
26. Any cafeteria etc., outside and within the office premises shall follow social distancing norms at all times.
27. For air-conditioning/ventilation, the guidelines of CPWD shall be followed which inter alia emphasises that the temperature setting of all air conditioning devices should be in the range of 24-30°C, relative humidity should be in the range of 40-70%, intake of fresh air should be as much as possible and cross ventilation should be adequate.

Hand-washing technique with soap and water



1 Wet hands with water



2 Apply enough soap to cover all hand surfaces



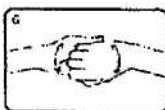
3 Rub hands palm to palm



4 Rub back of each hand with palm of other hand with fingers interlaced



5 Rub palm to palm with fingers interlaced



6 Rub with back of finger to opposing palm with fingers interlaced



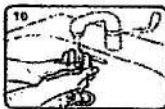
7 Rub each thumb clasped in opposite hand using a rotational movement



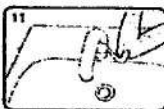
8 Rub tips of fingers in opposite palm in a circular motion



9 Rub each wrist with opposite hand



10 Rinse hands with water



11 Use elbow to turn off tap



12 Dry thoroughly with a single-use towel



13 Hand washing should take 15-30 seconds

*Protect yourself and others from the spread of Covid -19.
You can reduce your chance of being infected or Spreading Covid -19
by taking simple precautions.*



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